

The Prison Service Trust

Northern Ireland · Charity number 107071

Details

Status	Received
Company number	43324
Registered	2019-06-18
Register	View on the Charity Commission for Northern Ireland register

Contact

Address	Prison Service Trust Hydebank Wood Hospital Road Purdysburn Belfast BT8 8na BT8 8NA
Phone	028 90 649628
Email	michellepst@btconnect.com
Website	www.pst-ni.co.uk

Activities

Purposes: The Objects are to promote the following purposes for the public benefit- i. the relief of poverty of serving members of the Northern Ireland Prison Service and their dependents, former members of the Northern Ireland Prison Service who are medically retired and their dependents, and the widows, widowers, family members and dependents of those members of the Northern Ireland Prison Service who died in service (the "Beneficiaries"); and ii. such other exclusively charitable purpose according to the law of Northern Ireland as the Trustees may from time to time decide.

What the charity does: The prevention or relief of poverty

How the charity works: Advice/advocacy/information,Counselling/support,Education/training,Grant making,Medical/health/sickness,Relief of poverty,Welfare/benevolent

Who the charity helps: Men,Victim support,Women

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£390,894	£323,795	£-9,352	1

Trustees

Name	Role	Appointed
Chris Brown		
Len Duddy		
Mary Marley		
Mr Samuel Jameson		
Mr Simon Marshall		
Mr Stevie Hanna		
Mr Trevor Barr		
Ms Jill Mcarthur		
Ms Pamela Hegarty		
Philip Irvine		
Ronald White		
Tanya Spratt		

The Prison Service Trust

Northern Ireland - Charity number 107071

Accounts

Charity registration number NIC 107071
Company registration number NI043324 (Northern Ireland)

THE PRISON SERVICE TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

THE PRISON SERVICE TRUST

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THE PRISON SERVICE TRUST

COMPANY INFORMATION

Directors	Finlay Spratt (Chair) Tanya Spratt (Vice Chair) June Robinson (Secretary) Mary Marley (Treasurer) Chris Brown Len Duddy Pamela Hegarty Philip Irvine Samuel Jameson Simon Marshall Jill McArthur Ronald White	(Appointed 24 February 2025)
Secretary	June Robinson	
Charity number	NIC 107071	
Company number	NI043324	
Registered office	Hydebank Wood Hospital Road Purdysburn Belfast BT8 8NA	
Auditor	Johnston Kennedy DFK Registered Auditors 10 Pilots View Heron Road Belfast BT3 9LE	
Bankers	Ulster Bank Limited 75 Main Street Bangor Co. Down BT20 5AL	
Solicitors	Cleaver Fulton Rankin 50 Bedford Street Belfast BT2 7FW	

THE PRISON SERVICE TRUST

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 MARCH 2025

The directors have pleasure in presenting their report together with the audited financial statements for the year ended 31 December 2025. The directors have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

Finlay Spratt (Chair)

Tanya Spratt (Vice Chair)

June Robinson (Secretary)

Mary Marley (Treasurer)

Chris Brown

Len Duddy

Pamela Hegarty

Philip Irvine

(Appointed 24 February 2025)

Samuel Jameson

Stephen Kerr

(Resigned 24 February 2025)

Simon Marshall

Jill McArthur

Ronald White

As part of the constitution of the company all Board members who have served four consecutive years or more retire at the Annual General Meeting of the company, together with those directors appointed during the year. The directors due to retire at the Annual General Meeting offer themselves for re-election.

Directors' interests

None of the directors of the company held a beneficial interest in the assets of the company.

There were no emoluments paid to directors during the current year.

Structure, governance and management

Prison Service Trust was incorporated as a Limited company on 28th May 2002 as a not-for-profit organisation.

The Memorandum and Articles of Association of Prison Service Trust specify the objects of the company are to relieve the need, hardship and distress of members of the Northern Ireland Prison Service or ex-members who are in necessitous circumstances, and the widows, family members and dependents of deceased prison staff. Directors of the organisation are elected at the annual general meeting and they can serve for four years before being eligible for re-election. Any additional directors appointed to the Board after the annual general meeting has taken place retire at the next annual general meeting. The Chairman is appointed by the Directors and has responsibility for the management of the staff of the organisation; the Board determine the organisational structure of the company. Changes affecting senior staff or any major programme of the organisation involves a consultation process by the Board of Directors of the company before approval for changes is given. Annual budgets are prepared and presented to the Directors for approval before the start of each financial year.

The company has a policy for the induction and training of new Directors. They are provided with an induction package giving details of the history of the organisation, the memorandum and articles of association, responsibilities of Directors, previous year accounts, the organisational structure and the major programmes of the organisation. This is accompanied by a briefing by the Chairman on current activities of the organisation, introduction to senior staff and existing Directors and an overview of the current financial situation of the company.

THE PRISON SERVICE TRUST

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Organisational structure

The Board meet regularly and manage the day to day running of the company. The finance subcommittee supports the board and consists of the Chair and Secretary. Directors are appointed by members.

