

Charity registration number 703002

Company registration number 2506147 (England and Wales)

**DRIVE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2024**

# DRIVE

## CONTENTS

---

	Page
Trustees report	1 - 20
Statement of trustees responsibilities	21
Independent auditor's report	22 - 24
Statement of financial activities	25
Balance sheet	26
Statement of cash flows	27
Notes to the financial statements	28 - 51

---

## DRIVE

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)  
FOR THE YEAR ENDED 31 MARCH 2024

---



## Performance Report 2023/2024

community  
inspiring motivated  
values consistent  
impactful  
development proud visible growing  
support teamwork  
happy positive approachable  
sharing family safe learning  
progression  
well-trained quality

What our staff say about Drive

## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

---

The trustees present their annual report and financial statements for the year ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document 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 (FRS 102) (effective 1 January 2019)".

#### Objectives and activities

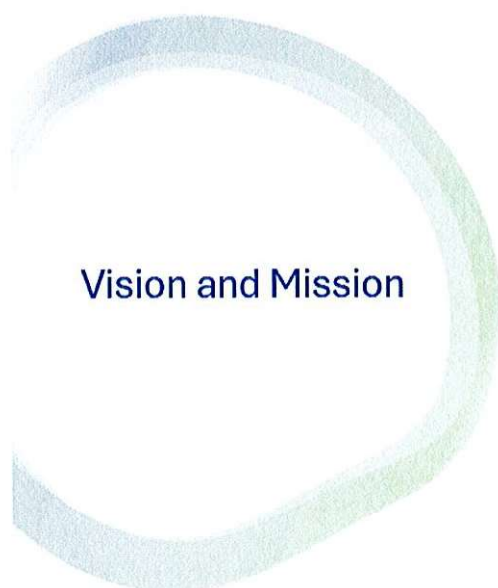
##### Introduction

##### CEO's summary

I am delighted to introduce our 2023 -24 Performance Report, which reflects the achievements and impact of our services for individuals that we support.

The aims and objectives of our Business Plan reflect our Vision and Mission, and describe what people we support have told us matters to them. This includes the opportunity to be able to do more activities in local, accessible facilities, the desire to meet old friends and develop new relationships, and the creation of more opportunities to work or volunteer.

Our Vision and Mission Statement:



#### Our Vision

For people needing support to live their best lives.

#### Our Mission

To be at the forefront of delivering high quality, innovative support that empowers choice, belonging, and independent living in local communities.

Our 2023/24 Performance Report reflects a high level of innovation, community development and partnership work, so that opportunities for people we support have increased and improved. The second year of the People and Places Big Lottery fund has enabled us to expand our My Life, My Way team to include activity support workers, who facilitate community hubs and signpost information to other community groups and opportunities.

Financial pressures have continued to be challenging for the organisation, however, we have managed to maintain wages above the Real Living wage for frontline staff. Recruitment for the sector continues to be difficult, however, we have responded with improvements to our recruitment strategy through attending job fairs, creating fun family days to help advertise our work, and an increased presence on social media.



## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

Despite challenges we have supported new initiatives and maintained a high quality of support, as evidenced by our latest exceptional inspection reports. All 3 Regions were described as providing excellent levels of care and support, with staff feeling happy at work and valued and supported by the management team.

We really appreciate and are extremely proud of your remarkable work this year, the opportunities and achievements for people that we support have excelled and have been an inspiration to us all.

Thank you to all staff, trustees and the people we support for making Drive such a unique and special place to work.

Drumming Performance at the AGM 2023



#### Co-production – My Life, My Way

Drive's uniqueness lies in our collaborative culture. We believe that the full involvement of the people we support and our staff in the management of the organisation is crucial to the effectiveness and value of our work.

The My Life, My Way team have expanded and supported community developments to co-produced alternatives to day service provision in all local authorities. They have organised smaller, local conferences at the request of people we support and implemented new initiatives through year 2 of the People and Places Big Lottery award.

We have used some the funding to appoint 3 activity support workers to run community activities in each Region, including developing the community hubs to provide more activities and signpost what other groups and opportunities are available in each area. During the year we had a lot of feedback that there were not enough opportunities for people with more sensory needs and specialist support. As a result, we opened a new hub in Merthyr with funding from the Local Authority and ran taster sessions for people living in specialist services in Neath Port Talbot through a £5k grant from the Council's Prosperity Fund.

#### Merthyr Hub



## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

---

We have attended conferences and working groups to support the work of the Learning Disability Community, Including:

- A Presentation at Learning Disability Wales Annual Conference on research into the effectiveness of Annual Health Assessments.
- Running workshops and presenting an award at Ad fest (People Fierst Annual Conference).
- Joining the Cardiff Pride Procession and running a stall to raise awareness of our work.



#### Strategic report

The description under the headings "Achievements and performance" and "Financial review" meet the company law requirements for the trustees to present a strategic report.

We review our aims and objectives annually through the Trustees self-assessment of skills and Governance, and a Performance Report celebrating achievements and reviewing information for best practice.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.



# DRIVE

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

*FOR THE YEAR ENDED 31 MARCH 2024*

---

### Achievements and performance

#### Achievements with Business Plan Aims

##### People we Support Lead the Way We have....

- Presented at the Learning Disability Wales Conference on Annual Health Checks
- Presented workshops at Ad fest (People First Annual Conference) on Reducing Restrictive Practice
- Managed a Stall and joined the procession at Cardiff Pride
- Reviewed Social Media Consent
- Collaborated to run Better Together events in RCT and Neath Port Talbot
- Expanded the My Life, My Way Team with 3 activity Support Workers
- Started a Community Hub in Merthyr
- Created Taster sessions for people in Neath Port Talbot with Grant funding
- Held 2 Local Conferences for People that we support

##### Long Term Financial Stability and Resilience is sustained We have...

- Successfully re-tendered for the contract in Rhondda Cynon Taf
- Had Merthyr County Borough Council contract extended to January 2026
- Improved our budget position
- Negotiated positive up-lifts with most Local Authorities
- Continued to pay up to and above the Real Living Wage
- Supported fundraising and project management for a sensory garden for the Short-Term Care Service
- Improved management accounts reports
- Continued to fundraise to improve opportunities for the people that we support

## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

---

#### Staff Deliver a Quality Service

##### We have

- Delivered new people management training to all managers
- Improved Sickness and Absence Management processes
- Introduced new bespoke training
- Improved our online training offer
- Increased the speed of our onboarding process
- Maintained our Gold Investors in People Award
- Improved our online staff Health and Wellbeing Hub

#### The Organisation is well led and governed

##### We have...

- Recruited 5 new Trustees
- Joined Tai Pawb (Equality and Social Justice)
- Maintained advanced Accreditation with the National Autistic Society
- Increased our presence in external forums
- Reviewed our Digital Strategy and developed Carista
- Reviewed the Reserves Policy to support innovation and Business Development
- Developed GDPR Reports for Board

#### We Innovate to enable inclusive, sustainable communities.

##### We have...

- Reviewed Business Continuity Plans for a major regional disaster
- Developed community hubs across all Regions
- Increased opportunities for people to develop new skills, join community groups, volunteer work
- Expanded the choir with other providers
- Worked in partnership to run Better Together events in Rhondda Cynon Taf and Neath Port Talbot
- Joined a Carbon footprint action learning group
- Delivered conferences for people we support on wellbeing and ideas for Eco initiatives

#### Our Support Services

Drive provides support in 5 Local Authorities, who we have long standing, positive relationships with.

1. Swansea bay  
Neath Port talbot  
• 5 Services
2. Cwm Taff Bridgend  
• 17 Services
3. Cwm Taff RCT  
• 28 Services
4. Cwm Taff Merthyr  
Tydfil  
• 10 Services
5. Gwent Monmouth  
• 1 Service

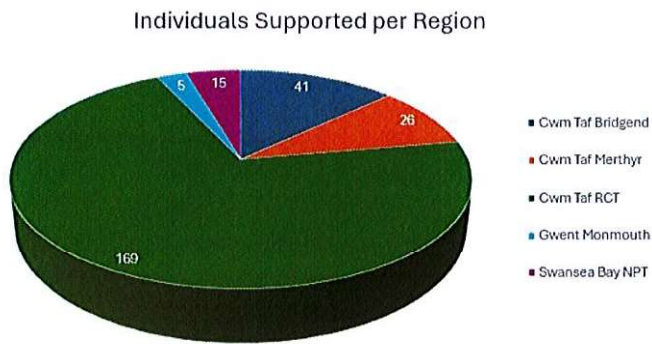


DRIVE

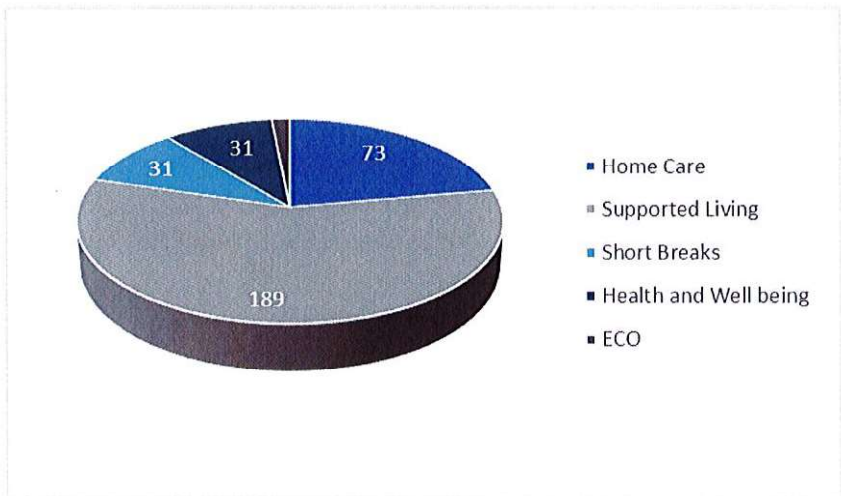
TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

We continue to offer a wide range of services, including supported living in shared accommodation and individual flats, homecare support, and activities during the day, evenings and weekends. We are contracted to support 329 people in total as of 31 March 2024.



Number of individuals supported per service.



Achievements for People we Support



L wanted to learn to roller skate after attending a roller skating show. She has been attending lessons, (has learned how to fall and get up!), and is thoroughly enjoying a new experience.



## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

*FOR THE YEAR ENDED 31 MARCH 2024*

---



S has been extremely active in her efforts to eat healthily, lose some weight, and try out new community activities.



Due to improvements to recruitment, people supported in Monmouth have been able to go on day trips together and have individual holidays. They also had a Christmas meal with their families and staff during the festive season.



P has been volunteering for Elite Paper solutions. He is very proud of this achievement and enjoys the work, which includes shredding paper and flattening boxes to be recycled into bedding for pets.

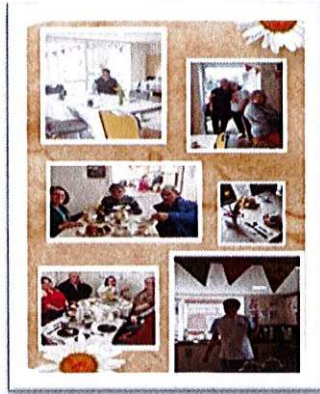


## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

*FOR THE YEAR ENDED 31 MARCH 2024*

---



People we support have held some afternoon tea events for their families. This has brought some relatives back together after limited contact with each other, and has been a great success, with beautiful food and decorations being prepared.

#### **Eco and Autism Project**

We have increased the capacity for referrals in our Eco and Autism Specialist Project with the addition of a new summer house. Following the sad passing of our former Chief Executive, we had a donation from the Barry Gallagher fund, and from the Moondance Foundation. We now have a lovely new space to develop new activities and increase the number of people attending the project. The team held a vote and decided to name it 'Barry's Cwtch.'

We now support 5 young autistic adults with very specialist support needs. Having a beautiful, calm environment has supported people's wellbeing, and provided enjoyable, valued activities such as growing vegetables and plants, collecting food waste from the local café for the composter, and making seasonal crafts and gifts.



## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

---

#### Brynsadler Short Term Care

Our Short-Term Care service continues to provide holidays for 31 families and has also facilitated successful transitions for people moving from family homes to flats or supported living. We have also provided homecare support to help families and people supported get to know staff before trying the service.

During the year a local pub has supported fundraising to transform the projects garden into an accessible, sensory space for guests to enjoy. It is a huge success and has been a great example of positive community action.

Before and after



#### Positive Inspection Report: Supported Living

We had an extremely positive inspection reports for all 3 Regions for supported living services in March/April, with our support described as excellent, with no improvement or priority action recorded. Findings included:

People receive an excellent level of person - centred care and support

Risk assessments use a strengths-based approach, enabling people to take positive risk while remaining safe

Governance and quality assurance measures are very strong and help drive improvement within the service

Care staff are happy and feel supported by management

The service works closely with other organisations to provide opportunities

We received excellent feedback from people's relatives " the staff are brilliant, couldn't be better.

#### Customer Satisfaction Compliments and Complaints

There have been 21 complaints during the reporting period, compared to 18 the year before. 32 compliments have been recorded from professionals and families. All Complaints and the details of investigations and outcomes are submitted to the Quality Assurance Sub-Committee for discussion and lessons learned on a quarterly basis.



## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

Compliments have included:

it is truly heart- warming to see how much the staff genuinely care for K in such a wonderful way - Mum

If one of your goals as a company is trying to give your residents the normality of a loving family home, your workers are smashing it - Neighbour

Since my Daughter is attending ECO she has transformed. She can't wait for Monday to go to the service – Mum

Well done to the team for all your hard work and commitment throughout the year – inspirational – Social Worker

#### Family Survey

Every Year we collate feedback from families by conducting telephone surveys. The Responsible individuals (Rhian Jones and Karen Gregory) also contact families throughout the year. The results are recorded and analysed for each of our support areas, and the full report and recommendations are submitted to the Quality Assurance sub-committee, including themes of concern and an action plan.

Families responding to indicate that they are satisfied or above with the overall service

Questions	% of families 2023	% of families 2022
Overall service	99	95
Environment	99	92
Aids and adaptations	83	53
Support staff	96	95
Team Manager	95	81
Respected	99	99
Confidentiality	100	96
Activities	94	84
New Skills	96	81
Health & Wellbeing	96	95
Finances	99	77
Safety	90	99
Communication	86	88

11

## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

#### Good Service Report

The My Life, My Way team conduct a survey with people that we support every year, either during conferences, or in people's homes. 98 people completed the survey, and 90 said they were happy with their support. Any concerns were relayed to Team Managers for further action.



#### Fundraising and Business Development

Drive's fundraising activity has increased over the last 2 years, and full reports on grants are submitted to the Audit and Business Development Committee every quarter. We had 10 live grant projects during 2024 contributing £335,586. The majority of this is the People and Places Lottery fund for Digital Inclusion and Participation after Covid. The grants have contributed to the development of community hub activities, monthly discos, sensory equipment and training, digital training, summerhouses and garden improvements.

Grant Awarding Body	Total Grant Received to Date	Amounts Received during 2023/24
People and Places - National Lottery	£278,502	£97,389
Moondance Foundation	£14,000	-
Ford of Britain Trust	£2,994	-
Neath Port Talbot Third Sector Grant	£5,000	£5,000
Millenium Stadium Charitable Trust	£2,440	£2,440
RCT Council Micro Grant – Short Term Care	£1,000	£1,000
First Choice Housing Grant – Neath Hub	£700	-
Neath Port Talbot Shared Prosperity Fund	£29,950	£14,975
Pontyclun Town Council	£500	-
Tesco Community grant	£500	-



## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

#### Brynsadler Garden fundraisers

There have been several fundraising events to develop a sensory garden in Brynsadler Short Term Care House. Several activities were organised by the local pub landlady at the Ivor Arms, including a sponsored walk and an afternoon tea. These funds were all received during 2023/24.