Objectives and activities

The objects of The Prison Service Trust are the relief of poverty of serving members of the Northern Ireland Prison Service and their dependents, former members of the Northern Ireland Prison Service who are medically retired and their dependents, and the widows, widowers, family members and dependents of those members of the Northern Ireland Prison Service who died in service.

Public benefit statement

Prison Service Trust are seeking to improve the lives of those whom they serve. Services include:

- 1) Health care – incorporating physical and emotional wellbeing
- 2) Life planning – incorporating education, career and financial planning and
- 3) Support services – incorporating welfare, family and social development.

The Secretary of State authorised the setting up of the charity, with funding available outside the budget of the Northern Ireland Prison Service. The Prison Service Trust aims to help our clients reintegrate back into the community following bereavement and exit from employment from the Northern Ireland Prison Service. When the Prison Service Trust was established, we were advised by the (then) Minister, Jane Kennedy, to take on the format of a private limited company.

Key developments

In the year, Prison Service Trust made progress towards achieving its objectives set out at the beginning of the year:

- 1) On-going contact with clients who would otherwise be isolated and alone
- 2) Rehabilitation of clients by encouraging them to broaden themselves and engage with the wider community
- 3) Assisting clients who continue to suffer hardship, both physical and mental

Risk management

Prison Service Trust carries out regular risk management reviews of all aspects of its operations. Two areas are identified as key areas of risk management; Health & Safety and the issue of client confidentiality. Extensive steps have been taken to establish procedures and appropriate training in the organisation to manage these risks. The Directors review these procedures on an annual basis.

Achievements and performance

The total number of clients has grown from 427 at the time the Prison Service Trust was established to 801 today. We have established procedures to ensure all clients are contacted and we encourage them to avail of our services, including:

- 1) Health care – incorporating physical and emotional wellbeing
- 2) Life planning – incorporating education, career and financial planning and
- 3) Support services – incorporating welfare, family and social development.

Financial review

The results are set out on pages 9 to 20. Income during the year amounted to £390,894 compared with the prior year of £257,458. After expenditure of £323,795 the charity incurred a net surplus for the year of £67,099 (2024: net surplus of £36,597).

THE PRISON SERVICE TRUST

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Reserves level

The reserves of the company at 31 March 2025 amounted to £334,559. Of those reserves £708 were designated towards capital expenditure. The uncommitted reserves available for current activities are £333,851. This level of reserves is in accordance with our policy to maintain general reserves in excess of three months of usual income.

Plans for future periods

The work required in the incoming financial year is the same as the year just completed i.e.

- 1) On-going contact with clients who would otherwise be isolated and alone
- 2) Rehabilitation of clients by encouraging them to broaden themselves and engage with the wider community
- 3) Assisting clients who continue to suffer hardship, both physical and mental

Budgets have been prepared and we are continuing to streamline operations so that overheads and costs of delivery are appropriate for the level of activity we are able to provide. Funding by The Department of Justice has been agreed for the upcoming financial year.

Volunteers

Prison Service Trust is dependent on the generosity of the volunteers who provide support at various levels of the association's activities.

The Board of Management of the organisation is comprised of volunteers meeting monthly to oversee the management of the organisation, and several of these Directors provide financial or personnel oversight at a more detailed level.

Clients are also supported directly by a group of volunteers. The volunteers are suitably trained and supported and they are able to act as our eyes and ears to a much greater extent than we would otherwise be able to achieve. This is why we are able to service such a high number of clients with only one full time member of staff.

This represents approximately another 5000 hours of volunteer service carried out on behalf of The Prison Service Trust each year. As a result our clients are given positive encouragement and development each week. The financial value of this voluntary service would be in excess of £100,000 each year. We are very grateful to each and every volunteer who gives of their time to contribute to the personal development and wellbeing of all our clients.

Reference and administrative details

The organisations' details are as disclosed on the company information page.

The registered name of the organisation is Prison Service Trust. However, while this is our registered name, we are also known as PST.

THE PRISON SERVICE TRUST

DIRECTORS' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Statement of directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the incoming resources and application of resources, including the income and expenditure of the company for that period.

In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2019 (FRS 102);
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in operation.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and the group 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure to auditor

We, the directors of the company who held office at that date of approval of these financial statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

Political and charitable donations

During the year the company made charitable donations amounting to £1,000 (2024: £Nil).

Auditors

The auditors, Johnston Kennedy DFK, are deemed to be re-appointed under Section 487 (2) of the Companies Act 2006.

Special provisions relating to small companies

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

By order of the board



June Robinson
Secretary

Date: 30/5/25

THE PRISON SERVICE TRUST

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE PRISON SERVICE TRUST

Opinion

We have audited the financial statements of The Prison Service Trust (the 'charity') for the year ended 31 March 2025 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 2025 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 company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' 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 company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors 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 directors 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 directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report has been prepared in accordance with applicable legal requirements.