Local community sponsored walks, quizzes, afternoon teas	£8,488
NISA, Making a Difference Locally	£1,834
Christmas jumper event	£1,500

#### ICT Achievements

The ICT department has successfully delivered on its strategic objectives and operational goals as laid out in the ICT Strategy 2022-2025 and the Digital Strategy 2022-25. The team has achieved everything it planned to, and more, during the financial year 2023-24.

Some of the key achievements are:

Completed year 1 of the 3-year Windows 11 Asset Refresh program.	Cloud Transformation Project to move all servers from the Head Office and host in Cloud services.	Successfully changed our third-party Managed Support Provider.	Deployed Windows 365 Cloud Pc's to the Finance Department
Maintained and Renewed our Cyber Essentials and Cyber Essentials Plus Certification	Firewall and Core Network now being hosted in the Cloud improving our Disaster Recovery and Business Continuity Plans.	Digital Training portal added to SharePoint containing guides, Training videos for Staff.	Recruited a Digital Officer to help support Staff and Provide Training.
Recruited an IT Volunteer from our Supported Living Services	Launched a new E-Learning Platform to deliver content and then test candidates.	Supported a major HR and Learning system change.	Rolled out new Cyber e-learning Training to all staff.
Released new IT Security and Artificial Intelligence Policies.			

#### Investors in People

Investors in People is a standard awarded to employers, measured on their management and leadership. An interim review of our Gold Investors in People Standard was conducted during February and March 2024. Having held the Silver standard previously, we were delighted to have received Gold in 2023. The interim review considers our continuous improvement and sets out our goals for near future.

## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

FOR THE YEAR ENDED 31 MARCH 2024

#### What the assessment found



#### Health and Safety

Drive's Health and Safety Committee oversees the health and safety activity of the Organisation and meet on a quarterly basis to monitor reports and discuss any issues that staff raise. During the year the committee has increased in size and diversity, and overseen:

- 3 Legionella Risk Assessments conducted, and recommendations actioned.
- H & S Policies reviewed in line with calendar.
- Improved analysis of sickness data and medication incidents.
- H & S Audit recommendations completed.

Drive's comprehensive Health and Safety policies, procedures and training ensure as far as is reasonably practicable the safety and welfare of all employees, supported people visitors, etc.

Drive actively promotes a positive culture of healthy and safety working and this is effectively balanced with positive risk-taking strategies that enables the people Drive supports to live full and valued lives. All staff receive health and safety training. Internal qualified trainers deliver the following courses:

Fire Safety	Health and Safety
First Aid	Risk Assessment
Positive Behaviour Management	Stress Management
Positive Behaviour Support Theory	Wheelchair Safety
Moving and Handling	Food Hygiene
Medication Awareness	Epilepsy

Drive's annual Health and Safety Report ensured the Management Board receive a full account of Health and Safety activity throughout the year.

Drive's Wellbeing Group offer a range of support, training as Mental Health First Aiders, and giving regular updates on mental health initiatives. The group includes staff from all areas of the organisation and has been extremely successful in discussing and promoting health and wellbeing.



# DRIVE

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

---

### Training and Development

This year has seen several improvements to our induction programme. The Training Team conducted a review of the courses delivered, which identified opportunities for condensing some content whilst maintaining the high quality of our provision. We have been able to introduce digital and systems training. The induction programme continues to be an excellent resource for assisting new staff with their initial registration with Social Care Wales. In addition, new, bespoke training courses have been created to ensure Drive staff remain amongst the most skilled in our sector, for example Reducing Restrictive Practice. The new training delivery methods have resulted in more learning opportunities with less time needed to attend courses.

### Governance

The Management Board is attended by skilled and experienced Trustees who meet every two months to oversee the strategic direction and legislative compliance of the organisation. We have 5 sub-committees that meet three times a year:

- Health and Safety
- Audit and Business Development
- Quality Assurance
- Digitalisation
- Advisory Group of People that we support.

Five new Trustees were recruited this year with skills and experience in Human Resources, Housing, and Finance.

### Financial review

#### Results

The net incoming unrestricted surplus for the year ended 31 March 2024 amounted to £439,397 (2023: £690,764). This surplus increased the cumulative unrestricted funds to £5,305,944. The movements in the individual designated funds are shown in the notes to the financial statements.

The net incoming unrestricted surplus includes an actuarial loss on our defined benefit pension schemes of £71,000 (2023: gain of £485,000). Excluding this, our operating unrestricted surplus equates to £510,397 for the year.

The unrestricted surplus includes income of £158,800 from the sale of the bungalow generously donated to Drive in 2023. The Trustees have created a Designated Reserve for these funds to be used to enhance the support that Drive offers. Excluding this, our unrestricted surplus would have been £280,597.

The restricted funds include the monies received for the provision of care in the local authority areas in which the charity works. The total incoming resources from these sources amounted to £19,507,931 (2023: £18,281,506). Expenditure from restricted reserves of £19,486,359 (2023: £18,262,539) resulted in net inflow of resources of £21,572 (2023: £18,967).

All of the incoming resources have been applied to further the principal objects of the charity. The funding for the year continued to be received from those local authorities with whom the charity has a service level agreement. In addition, the charity received Housing Related Support Grant from those same local authorities as well as contributions from the service users in the form of housing benefit and other contributions. The principal cost for the year was staff salaries and related costs. The staff provide the level of care and support required to meet the charity's obligations under the service level agreements. In addition, the charity meets the cost of accommodation on behalf of its people supported by Drive, including rent, housing associations charges and other housekeeping costs.

# DRIVE

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

*FOR THE YEAR ENDED 31 MARCH 2024*

---

### Reserves

The level of unrestricted reserves at the balance sheet date was £5,305,944 (2023: £4,866,547). The level of available funds (free reserves) at the balance sheet date excluding the investment made in fixed assets, defined benefit pension scheme and the amounts set aside into designated reserves, amounted to £3,321,089 (2023: £2,901,089).

General (free) reserves are the reserves remaining when restricted and designated reserves, the fixed assets and pension surplus/deficit are excluded from total reserves.

The Trustees of Drive recognise the need to hold reserves so that the charity can continue its operations and to safeguard charity assets. The Trustees have recognised the need to maintain a level of free reserves on a risk-based approach. Drive's services are funded through commissioned contracts. The reserves are held to either enable Drive to continue to provide support services in the event of an unforeseen reduction in income from commissioners, or to fund redundancy and other cost reduction programmes in the event of the loss of a significant contract.

All charities are required to consider how much money they need to hold in reserves. The extent varies depending on the scale and nature of the charity's activities. The Trustees regularly review Drive's Reserves policy to make sure it is in in with Regulatory and contractual requirements.

The Trustees calculate the amount required to be held in target reserves based on the assessment of the risks affecting the income and expenditure of the charity on an annual basis. In assessing the amount of target reserves required, Trustees review the principal risks, unforeseen emergencies, future operating expenditure, uncertainty over future income, the business plan, and wider economic factors to estimate the required reserves.

Based on these calculations, the Trustees set a free reserves target for the year to 31 March 2024 of £2,807,115 (2023: £2,720,000). The actual free reserves of £3,321,089 has exceeded this target.

The trustees use designated reserves to set funds aside for a specific purpose or project; the details of which are shown in the notes to the financial statements.

### Investment powers

Under the Memorandum and Articles of Association the charity has the power to invest for the furtherance of the charity's principal activity. All investments comply with the Charity Commission guidelines.

The trustees, having regard to the liquidity requirements of the charity have operated a policy of keeping surplus cash balances as liquid as possible and any surplus balances will be invested in fixed term deposit accounts.

### Financial controls

The Management Board is responsible for the organisations' strategy and policy framework. It delegates the day to day management and implementation of that framework to the Chief Executive Officer, Rhian Jones, and other senior managers (the Senior Management Team).

There have been no material changes in policy during the year.



## **DRIVE**

### **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2024***

---

#### **Risks**

The approach to risk management, set out in policy and guidelines, has been approved by the Board. The approach allocates responsibility for risk management and established a framework in which risks are identified and evaluated so that an appropriate response can be determined and affected.

To co-ordinate this process, the approach combines oversight by the Audit and Business Development Committee. The Senior Management Team are responsible for preparing a register for the specific risks and controls relating to organisation functions. The register will form the basis for action plans designed to address weaknesses in controls identified and mitigate risks where this is considered to be desirable.

The Chief Executive and Directors are expected to:

- Establish clear objectives for their area of operation and identify and evaluate the key risks to achieving those objectives;
- Incorporate risk responses into a system of internal control which is designed to address opportunities, facilitate effective and efficient operations, protect Drive's interests and ensure compliance with applicable law and guidance;
- Follow Drive's guidelines and standards relating to particular types of risk and ensure that emerging risks are identified, and an appropriate response is effected;
- Monitor the effectiveness of the systems for risk and internal control and report significant weaknesses or non-compliance to the senior management team (SMT);
- Ensure that the risk management system is communicated to staff and embedded in operational processes; and
- Assign responsibility for managing risks within boundaries agreed by the SMT and the audit committee.

In its broadest sense, responsibility for the ongoing management of risk rests with all staff in their respective area of operation.

Specific risks faced by the charity are:

- Financial instability caused by either Drive being subjected to prolonged periods of emergency (COVID-19), competitive tendering for commissioned contracts, legislation around the Real Living Wage, and Government taxation policies.
- Balancing continuity, innovation and change that requires new models of service for the benefit of the people we support.
- Risks relating to compliance for Health and Safety and Governance.
- Dilution of Drive's values/principles due to pressures in the external environment that are not aligned with Drive's mission.
- Cyber security and Data Protection – the risks for cyber continued to increase during 2024.

Drive has an internal control system which incorporates risk management and is designed to provide assurance that the overall mission and objectives are regularly and robustly monitored. Drive has a risk management framework which includes the Risk Assurance Framework and the Risk Register which are monitored by the Audit and Business Development Committee.

#### **Disabled employees**

The charity operates a policy of equal opportunities for employment which includes disabled employees. This policy gives full and fair consideration to applications for employment by the charity made by disabled persons, having regard to their particular aptitude and abilities, for continuing the employment of, and for arranging appropriate training for, employees of the charity who have become disabled persons during the periods when they were employed by the charity and otherwise, for the training, career development and promotion of disabled persons employed by the charity.

# **DRIVE**

## **TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2024***

---

### **Structure, governance and management**

#### **Legal status**

The organisation is a company limited by guarantee, registration number 2506147, and is governed by its Articles of Association. Drive is also registered with the Charity Commission, number 703002. The trustees are also directors of the charitable company.

#### **Organisation**

The organisation is managed by a voluntary Management Board whose role is to set the overall objectives for Drive and to ensure that the organisation is keeping within its legal and moral obligations. The Management Board holds the ultimate power and responsibility for Drive.

#### **Appointment, induction and training of new trustees**

Board members are drawn from a wide background, bringing together professional, commercial, parent/carer and local experience. The Board are elected by the members at the annual general meeting. New Board members are given training by the Company Secretary. The Board meets on a regular basis through the year and establishes ad hoc Task and Finish Groups to look into specific areas, as required.

#### **Key management personnel**

The Management Board sets the remuneration of key management personnel, as described in the notes to the financial statements. Key management personnel are defined as the charity's senior management team, which comprises of the Chief Executive, Director of Finance and Corporate Services and Director of Operations, People and Learning, together with its Trustees. Drive has a Total Reward Strategy and the remuneration of key management personnel is part of that process. No formal benchmarks, parameters or criteria are used to generate automatic pay increases, and decisions for all staff are made to reflect the financial position of the organisation within the current economic climate. Trustees do not receive any remuneration for their role, although they are entitled to claim expenses.

# DRIVE

## TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

*FOR THE YEAR ENDED 31 MARCH 2024*

---

### REFERENCE AND ADMINISTRATIVE DETAILS

Charity Name	Drive
Charity Number	703002
Company Number	2506147
Registered Office	Unit 8 Cefn Coed Parc Nantgarw Treforest RCT CF15 7QQ
Company Secretary	Rhian Jones
Trustees	Geoff Lake Jean Gregson Janet Sheldon  Hugh Irwin – resigned 28/09/23 Karen Cherrett Karmeno Gauci Anthony Isingrini Katrina Kurowski Richard Troote Beth Mahoney Alysha Martin – appointed 28/11/23 Joanne Jones – appointed 28/11/23 Katy Penny – appointed 28/11/23 Rhian Robinson – appointed 28/11/23 Paul Wyatt – appointed 28/11/23
Solicitors	Geldards 4 Capital Quarter Tyndall Street Cardiff CF10 4BZ
Independent Auditors	Azets Audit Services Ty Derw Lime Tree Court Cardiff Gate Business Park Cardiff CF23 8AB
Bankers	Barclays PO Box 52 Cardiff CF1 4XR

## DRIVE

### TRUSTEES REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT AND STRATEGIC REPORT)

**FOR THE YEAR ENDED 31 MARCH 2024**

---

#### **Funds held as custodian trustee**

The charity manages money on behalf of the people it supports. This service includes paying expenditure on their behalf; detailed records are kept to ensure that the charity is able to identify amounts owed to/by each individual.

#### **Disclosure of information to auditor**

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees report, including the strategic report, was approved by the Board of Trustees.



**R Jones - Secretary**

Dated: 15.10.24



# DRIVE

## STATEMENT OF TRUSTEES RESPONSIBILITIES

### *FOR THE YEAR ENDED 31 MARCH 2024*

---

The trustees, who are also the directors of Drive for the purpose 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

# DRIVE

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF DRIVE

---

### Opinion

We have audited the financial statements of Drive (the 'charity') for the year ended 31 March 2024 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and notes to the financial statements, including 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 *The Financial Reporting Standard applicable in the UK 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 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; 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 *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the charity 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 charity'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 other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 our audit:

- the information given in the trustees report for the financial year for which the financial statements are prepared, which includes the directors' report and the strategic report prepared for the purposes of company law, is consistent with the financial statements; and
- the strategic report and the directors' report included within the trustees report have been prepared in accordance with applicable legal requirements.



# DRIVE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF DRIVE

---

### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report or the directors' report included within the trustees 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.

### **Responsibilities of trustees**

As explained more fully in the statement of trustees responsibilities, the trustees, who are also the directors of the charity for the purpose 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 charity'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.

### **Auditor's 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 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.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# DRIVE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF DRIVE

---

### **Extent to which the audit was considered capable of detecting irregularities, including fraud**

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the entity, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the entity that were contrary to applicable laws and regulations, including fraud.

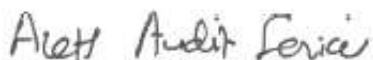
In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the entity through enquiry and inspection;
- 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 bias and 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 indicators of potential 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 of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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



**Katherine Parkin (Senior Statutory Auditor)**  
for and on behalf of Azets Audit Services

23 October 2024  
.....

**Chartered Accountants**  
**Statutory Auditor**

Ty Derw, Lime Tree Court  
Cardiff Gate Business Park  
Cardiff  
United Kingdom  
CF23 8AB



# DRIVE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £
	Notes						
<b>Income and endowments from:</b>							
Charitable activities	4	4,364,565	19,507,931	23,872,496	3,743,373	18,281,506	22,024,879
Investments	5	144,196	-	144,196	57,389	-	57,389
Other income	6	158,800	-	158,800	-	-	-
<b>Total income</b>		<b>4,667,561</b>	<b>19,507,931</b>	<b>24,175,492</b>	<b>3,800,762</b>	<b>18,281,506</b>	<b>22,082,268</b>
<b>Expenditure on:</b>							
Charitable activities	7	4,108,859	19,486,359	23,595,218	3,594,998	18,262,539	21,857,537
Other	9	48,305	-	48,305	-	-	-
<b>Total expenditure</b>		<b>4,157,164</b>	<b>19,486,359</b>	<b>23,643,523</b>	<b>3,594,998</b>	<b>18,262,539</b>	<b>21,857,537</b>
<b>Net income for the year/ Net incoming resources</b>		<b>510,397</b>	<b>21,572</b>	<b>531,969</b>	<b>205,764</b>	<b>18,967</b>	<b>224,731</b>
<b>Other recognised gains and losses</b>							
Actuarial (loss)/gain on defined benefit pension schemes		(71,000)	-	(71,000)	485,000	-	485,000
<b>Net movement in funds</b>		<b>439,397</b>	<b>21,572</b>	<b>460,969</b>	<b>690,764</b>	<b>18,967</b>	<b>709,731</b>
Fund balances at 1 April 2023		4,866,547	81,521	4,948,068	4,175,783	62,554	4,238,337
<b>Fund balances at 31 March 2024</b>		<b>5,305,944</b>	<b>103,093</b>	<b>5,409,037</b>	<b>4,866,547</b>	<b>81,521</b>	<b>4,948,068</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# DRIVE