THE PRISON SERVICE TRUST

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE PRISON SERVICE TRUST (CONTINUED)

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report. We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors 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 directors 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 directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the 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.

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

- the nature of the industry and sector, control environment and performance;
- results of our enquiries of management about their own identification and assessment of the risks of irregularities;
- the matters discussed among the audit engagement team and relevant internal specialists where necessary regarding how and where fraud might occur in the financial statements and any potential indicators of fraud;
- any matters we identified having obtained and reviewed the charitable company's documentation of their policies and procedures relating to:
 - identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance;
 - detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud;
 - the internal controls established to mitigate risks of fraud or non-compliance with laws and regulations.

THE PRISON SERVICE TRUST

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE PRISON SERVICE TRUST (CONTINUED)

As a result of these procedures, we considered the opportunities and incentives that may exist within the organisation for fraud. In common with all audits under ISAs (UK), we are also required to perform specific procedures to respond to the risk of management override.

We also obtained an understanding of the legal and regulatory frameworks that the charitable company operates in, focusing on provisions of those laws and regulations that had a direct effect on the determination of material amounts and disclosures in the financial statements. The key laws and regulations we considered in this context included the Companies Act 2006, the Charities Act (Northern Ireland) 2008 and Taxation Legislation.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which may be fundamental to the charitable company's ability to operate or to avoid a material penalty.

As a result of performing the above our procedures to respond to risks identified included the following:

- reviewing the financial statement disclosures and testing to supporting documentation to assess compliance with provisions of relevant laws and regulations described as having a direct effect on the financial statements;
- enquiring of management concerning actual and potential litigation and claims performing analytical procedures to identify any unusual or unexpected relationships that may indicate risks of material misstatement due to fraud;
- reading minutes of meetings of those charged with governance and reviewing correspondence with HMRC; and
- in addressing the risk of fraud through management override of controls, testing the appropriateness of journal entries and other adjustments; assessing whether the judgements made in making accounting estimates are indicative of a potential bias; and evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated relevant identified laws and regulations and potential fraud risks to all engagement team members, including internal specialists, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

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.

The purpose of our audit work and to whom we owe our responsibilities

This report is made solely to the 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 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.



James Gage (Senior Statutory Auditor)
For and on behalf of Johnston Kennedy DFK
Statutory Auditor
Chartered Accountants
Registered Auditor
10 Pilots View
Heron Road
Belfast
BT3 9LE

Date: 30/05/2015

THE PRISON SERVICE TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025

	Notes	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
<u>Income and endowments from:</u>					
Donations and legacies	5	59,038	-	59,038	33,453
Charitable activities	6	20,515	307,750	328,265	220,861
Investment income	7	3,591	-	3,591	3,144
Total incoming resources		83,144	307,750	390,894	257,458
<u>Expenditure on:</u>					
Expenditure on charitable activities	8	14,335	309,460	323,795	220,861
Total resources expended		14,335	309,460	323,795	220,861
Transfer between funds	2&3	(1,710)	1,710	-	-
Net movement in funds		67,099	-	67,099	36,597
Fund balances brought forward		267,460	-	267,460	230,863
Fund balances at 31 March 2025	2&3	334,559	-	334,559	267,460

Continuing operations

The statement of financial activities has been prepared on the basis that all operations are continuing operations.

Comparatives

The comparative amounts by funds have been disclosed in notes 2 & 3.

Total recognised gains and losses

There are no recognised gains and losses other than those passing through the Statement of Financial Activities.

Historical cost

The results as disclosed in the Statement of Financial Activities and the net incoming resources for the year have been presented on an historical cost basis.

THE PRISON SERVICE TRUST

BALANCE SHEET

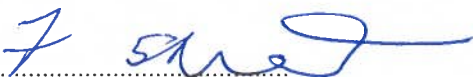
AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	9		708		1
Current assets					
Debtors	10	28,098		87,490	
Cash at bank and in hand		315,105		286,954	
		343,203		374,444	
Creditors: amounts falling due within one year	11	(9,352)		(106,985)	
Net current assets			333,851		267,459
Net assets			334,559		267,460
Income Funds					
Unrestricted funds	12		334,559		267,460
Members' funds			334,559		267,460

Directors' statement in respect of the financial statements

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

The financial statements were approved by the board of directors and authorised for issue on 30/05/2025 and are signed on its behalf by:



Finlay Spratt (Chair)
Director



Tanya Spratt (Vice Chair)
Director

Charity registration number NIC 107071

Company registration number NI043324 (Northern Ireland)

The notes on pages 12 to 20 form part of these financial statements

THE PRISON SERVICE TRUST

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash generated from operations	19		25,288		54,363
Investing activities					
Purchase of tangible fixed assets		(728)		-	
Income received from investments		3,591		3,144	
Net cash generated from investing activities			2,863		3,144
Net increase in cash and cash equivalents			28,151		57,507
Cash and cash equivalents at beginning of year			286,954		229,447
Cash and cash equivalents at end of year			315,105		286,954
Relating to:					
Cash at bank and in hand			315,105		286,954

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

The Prison Service Trust is a private company limited by guarantee incorporated in Northern Ireland. The registered office is Hydebank Wood, Hospital Road, Purdysburn, Belfast, BT8 8NA. The nature of the charity's operations and principal activities are given in the directors' report on page 3 of these financial statements.