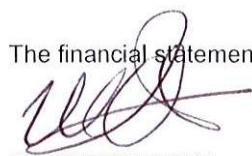
## BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
<b>Fixed assets</b>					
Intangible assets	14	-		61,020	
Tangible assets	15	1,032,373		1,049,601	
Investments	16	1		1	
		1,032,374		1,110,622	
<b>Current assets</b>					
Debtors	18	2,547,783		2,125,266	
Cash at bank and in hand		3,372,631		3,317,329	
		5,920,414		5,442,595	
<b>Creditors: amounts falling due within one year</b>	20	(1,668,368)		(1,799,744)	
Net current assets		4,252,046		3,642,851	
<b>Total assets less current liabilities</b>		5,284,420		4,753,473	
<b>Creditors: amounts falling due after more than one year</b>	22	(75,383)		(88,405)	
<b>Net assets excluding pension surplus</b>		5,209,037		4,665,068	
<b>Defined benefit pension surplus</b>	23	200,000		283,000	
<b>Net assets</b>		5,409,037		4,948,068	
<b>Income funds</b>					
Restricted funds	24	103,093		81,521	
<u>Unrestricted funds</u>					
Designated funds	25	780,228		601,657	
General unrestricted funds		4,325,716		3,981,890	
Pension reserve		200,000		283,000	
		5,305,944		4,866,547	
		5,409,037		4,948,068	

The financial statements were approved by the Trustees on .....

15 October 2024



K Cherrett - Trustee

Company registration number 2506147



# DRIVE

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2024

	Notes	2024 £	£	2023 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	30		(212,190)		228,946
<b>Investing activities</b>					
Purchase of tangible fixed assets		(23,088)		(13,483)	
Proceeds on disposal of tangible fixed assets		158,800		-	
Interest received		144,196		57,389	
<b>Net cash generated from investing activities</b>			279,908		43,906
<b>Financing activities</b>					
Repayment of bank loans		(12,416)		(11,225)	
<b>Net cash used in financing activities</b>			(12,416)		(11,225)
<b>Net increase in cash and cash equivalents</b>			55,302		261,627
Cash and cash equivalents at beginning of year			3,317,329		3,055,702
<b>Cash and cash equivalents at end of year</b>			3,372,631		3,317,329

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2024

---

#### 1 Accounting policies

##### Charity information

Drive is a private company limited by guarantee incorporated in England and Wales. The registered office is Unit 8, Cefn Coed, Parc Nantgarw, Nantgarw, CF15 7QQ, UK.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 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 (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### Financial statements

As the charity's trading subsidiary Drive Enterprises (Mentrau Drive) Ltd is dormant the financial statements report on the charity results only.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Further details of each fund are disclosed in the notes.

##### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Donations are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivable basis.

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Housing benefit claimed on behalf of all service users is accounted for on a receivable basis.

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

#### 1 Accounting policies

(Continued)

Grants of a revenue nature are credited direct to the revenue account in the period to which they relate. A provision for estimated grant clawback has been made in the financial statements where there is an indication a clawback will be made. Capital grants received to fund the purchase of fixed assets are brought into the restricted funds via the statement of financial activities and reduced annually by the charge for depreciation.

##### 1.5 Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises these 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 costs of an indirect nature necessary to support them.

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustees meetings and the cost of any legal advice to trustees on governance or constitutional matters.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

##### 1.6 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date where it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity and the fair value of the asset can be measured reliably; the intangible asset arises from contractual or other legal rights; and the intangible asset is separable from the entity.

Intangible assets comprise primarily licence fees paid in advance for the use of software. Such assets are defined as having finite useful lives and the costs are amortised on a straight line basis over their estimated useful lives of 5 years. Intangible assets are stated at cost less amortisation and are reviewed for impairment whenever there is an indication that the carrying value may be impaired.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Software	15% on cost
----------	-------------

##### 1.7 Tangible fixed assets

Individual fixed assets costing £1,000 or more are initially recorded at cost.

All tangible fixed assets (other than the horticultural building which is held at valuation – open market value) are included at cost.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold interest in land and buildings	2% on cost
Fixtures, fittings and equipment	15% on cost
Motor vehicles	25% on cost
Horticultural building	2.5% on cost



# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

---

### 1 Accounting policies

(Continued)

#### 1.8 Fixed asset investments

A subsidiary is an entity controlled by the charity. Control is the power to govern the financial and operating policies of the entity so as to obtain benefits from its activities.

#### 1.9 Impairment of fixed assets

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset is estimated to be less than its carrying amount, the carrying amount of the asset is reduced to its recoverable amount. An impairment loss is recognised immediately in income/ (expenditure) for the year, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

Recognised impairment losses are reversed if, and only if, the reasons for the impairment loss have ceased to apply. Where an impairment loss subsequently reverses, the carrying amount of the asset is increased to the revised estimate of its recoverable amount, but so that the increased carrying amount does not exceed the carrying amount that would have been determined had no impairment loss been recognised for the asset in prior years. A reversal of an impairment loss is recognised immediately, unless the relevant asset is carried in at a revalued amount, in which case the reversal of the impairment loss is treated as a revaluation increase.

#### 1.10 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.11 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

---

### 1 Accounting policies

(Continued)

#### ***Impairment of financial assets***

Financial assets, other than those held at fair value through income and expenditure, are assessed for indicators of impairment at each reporting date. Financial assets are impaired where there is objective evidence that, as a result of one or more events that occurred after the initial recognition of the financial asset, the estimated future cash flows have been affected.

If an asset is impaired, the impairment loss is the difference between the carrying amount and the present value of the estimated cash flows discounted at the asset's original effective interest rate. The impairment loss is recognised in net income/(expenditure) for the year.

If there is a decrease in the impairment loss arising from an event occurring after the impairment was recognised, the impairment is reversed. The reversal is such that the current carrying amount does not exceed what the carrying amount would have been, had the impairment not previously been recognised. The impairment reversal is recognised in net income/(expenditure) for the year.

#### ***Derecognition of financial assets***

Financial assets are derecognised only when the contractual rights to the cash flows from the asset expire or are settled, or when the charity transfers the financial asset and substantially all the risks and rewards of ownership to another entity, or if some significant risks and rewards of ownership are retained but control of the asset has transferred to another party that is able to sell the asset in its entirety to an unrelated third party.

#### ***Basic financial liabilities***

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised. Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### ***Derecognition of financial liabilities***

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.



# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2024

---

#### 1 Accounting policies

(Continued)

##### 1.12 Retirement benefits

The charity operates three types of pension schemes being defined contribution, auto enrolment pension and defined benefit, depending on Terms and Conditions of employees. Contributions are charged in the Statement of Financial Activities as they become payable in accordance with the rules of the scheme.

The defined contribution scheme is a stakeholder pension. For employees that started before July 2014 employer contributions are made on behalf of employees at a rate of 6% of employee's basic salary. The amount paid and accrued relating to employees basic pay during the financial year are charged to the Statement of Financial Activities. These contributions are invested separately from the assets of the charity.

From July 2014 the charity operated an auto enrolment pension scheme for new employees and to supplement the defined contribution scheme to comply with the Pension Act 2014.

The charity has also entered into a defined benefit pension scheme in respect of 6 employees that transferred under TUPE from Monmouthshire County Borough Council in 2008. The charity has paid amounts as defined under the admission agreement between Torfaen County Borough Council and Monmouthshire County Borough Council under The Local Government Pension Scheme (Benefit, Membership and Contributions) Regulations 2007, and The Local Government Pension Scheme (Administration) Regulations 2008.

Following negotiations, the charity has agreed and signed an admission agreement with Rhondda Cynon Taff Council pension fund following a TUPE transfer of staff in January 2016 from Merthyr County Borough Council. In 2022 the charity were advised by Rhondda Cynon Taff Pension Fund that under FRS 102 it was now able to value the scheme's assets and liabilities relating to the charity. The relevant disclosures have been provided in the notes to these Financial Statements.

The cost of providing benefits under defined benefit plans is determined separately for each plan using the projected unit credit method, and is based on actuarial advice.

The change in the net defined benefit liability arising from employee service during the year is recognised as an employee cost. The cost of plan introductions, benefit changes, settlements and curtailments are recognised as incurred.

The net interest element is determined by multiplying the net defined benefit liability by the discount rate, taking into account any changes in the net defined benefit liability during the period as a result of contribution and benefit payments. The net interest is recognised in income/(expenditure) for the year.

Remeasurement changes comprise actuarial gains and losses, the effect of the asset ceiling and the return on the net defined benefit liability excluding amounts included in net interest. These are recognised immediately in other recognised gains and losses in the period in which they occur and are not reclassified to income/(expenditure) in subsequent periods.

The net defined benefit pension asset or liability in the balance sheet comprises the total for each plan of the present value of the defined benefit obligation (using a discount rate based on high quality corporate bonds), less the fair value of plan assets out of which the obligations are to be settled directly. Fair value is based on market price information, and in the case of quoted securities is the published bid price. The value of a net pension benefit asset is limited to the amount that may be recovered either through reduced contributions or agreed refunds from the scheme.

##### 1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to income on a straight line basis over the term of the relevant lease.



# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

---

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The present value of the defined benefit obligation is less than the fair value of plan assets as at 31 March 2024 and therefore the defined benefit plan is in a surplus position. An entity can only recognise a plan surplus to the extent that it is able to recover the surplus either through reduced contributions in the future or through refunds from the plan. In line with this, the scheme surplus as at 31 March 2024 and as at 31 March 2023 has been restricted as seen in the Retirement benefit scheme note.

### 3 Donations and legacies

	2024 £	2023 £
Donations and gifts	-	-

During the prior period the charity were donated a property to further its charitable activities. A valuation of the property was undertaken on 10 March 2023 by Andrew Forbes Chartered Surveyors, an independent qualified surveyor.

The property valuation was deemed to be £nil due to some restrictions at the property. Prior to its disposal, the property was recognised within the financial statements at £nil cost.

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 4 Charitable activities

	2024 £	2023 £
ILF and targeted support income	1,276,008	1,082,974
Housing Related Support Grant	127,712	168,187
Health and Local Authority Income	19,380,219	16,921,251
Rent and service charges	2,839,532	2,468,002
Social care financial recognition scheme	-	1,104,595
Other income	249,025	279,870
	<u>23,872,496</u>	<u>22,024,879</u>
<b>Analysis by fund</b>		
Unrestricted funds	4,364,565	3,743,373
Restricted funds	19,507,931	18,281,506
	<u>23,872,496</u>	<u>22,024,879</u>

Included within other income is £97,389 (2023: £101,950) received from the Big Lottery Community Fund.

### 5 Investments

	2024 £	2023 £
Interest receivable	144,196	57,389

### 6 Other income

	2024 £	2023 £
Net gain on disposal of tangible fixed assets	158,800	-

Included in the other income is a gain of £158,800 from the sale of a bungalow which was donated to Drive in 2023/24. The funds have been included in a designated reserve to be used to fund service improvements in the future as shown in Note 25.

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 7 Charitable activities

	2024 £	2023 £
Staff costs	19,745,019	18,447,758
Depreciation and impairment	2,452	5,017
Recruitment	29,830	16,874
Food, cleaning, health and safety	32,156	23,358
Legal and professional costs	265,598	240,512
Office expenses	131,840	148,490
Participation	43,193	13,745
Rent and utilities	1,951,220	1,668,972
Repairs, maintenance and renewals	16,910	107,513
Travel and vehicle costs	143,606	153,211
Establishment costs	87,528	132,890
Project expenditure	94,320	108,295
	<u>22,543,672</u>	<u>21,066,635</u>
Share of support costs (see note 8)	954,889	708,617
Share of governance costs (see note 8)	96,657	82,285
	<u>23,595,218</u>	<u>21,857,537</u>
<b>Analysis by fund</b>		
Unrestricted funds	4,108,859	3,594,998
Restricted funds	19,486,359	18,262,539
	<u>23,595,218</u>	<u>21,857,537</u>



# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 8 Support costs

	Support costs £	Governance costs £	2024 £	Support costs £	Governance costs £	2023 £
Staff costs	375,488	68,457	443,945	336,038	67,585	403,623
Depreciation	50,579	-	50,579	46,483	-	46,483
Bank charges	19,384	-	19,384	5,829	-	5,829
Establishment costs	4,969	-	4,969	18,980	-	18,980
Recruitment	13,390	-	13,390	-	-	-
Food, cleaning, health and safety	47,026	-	47,026	32,935	-	32,935
Office expenses	171,891	-	171,891	122,618	-	122,618
Rent & utilities	171,150	-	171,150	119,397	-	119,397
Repairs & maintenance	86,986	-	86,986	15,827	-	15,827
Travel & vehicle costs	14,026	-	14,026	10,510	-	10,510
Audit fees	-	26,200	26,200	-	13,200	13,200
Accountancy	-	2,000	2,000	-	1,500	1,500
	<u>954,889</u>	<u>96,657</u>	<u>1,051,546</u>	<u>708,617</u>	<u>82,285</u>	<u>790,902</u>
Analysed between						
Charitable activities	<u>954,889</u>	<u>96,657</u>	<u>1,051,546</u>	<u>708,617</u>	<u>82,285</u>	<u>790,902</u>

Governance costs includes payments to the auditors of £26,200 (2023: £11,700) for audit and £2,000 (2023: £1,500) for accountancy fees for preparation of the financial statements.

### 9 Other

	2024 £	2023 £
Net loss on disposal of intangible fixed assets	<u>48,305</u>	<u>-</u>

During the year, Drive ended its contract for the People and Learning system, i-Trent which was purchased in March 2021. This was following a review of the costs and benefits. The implementation costs of the system had been capitalised and the loss on disposal was the result of writing these off in one year, there was no additional cost to Drive of disposing of the system.

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

10	Net movement in funds	2024 £	2023 £
	Net movement in funds is stated after charging/(crediting)		
	Fees payable to the company's auditor for the audit of the company's financial statements	26,200	13,200
	Depreciation of owned tangible fixed assets	40,316	38,785
	Profit on disposal of tangible fixed assets	(158,800)	-
	Amortisation of intangible assets	12,715	12,715
	Loss on disposal of intangible assets	48,305	-
		<u>          </u>	<u>          </u>

### 11 Trustees

No trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2023: £nil).

### 12 Employees

The average monthly number of employees during the year was:

	2024 Number	2023 Number
Care and administration staff	701	676
	<u>          </u>	<u>          </u>

#### Employment costs

	2024 £	2023 £
Wages and salaries	17,178,647	16,239,193
Agency staff	989,468	477,082
Social security costs	1,483,604	1,566,351
Other pension costs	537,245	568,755
	<u>          </u>	<u>          </u>
	20,188,964	18,851,381
	<u>          </u>	<u>          </u>

The average number of employees during the year, calculated on the basis of full-time equivalents was 583 (2023: 538).

No redundancy payments were made during the current or prior year.

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2024 Number	2023 Number
£60,000 - £70,000	1	2
£70,000 - £80,000	1	-
£80,000 - £90,000	1	1
	<u>          </u>	<u>          </u>

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 12 Employees

(Continued)

#### Senior management remuneration

The key management personnel of the charity are as detailed in the Trustees report. The total employee benefits (including salary, employer's national insurance, pension and benefits in kind) of the key management personnel of the charity were £273,828 (2023: £260,862).

### 13 Taxation

As a registered charity, Drive is entitled to the exemption from taxation in respect of income and capital gains received with sections 478-489 of the Corporation Tax Act 2010 and section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects purpose only.