1.1 Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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) (second edition - October 2019), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act (Northern Ireland) 2008, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2019.

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

The financial statements have been prepared under the historical cost convention.

The significant accounting policies applied in the preparation of these financial statements are set out below.

1.2 Income and expenditure

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.

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. The majority of costs are directly attributable to charitable activities. Where costs cannot be directly attributed to particular headings they have been allocated to charitable activities on a basis consistent with use of the resources. Staff costs and overhead expenses are allocated to activities on the basis of staff time spent on those activities.

Support costs are those functions that assist the work of the charity but do not directly represent charitable activities. Support costs include back office costs, finance, human resources, payroll and governance costs which support the charity's activities. These costs have been allocated against the expenditure on charitable activities.

1.3 Fund accounting

The charity has different types of funds for which it is responsible, and which require separate disclosure. These are as follows:

(a) Restricted funds - Funding received which can only be used for a specific purpose as determined by the funder. Such purposes are within the overall aims of the organisation and are set out in the notes to the financial statements.

(b) Unrestricted funds - Funds which are expendable at the discretion of the directors in the furtherance of the objectives of the charity. In addition the funds may be held in order to finance capital investment and working capital.

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.4 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

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:

Office equipment	33.33% Reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to surplus or deficit.

1.5 Cash and cash equivalents

Cash and cash equivalents are basic financial assets and 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.

1.6 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.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including creditors, bank loans, loans from fellow group companies and preference shares that are classified as debt, 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 business 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.

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.7 Taxation

The company is exempt from corporation tax, it being a company not carrying on a business for the purposes of making a profit.

1.8 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the company is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.9 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to profit or loss on a straight line basis over the term of the relevant lease except where another more systematic basis is more representative of the time pattern in which economic benefits from the leases asset are consumed.

1.10 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

2 Statement of Financial Activities: Unrestricted funds

	Notes	2025	2024
		£	£
Income and endowments from:			
Donations and legacies		59,038	33,453
Charitable activities		20,515	17,266
Investment income		3,591	3,144
Total incoming resources		<u>83,144</u>	<u>53,863</u>
Expenditure on:			
Charitable activities		14,335	17,266
Resources expended		<u>14,335</u>	<u>17,266</u>
Incoming resources before transfers		68,809	36,597
Transfer between funds		(1,710)	-
Net movement in funds		<u>67,099</u>	<u>36,597</u>
Reconciliation of funds:			
Total funds brought forward		267,460	230,863
Total funds carried forward		<u><u>334,559</u></u>	<u><u>267,460</u></u>

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

3 Statement of Financial Activities: Restricted funds

	Notes	2025	2024
		£	£
Income and endowments from:			
Charitable activities		307,750	203,595
Total incoming resources		<u>307,750</u>	<u>203,595</u>
Expenditure on:			
Charitable activities		309,460	203,595
Total resources expended		<u>309,460</u>	<u>203,595</u>
Net outgoing resources before transfers		(1,710)	-
Transfer between funds		<u>1,710</u>	-
Net incoming/(outgoing) resources		-	-
Reconciliation of funds:			
Total funds brought forward		-	-
Total funds carried forward		<u>-</u>	<u>-</u>

4 Employees

The average monthly number of persons (including directors) employed by the company during the year was:

	2025 Number	2024 Number
Total	<u>1</u>	<u>1</u>

5 Donations and legacies

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Voluntary income				
Donating widows and retired officers	18,684	-	18,684	18,792
Age retired	6,253	-	6,253	3,051
Serving officers	34,101	-	34,101	11,610
	<u>59,038</u>	<u>-</u>	<u>59,038</u>	<u>33,453</u>

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

6 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Fees and contributions	20,515	-	20,515	17,266
Department of Justice grants - income received	-	215,000	215,000	248,000
Department of Justice grants - movement on deferred income	-	92,750	92,750	(44,405)
	<u>20,515</u>	<u>307,750</u>	<u>328,265</u>	<u>220,861</u>

7 Investment income

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Interest on bank deposits	<u>3,591</u>	<u>-</u>	<u>3,591</u>	<u>3,144</u>

8 Expenditure on charitable activities

	Unrestricted funds £	Restricted funds £	Total 2025 £	Total 2024 £
Activity costs	14,335	306,460	320,795	217,741
Support costs	-	3,000	3,000	3,120
	<u>14,335</u>	<u>309,460</u>	<u>323,795</u>	<u>220,861</u>

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

9 Tangible fixed assets

	Office equipment £
Cost	
At 1 April 2024	8,405
Additions	728
At 31 March 2025	9,133
Depreciation and impairment	
At 1 April 2024	8,404
Depreciation charged in the year	21
At 31 March 2025	8,425
Carrying amount	
At 31 March 2025	708
At 31 March 2024	1

10 Debtors

	2025 £	2024 £
Amounts falling due within one year:		
Prepayments	28,098	87,490

11 Creditors: amounts falling due within one year

	2025 £	2024 £
Accruals and deferred income	9,352	106,985

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

12 Analysis of changes in net funds

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Unrestricted funds:					
Donating Widows and Retired Officers	186,959	41,063	(7,589)	(1,710)	218,723
Age Retired	26,006	6,273	(724)	-	31,555
Serving Officers	54,495	35,808	(6,022)	-	84,281
	<u>267,460</u>	<u>83,144</u>	<u>(14,335)</u>	<u>(1,710)</u>	<u>334,559</u>
Restricted funds:					
Department of Justice	-	307,750	(309,460)	1,710	-
	<u>267,460</u>	<u>390,894</u>	<u>(323,795)</u>	<u>-</u>	<u>334,559</u>

12 Analysis of net assets between funds

	Tangible Fixed Assets £	Net assets £	Total 2025 £	Total 2024 £
Restricted income funds				
Department of Justice	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unrestricted income funds				
Designated funds	708	-	708	1
Free reserves	-	333,851	333,851	267,459
	<u>708</u>	<u>333,851</u>	<u>334,559</u>	<u>267,460</u>
	<u>708</u>	<u>333,851</u>	<u>334,559</u>	<u>267,460</u>

14 Company status

The company is a company limited by guarantee and does not have share capital. The company is not for profit and limited by guarantee, the liability of the members is limited to £1.

15 Trustee remuneration and expenses

None of the directors received any remuneration during the year.

16 Financial commitments, guarantees and contingent liabilities

The company had no financial commitments as at 31 March 2025 and at 31 March 2024.

THE PRISON SERVICE TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

17 Non-audit service provision

In common with many other charities of our size and nature we use our auditors to assist with the preparation of the financial statements.

18 Control

The company is controlled by its directors. The directors are appointed by and are accountable to the members.

19 Cash generated from operations

	2025 £	2024 £
Surplus for year	67,099	36,597
Adjustments for:		
Investment income	(3,591)	(3,144)
Depreciation and impairment of tangible fixed assets	21	-
Movements in working capital:		
Decrease/(increase) in debtors	59,392	(32,212)
(Decrease)/increase in creditors	(97,633)	53,122
Cash generated from operations	<u>25,288</u>	<u>54,363</u>

The Prison Service Trust

Northern Ireland - Charity number 107071

Accounts

THE PRISON SERVICE TRUST

(A company limited by guarantee)

**DIRECTORS' REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 March 2024**

Company Registration Number: NI 43324
Charity Registration Number: NIC107071

As approved by the directors on 26th April 2024

James Fulford and Co. Ltd
Chartered Accountants

THE PRISON SERVICE TRUST
Financial Statements For The Year Ended 31 March 2024

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DIRECTORS AND ADVISORS

DIRECTORS

Finlay Spratt
Tanya Spratt
June Robinson
Moirra Kerr (resigned 26/05/23)
Chris Brown
Len Duddy
Pamela Hegarty
Samuel Jameson
Stephen Kerr
Mary Marley (appointed 23/06/23)
Simon Marshall
Jill McArthur
Ronald White

Chairman
Vice Chair
Secretary

SECRETARY

June Robinson

REGISTERED OFFICE

Hydebank Wood
Hospital Road
Purdysburn
Belfast
BT8 8NA

AUDITORS

James Fulford and Co.
Chartered Accountants
PO Box 152
Newtownards
BT23 5GW

BANKERS

Ulster Bank Limited
Bangor Branch
75 Main Street
Bangor
BT20 5AL

SOLICITORS

Cleaver Fulton Rankin
50 Bedford Street
Belfast
BT2 7FW

THE REPORT OF THE DIRECTORS OF THE COMPANY

We, the directors of **The Prison Service Trust**, present our report below. The Audited Financial Statements for the year ended follow on page 9, and they are preceded by the Report of the Auditors.

REFERENCE AND ADMINISTRATIVE DETAILS FOR PRISON SERVICE TRUST:

The registered name of the organisation is Prison Service Trust. It is both a Northern Ireland registered company limited by guarantee and a registered charity. The company registration number is NI 43324 and the registered charity number is NIC107071. Whilst this is our registered name, we are also known as PST.

We are based at Hydebank Wood, Hospital Road, Purdysburn, Belfast, BT8 8NA and this is the registered office of the company.