### 14 Intangible fixed assets

	Software £
<b>Cost</b>	
At 1 April 2023	80,837
Disposals	(80,837)
	<hr/>
At 31 March 2024	-
	<hr/>
<b>Amortisation and impairment</b>	
At 1 April 2023	19,817
Amortisation charged for the year	12,715
Disposals	(32,532)
	<hr/>
At 31 March 2024	-
	<hr/>
<b>Carrying amount</b>	
At 31 March 2024	-
	<hr/>
At 31 March 2023	61,020
	<hr/>

During the year, Drive ended its contract for the People and Learning system, i-Trent which was purchased in March 2021. This was following a review of the costs and benefits. The implementation costs of the system had been capitalised and the loss on disposal was the result of writing these off in one year, there was no additional cost to Drive of disposing of the system.



# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 15 Tangible fixed assets

	Freehold interest in land and buildings £	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
<b>Cost</b>				
At 1 April 2023	1,441,307	58,537	482,494	1,982,338
Additions	-	-	23,088	23,088
At 31 March 2024	1,441,307	58,537	505,582	2,005,426
<b>Depreciation and impairment</b>				
At 1 April 2023	442,328	58,254	432,155	932,737
Depreciation charged in the year	24,768	283	15,265	40,316
At 31 March 2024	467,096	58,537	447,420	973,053
<b>Carrying amount</b>				
At 31 March 2024	974,211	-	58,162	1,032,373
At 31 March 2023	998,979	283	50,339	1,049,601

The carrying value of land included in land and buildings is £197,988 (2023: £197,988).

During the prior period the charity were donated a property to further its charitable activities. A valuation of the property was undertaken on 10 March 2023 by Andrew Forbes Chartered Surveyors, an independent qualified surveyor.

The property valuation was deemed to be £nil due to some restrictions on the property. Prior to its disposal the property was recognised within the financial statements at £nil cost.

### 16 Fixed asset investments

		Other investments
<b>Cost or valuation</b>		
At 1 April 2023 & 31 March 2024		1
<b>Carrying amount</b>		
At 31 March 2024		1
At 31 March 2023		1
Other investments comprise:	Notes	2024 £
Investments in subsidiaries	17	1
		2023 £
		1

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 17 Subsidiaries

Details of the charity's subsidiaries at 31 March 2024 are as follows:

Name of undertaking	Registered office	Nature of business	Class of shares held	% Held	
				Direct	Indirect
Drive Enterprises (Mentrau Drive) Ltd	Unit 8, Cefn Coed, Parc Nantgarw, Nantgarw, CF15 7QQ	Dormant	Ordinary Shares	100.00	

The aggregate capital and reserves and the results for the year of the subsidiary was as follows:

Name of undertaking	Profit/(Loss)	Capital and Reserves
	£	£
Drive Enterprises (Mentrau Drive) Ltd	564	564

### 18 Debtors

	2024	2023
	£	£
<b>Amounts falling due within one year:</b>		
Trade debtors	2,454,057	2,081,725
Other debtors	27,078	-
Prepayments and accrued income	66,648	43,541
	<u>2,547,783</u>	<u>2,125,266</u>

### 19 Loans and overdrafts

	2024	2023
	£	£
Bank loans	<u>90,448</u>	<u>102,864</u>
Payable within one year	15,065	14,459
Payable after one year	<u>75,383</u>	<u>88,405</u>

The loan relates to a mortgage covering the offices at Parc Nantgarw, the term of which totals 25 years. The loan is secured on the property to which it relates.

Mortgage interest is charged at 1% above the prevailing bank's base rate.

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 20 Creditors: amounts falling due within one year

	Notes	2024 £	2023 £
Bank loans	19	15,065	14,459
Other taxation and social security		198	305,421
Deferred income	21	137,702	33,423
Trade creditors		465,427	308,356
Other creditors		459,475	689,698
Accruals		590,501	448,387
		<u>1,668,368</u>	<u>1,799,744</u>

### 21 Deferred Income

	2024 £	2023 £
Balance as at 1 April	33,423	-
Income received in the year	137,702	168,187
Released to income	(33,423)	(134,764)
Balance as at 31 March	<u>137,702</u>	<u>33,423</u>

Deferred income related to performance related grant funding received in advance and which relates to future financial periods (2023: performance related grant funding received in advance and which related to future financial periods).

### 22 Creditors: amounts falling due after more than one year

	Notes	2024 £	2023 £
Bank loans	19	<u>75,383</u>	<u>88,405</u>

### 23 Retirement benefit schemes

#### Defined contribution schemes

The charity's staff are members of defined contribution pension schemes, with the exception of 13 staff which have TUPE rights to a defined benefit pension scheme. The assets of both the schemes are held separately from those of the charity in independently administered funds. The pension cost charge represents contributions payable by the charity and amounted to £537,245 (2023: £494,755). At the year end £615 (2023: £6,587) is held in creditors pending debit by the pension companies.

The charge to profit or loss in respect of defined contribution schemes was £525,245 (2023 - £494,755).

#### Defined benefit schemes

The company participates in the Rhondda Cynon Taff County Borough Council Pension Fund, a Local Government Pension Scheme which is a defined benefit scheme based on final pensionable salary.



# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 23 Retirement benefit schemes

(Continued)

#### Valuation

Movements in the fair value of plan assets:

#### Key assumptions

	2024	2023
	%	%
Discount rate	4.8	4.7
Expected rate of increase of pensions in payment	2.6	2.7
Expected rate of salary increases	3.85	3.95
CPI Inflation	2.6	2.7
Pension accounts revaluation rate	2.6	2.7

#### Mortality assumptions

The assumed life expectations on retirement at age 65 are:

	2024	2023
	Years	Years
Retiring today		
- Males	21.0	21.6
- Females	23.8	24.2
Retiring in 20 years		
- Males	22.3	22.9
- Females	25.2	25.7

Amounts recognised in the profit and loss account:

	2024	2023
	£	£
Current service cost	31,000	70,000
Net interest on defined benefit liability/(asset)	(19,000)	4,000
Total costs	12,000	74,000

Amounts taken to other comprehensive income:

	2024	2023
	£	£
Actual return on scheme assets	(196,000)	107,000
Less: calculated interest element	82,000	50,000
Return on scheme assets excluding interest income	(114,000)	157,000
Actuarial changes related to obligations	(47,000)	(766,000)
Effects of changes in the amount of surplus that is not recoverable	232,000	124,000
Total costs/(income)	71,000	(485,000)

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 23 Retirement benefit schemes

(Continued)

The amounts included in the balance sheet arising from the charity's obligations in respect of defined benefit plans are as follows:

	2024 £	2023 £
Present value of defined benefit obligations	1,378,000	1,348,000
Fair value of plan assets	(1,934,000)	(1,755,000)
Surplus in scheme	(556,000)	(407,000)
Restriction on scheme assets	356,000	124,000
Total asset recognised	(200,000)	(283,000)

Movements in the present value of defined benefit obligations:

	2024 £
Liabilities at 1 April 2023	1,348,000
Current service cost	31,000
Benefits paid	(24,000)
Contributions from scheme members	7,000
Actuarial gains and losses	(47,000)
Interest cost	63,000
At 31 March 2024	1,378,000

The defined benefit obligations arise from plans which are wholly or partly funded.

Movements in the fair value of plan assets:

	2024 £
Fair value of assets at 1 April 2023	1,755,000
Interest income	82,000
Return on plan assets (excluding amounts included in net interest)	114,000
Benefits paid	(24,000)
Contributions by scheme members	7,000
At 31 March 2024	1,934,000

## DRIVE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 23 Retirement benefit schemes

(Continued)

The fair value of plan assets at the reporting period end was as follows:

	2024 £	2023 £
Equity instruments	1,237,000	1,195,000
Debt instruments	538,000	402,000
Property	126,000	137,000
Cash	8,000	12,000
Other	25,000	9,000
	<u>1,934,000</u>	<u>1,755,000</u>



# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 24 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2022 £	Movement in funds		Balance at 1 April 2023 £	Movement in funds		Balance at 31 March 2024 £
		Incoming resources £	Resources expended £		Incoming resources £	Resources expended £	
Building Fund	24,592	-	(1,707)	22,885	-	(1,707)	21,178
Thomas Bailey Trust Fund	7,303	-	(367)	6,936	-	(367)	6,569
The Horticultural Fund	15,000	-	-	15,000	-	-	15,000
Local Authority Funding	-	18,164,856	(18,164,856)	-	19,395,567	(19,395,567)	-
First Choice Grant - Neath Connect	-	700	(200)	500	-	(500)	-
Moondance Reserve Eco	-	14,000	-	14,000	-	(14,000)	-
The National Lottery Community Fund - People & Places	7,723	101,950	(87,473)	22,200	97,389	(74,218)	45,371
Landfill Tax Disposal Fund	3,875	-	(3,875)	-	-	-	-
Neath - NPT CVS Third Sector Growth Fund	-	-	-	-	14,975	-	14,975
The Foundational Economy Challenge Fund - Collaboration Project	4,061	-	(4,061)	-	-	-	-
	62,554	18,281,506	(18,262,539)	81,521	19,507,931	(19,486,359)	103,093

## DRIVE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2024

#### 24 Restricted funds

(Continued)

**Building Fund** has been set up to meet the costs of the horticultural project.

**Thomas Bailey Trust Fund** was received as a contribution towards a new building at the horticultural project. The building has been capitalised and the fund will be charged with the depreciation.

**The Horticultural Fund** is in respect to a donation from a charitable entity, which has been used to purchase land for the horticultural project. The land has been capitalised.

**The Progress Housing Trust Fund** was received to fund welfare or other services.

**Local Authority Funding** - monies received to fund the cost of care of supported people in each Local Authority area. The restriction arises because of the geographical boundaries.

**The First Choice Fund** was received for a Neath disco start up.

**The Moondance Fund** is to meet capital costs for an accessible outbuilding that will provide additional space to increase participation numbers and activities at the Eco Autism Specialist Project.

**The National Lottery Community Fund - People and Places**, awarded £278,002 over 3 years to support accessibility and development of digital skills and knowledge.

**Landfill Tax Disposal Fund** funding was received from the WCVA Landfill Disposal Community Tax Fund to fit solar panels and LED lighting at the Eco project.

**Foundational Economy Challenge Fund** was received to fund the Horti Autism Centre.

**Neath - NPT CVS Third Sector Growth Fund** Drive was awarded funding from the Neath Port Talbot Shared Prosperity Fund to purchase sensory equipment to enable Drive to run sensory activities for the people we support in the local area.

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 25 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2022 £	Transfers £	Balance at 1 April 2023 £	Movement in funds			Balance at 31 March 2024 £
				Incoming resources £	Resources expended £	Transfers £	
Tenant Welfare and Move On	46,033	-	46,033	-	-	-	46,033
Donation of the Bungalow Reserve	-	-	-	158,800	-	-	158,800
House Reserves	153,806	13,732	167,538	112,087	(112,087)	-	167,538
Redundancy Reserve	100,000	-	100,000	-	-	-	100,000
Health & Wellbeing Reserve	11,000	-	11,000	-	-	-	11,000
Planned Maintenance	39,912	-	39,912	-	-	-	39,912
Merthyr Connect Reserve	5,019	-	5,019	-	-	-	5,019
Garden Maintenance STC	1,000	-	1,000	-	-	-	1,000
AFC Reserve	926	-	926	-	-	-	926
Progress and Innovation	138,346	91,883	230,229	-	-	19,771	250,000
	496,042	105,615	601,657	270,887	(112,087)	19,771	780,228



## DRIVE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

#### 25 Designated funds

(Continued)

**Tenant Welfare Reserve and Move On Reserve** has been set up to assist service users to move on to more suitable/independent accommodation, and to enable the trustees to respond to a tenant's needs outside the constraints of the budget.

**House Reserve** has been established to meet costs of replacing, updating and maintaining household items on a cyclical basis.

**Redundancy Reserve** has been established to meet any liability that may arise from restructuring services.

**Health & Wellbeing Reserve** has been established to benefit the health and wellbeing of staff in line with the business plan.

**Planned Maintenance Reserve** has been established to meet the cost of future planned large scale maintenance, above and beyond that carried out as part of the annual programme, being the charity's liability to maintain its property in accordance with planned programme of works.

**Merthyr Connect Reserve** has been established to create a hub for supported people where they can meet together and participate in a range of social activities.

**Garden Maintenance Reserve** has been established to meet future garden maintenance, being the charity's liability in accordance with programme of works

**Aberdare Friendly Club Reserve** has been established to create a hub for supported people where they can meet together and participate in a range of social activities.

**Progress and Innovation Reserve** has been established to fund investment in developing and improving Drive's services, brand and digital capabilities.

**Donation of the Bungalow Reserve** Drive was generously gifted a bungalow in the previous year through the Will of a supporter of the work and support that Drive provides. The bungalow was sold during the year and the funds have been designated to be set aside for future projects.

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

### 26 Analysis of net assets between funds

Fund balances at 31 March 2024 are represented

by:

	Unrestricted funds 2024 £	Designated funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2023 £	Designated funds 2023 £	Restricted funds 2023 £	Total 2023 £
Intangible fixed assets	-	-	-	-	61,020	-	-	61,020
Tangible assets	1,004,626	-	27,747	1,032,373	1,019,780	-	29,821	1,049,601
Investments	1	-	-	1	1	-	-	1
Current assets/(liabilities)	3,396,472	780,228	75,346	4,252,046	2,989,494	601,657	51,700	3,642,851
Long term liabilities	(75,383)	-	-	(75,383)	(88,405)	-	-	(88,405)
Provisions and pensions	200,000	-	-	200,000	283,000	-	-	283,000
	4,525,716	780,228	103,093	5,409,037	4,264,890	601,657	81,521	4,948,068

# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

---

### 27 Members Liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £nil towards the assets of the charity in the event of liquidation.

### 28 Related party transactions

Rhian Jones, who is the Chief Executive Officer and Company Secretary of the charity, was also a director of Cefn Coed Management Limited until 19 January 2024. On 19 January 2024 Joanne Way, Director of Finance and Corporate Services of the charity was appointed as a director of Cefn Coed Management Limited. During the year Drive paid Cefn Coed Management Limited management fees totalling £985 (2023: £1,665). At the year end the charity owed the company £nil (2023: £nil).

Drive Enterprises (Mentrau Drive) Ltd is a trading subsidiary of Drive - refer to Subsidiaries note.

Drive owns one, £1 ordinary share in the company.

As at 31 March 2024 Drive Enterprises (Mentrau Drive) Ltd owed the charity £nil (2023: £nil).

As at 31 March 2024 the charity owed Drive Enterprises (Mentrau Drive) Ltd £1 (2023: £1).

### 29 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2024 £	2023 £
Within one year	30,699	25,412
Between two and five years	32,136	37,501
In over five years	-	790
	<u>62,835</u>	<u>63,703</u>



# DRIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2024

30 Cash generated from operations		2024 £	2023 £
Surplus for the year		531,969	224,731
Adjustments for:			
Investment income recognised in statement of financial activities		(144,196)	(57,389)
Gain on disposal of tangible fixed assets		(158,800)	-
Loss on disposal of intangible assets		48,305	-
Amortisation and impairment of intangible assets		12,715	12,715
Depreciation and impairment of tangible fixed assets		40,316	38,785
Defined benefit pension charge		12,000	72,000
Movements in working capital:			
(Increase) in debtors		(422,517)	(123,623)
(Decrease)/increase in creditors		(236,261)	28,304
Increase in deferred income		104,279	33,423
<b>Cash (absorbed by)/generated from operations</b>		<b>(212,190)</b>	<b>228,946</b>
31 Analysis of changes in net funds			
	At 1 April 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	3,317,329	55,302	3,372,631
Loans falling due within one year	(14,459)	(606)	(15,065)
Loans falling due after more than one year	(88,405)	13,022	(75,383)
	<u>3,214,465</u>	<u>67,718</u>	<u>3,282,183</u>