OBJECTIVES AND ACTIVITIES

Objectives of Prison Service Trust

The objects of The Prison Service Trust are the relief of poverty of serving members of the Northern Ireland Prison Service and their dependents, former members of the Northern Ireland Prison Service who are medically retired and their dependents, and the widows, widowers, family members and dependents of those members of the Northern Ireland Prison Service who died in service.

Mission Statement

Prison Service Trust are seeking to improve the lives of those whom they serve. Services include:

- 1) health care – incorporating physical and emotional wellbeing
- 2) life planning – incorporating education, career and financial planning and
- 3) support services – incorporating welfare, family and social development.

The Secretary of State authorised the setting up of the charity, with funding available outside the budget of the Northern Ireland Prison Service. The Prison Service Trust aims to help our clients re-integrate back into the community following bereavement and exit from employment from the Northern Ireland Prison Service. When the Prison Service Trust was established, we were advised by the (then) Minister, Jane Kennedy, to take on the format of a private limited company.

Key Objectives & Achievements for the year 2023-2024

In the year 2023-2024 Prison Service Trust made progress towards achieving its objectives set at the beginning of the year:

- 1) On-going contact with clients who would otherwise be isolated and alone
- 2) Rehabilitation of clients by encouraging them to broaden themselves and engage with the wider community
- 3) Assisting clients who continue to suffer hardship, both physical and mental

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

Significant activities, achievements and performance

The total number of clients has grown from 427 at the time the PST was established to 801 today. We have established procedures to ensure all clients are contacted and we encourage them to avail of our services, including:

- 1) health care – incorporating physical and emotional wellbeing
- 2) life planning – incorporating education, career and financial planning and
- 3) support services – incorporating welfare, family and social development.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Prison Service Trust was incorporated as a Limited company on 28th May 2002 as a not-for-profit organisation.

The Memorandum and Articles of Association of Prison Service Trust specify the objects of the company are to relieve the need, hardship and distress of members of the Northern Ireland Prison Service or ex-members who are in necessitous circumstances, and the widows, family members and dependents of deceased prison staff.

Directors of the organisation are elected at the annual general meeting and they can serve for four years before being eligible for re-election. Any additional directors appointed to the Board after the annual general meeting has taken place retire at the next annual general meeting. The Chairman is appointed by the Directors and has responsibility for the management of the staff of the organisation; the Board determine the organisational structure of the company. Changes affecting senior staff or any major programme of the organisation involves a consultation process by the Board of Directors of the company before approval for changes is given. Annual budgets are prepared and presented to the Directors for approval before the start of each financial year.

The company has a policy for the induction and training of new Directors. They are provided with an induction package giving details of the history of the organisation, the memorandum and articles of association, responsibilities of Directors, previous year accounts, the organisational structure and the major programmes of the organisation. This is accompanied by a briefing by the Chairman on current activities of the organisation, introduction to senior staff and existing Directors and an overview of the current financial situation of the company.

RISK MANAGEMENT

Prison Service Trust carries out regular risk management reviews of all aspects of its operations. Two areas are identified as key areas of risk management; Health & Safety and the issue of client confidentiality. Extensive steps have been taken to establish procedures and appropriate training in the organisation to manage these risks. The Directors review these procedures on an annual basis.

RESULTS FOR 2023 - 2024

In the period there was a net excess of income over expenditure, as shown in the statement on page 9. This surplus has been added to reserves brought forward.

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

PLANS FOR 2024 – 2025

The work required in the incoming financial year is the same as the year just completed i.e.

- 1) On-going contact with clients who would otherwise be isolated and alone
- 2) Rehabilitation of clients by encouraging them to broaden themselves and engage with the wider community
- 3) Assisting clients who continue to suffer hardship, both physical and mental

Budgets have been prepared and we are continuing to streamline operations so that overheads and costs of delivery are appropriate for the level of activity we are able to provide. Funding by The Department of Justice has been agreed for the 2024-2025 financial year.

VOLUNTEERS

Prison Service Trust is dependent on the generosity of the volunteers who provide support at various levels of the association's activities.

The Board of Management of the organisation is comprised of volunteers meeting monthly to oversee the management of the organisation, and several of these Directors provide financial or personnel oversight at a more detailed level.

Clients are also supported directly by a group of volunteers. The volunteers are suitably trained and supported and they are able to act as our eyes and ears to a much greater extent than we would otherwise be able to achieve. This is why we are able to service such a high number of clients with only one full time member of staff.

This represents approximately another 5000 hours of volunteer service carried out on behalf of The PST each year. As a result our clients are given positive encouragement and development each week. The financial value of this voluntary service would be in excess of £100,000 each year. We are very grateful to each and every volunteer who gives of their time to contribute to the personal development and wellbeing of all our clients.

FIXED ASSETS

The change in the fixed assets is shown in note 5 to the accounts.

TAXATION STATUS

The company is a recognised charity, and we have therefore claimed exemption from tax.

DIRECTORS

The directors of the company are also the trustees of the charity.

The board members during the year ended 31 March 2024 were:

Finlay Spratt (Chairman)	Samuel Jameson
Tanya Spratt (Vice Chair)	Stephen Kerr
June Robinson (Secretary)	Mary Marley (appointed 23/06/23)
Moira Kerr (resigned 26/05/23)	Simon Marshall
Chris Brown	Jill McArthur
Len Duddy	Ronald White
Pamela Hegarty	

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

As part of the constitution of the company all Board members who have served four consecutive years or more retire at the Annual General Meeting of the company, together with those directors appointed during the year. The directors due to retire at the Annual General Meeting offer themselves for re-election.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT OF DIRECTORS' CONFIRMATIONS

In the case of each of the persons who are directors at the time when the report is approved, the following applies:

- a) so far as each director is aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware; and
- b) each director has taken all the steps that he ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

FUTURE SUPPORT

We are very grateful for all of the support, both financial and otherwise, which we have received. Please continue to help us in any way you can, or contact us if you would like further information about the Prison Service Trust.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

BY ORDER OF THE BOARD

June Robinson

COMPANY SECRETARY

26th April 2024

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON SERVICE TRUST

Opinion

We have audited the financial statements of Prison Service Trust (the "Charity") for the year ended 31 March 2024 which comprise the Statement of Financial activities, Income and Expenditure Account, Balance Sheet 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 Charity's affairs as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 directors' 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 company's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the directors 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 directors are responsible for the other information. 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 the audit:

- the information given in the directors' report (incorporating the strategic report and the directors' report) prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report (incorporating the strategic report and the directors' report) has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PRISON SERVICE TRUST (Cont'd)

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 Directors' Annual 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 and proper 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report

Responsibilities of the directors

As explained more fully in the directors' responsibilities statement set out on page 5, the directors 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 they 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 directors 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 directors either intend to liquidate the Charity 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. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested for unusual transactions and investigated the rationale behind significant or unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the Charity's legal advisors.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PRISON SERVICE TRUST (Cont'd)

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

James Fulford FCA Senior Statutory Auditor

for and on behalf of
James Fulford & Co Ltd,
Statutory Auditor.
Chartered Accountants
PO Box 152
Newtownards BT23 5GW

26th April 2024

STATEMENT OF FINANCIAL ACTIVITIES

	Restricted Funds 2024 £	Prior Year 2023 £
Incoming from		
Voluntary income	298,719	292,559
Investments	3,144	989
Total	301,863	293,548
Expenditure on:		
Charitable activities	265,266	317,895
Total resources expended	265,266	317,895
Net movement in funds	36,597	(24,347)
Reconciliation of Funds		
Net Movement in funds (above)	36,597	(24,347)
Total funds brought forward	230,863	255,210
Total Funds Carried Forward	267,460	230,863

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH	NOTE	2024 £	2023 £
Income, Donations and other receipts	1(b)	298,719	292,559
Operating expenses	2	(265,266)	(317,895)
Other Income	2	3,144	989
Surplus For The Year		<u>36,597</u>	<u>(24,347)</u>
Reserves Brought Forward		230,863	255,210
Reserves Carried Forward	6	<u>267,460</u>	<u>230,863</u>

Continuing operations - None of the company's activities was acquired or discontinued during the above two financial years.

Historical cost profit and losses - The difference between the results disclosed above and the results on an unaudited historical cost basis is not material.

BALANCE SHEET

AS AT 31 MARCH	NOTE	£	2024	£	2023	£
FIXED ASSETS	5		1		1	
CURRENT ASSETS						
Sundry debtors and prepayments		87,490		55,278		
Bank and cash balances:						
Department of Justice		17,514		(1,416)		
Donating Widows and Retired Officers		188,939		165,653		
Donating Age Retired Officers		26,006		22,955		
Serving Officers		54,495		42,255		
		<u>374,444</u>		<u>284,725</u>		
CURRENT LIABILITIES						
Accruals and Sundry Creditors		(106,985)		(53,863)		
NET CURRENT ASSETS			267,459		230,862	
TOTAL NET ASSETS			267,460		230,863	
REPRESENTED BY						
Revenue Reserves	6		267,460		230,863	

**SIGNED FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

Finlay Spratt

DIRECTOR

June Robinson

DIRECTOR

STATEMENT OF CASH FLOW

	2024	2023
	£	£
Net movement in funds per SOFA	36,597	(24,347)
Non-cash items and other adjusting items		
Add: Depreciation charge	-	1,963
(Increase)/decrease in debtors	(32,212)	24,182
(Decrease)/Increase in creditors	53,122	(19,955)
	20,910	6,190
Net cash provided by (used by) operations	57,507	(18,157)
Cash flow from financing activities		
Purchase of fixed assets	-	-
Net increase (decrease) in cash and cash equivalents in the year	57,507	(18,157)
Cash and cash equivalents at the beginning of the year	229,447	247,604
Cash and cash equivalents at the end of the year	286,954	229,447
Represented by:		
Cash and bank balances	286,954	229,447

NOTES TO THE FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) and the Companies Act 2006. Prison Service Trust is a registered charity and a public benefit entity. The currency used for the reporting of these financial accounts is Sterling (GBP).

1 ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

(a) Basis of Accounting

The financial statements are prepared under the historical cost convention. This means that all assets and liabilities are shown at their original cost, less depreciation if appropriate. Therefore the balance sheet values shown do not necessarily equate to market value.

(b) Income

Income includes gifts, donations and other cash received and receivable.

Income was attributable to the one principal activity of the company carried on within the United Kingdom and Europe.

(c) Fixed Assets and Depreciation

Fixed Assets are stated in the balance sheet at cost, less accumulated depreciation. Depreciation is calculated to write off the cost of fixed assets evenly over their estimated useful lives. The rates of depreciation used are as follows:

Plant and Machinery	33 ¹ / ₃ %
---------------------	----------------------------------

(d) Fund Accounting Policy

Unrestricted income funds are general funds that are available for use at the directors' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area for specific purposes, the use of which is restricted to that area or purpose.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

2 OPERATING SURPLUS/(DEFICIT)

	2024	2023
	£	£
is stated after charging		
Auditors' remuneration	1,560	1,560
Depreciation	-	1,963
and after crediting		
Interest Received	3,144	989

3 DIRECTORS EMOLUMENTS

All Directors give their services as Board members on a voluntary basis, and no remuneration is paid to them for this work.

4 PARTICULARS OF EMPLOYEES

The analysis by function of the average number of people employed by the company during the period (excluding directors) was:

	2024	2023
Administration	1	1
	<u> </u>	<u> </u>

Their remuneration was:

	2024	2023
	£	£
Wages and salaries	30,445	28,983
Social Security costs	-	-
Pension contributions	713	681
	<u> </u>	<u> </u>
	<u>31,158</u>	<u>29,664</u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

5 FIXED ASSETS

	Plant & Machinery £
COST	
At 31 March 2023	8,405
At 31 March 2024	<u>8,405</u>
DEPRECIATION	
At 31 March 2023	8,404
At 31 March 2024	<u>8,404</u>
NET BOOK VALUE	
At 31 March 2024	<u><u>1</u></u>

6 REVENUE RESERVES

	Reserves B/Fwd 31 March 2023 £	Surplus/ (Deficit) £	Reserves C/Fwd 31 March 2024 £
Donating Widows and Retired Officers	165,653	21,306	186,959
Donating Age Retired	22,955	3,051	26,006
Serving Officers	42,255	12,240	54,495
Total Reserves	<u>230,863</u>	<u>36,597</u>	<u>267,460</u>

Revenue Reserves arise from the receipt of donations, grants and interest received applicable to the relevant category of designated funds. Each area of funding is ultimately reflected in cash resources available, and the reserves are equal to the funds shown on the balance sheet, minus any relevant creditor at the year end. Funding received from DOJ is represented by bank balances, accruals and, where cut-off adjustments arise, a deferred asset or liability accordingly. The reserves balance with DOJ is always nil.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

7 SHARE CAPITAL

The company is limited by guarantee, the maximum liability of each member being £1.

8 APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by the Board of Directors on 26th April 2024.

INCOME AND EXPENDITURE ACCOUNT SCHEDULE

YEAR ENDED 31 MARCH 2024	DOJ	Widows/ Medically		Age Retired	Serving	Total	Prior	
		Retired					Year	Change
INCOME	£	£		£	£	£	£	£'000
Department of Justice grants	248,000	-	-	-	-	248,000	248,000	-
Donating Widows and Retired Officers	-	18,936	-	-	-	18,936	16,729	2
Age Retired	-	-	3,600	-	-	3,600	2,700	1
Serving Officers	-	-	-	28,183	-	28,183	25,130	3
Bank Interest Received	-	2,514	-	630	-	3,144	989	2
	248,000	21,450	3,600	28,813	-	301,863	293,548	8
OPERATING EXPENSES								
Wages and related expenses	31,158	-	-	-	-	31,158	29,664	1
Website update	694	-	-	-	-	694	944	-
Payments to relieve hardship etc.	34,634	-	500	-	-	35,134	52,419	(17)
Courses, Programme Costs etc.	119,762	20	-	4,270	-	124,052	172,553	(49)
Distributions and payments	-	-	-	12,133	-	12,133	57,109	(45)
Costs re Gift Aid	-	-	-	126	-	126	240	-
Insurance	1,137	-	-	-	-	1,137	1,099	-
Accountancy	1,560	-	-	-	-	1,560	1,560	-
Audit	1,560	-	-	-	-	1,560	1,560	-
Training	-	-	-	-	-	-	1,600	(2)
Stationery, Postage Advertising	9,749	-	-	-	-	9,749	4,177	6
General Expenses	2,495	-	-	-	-	2,495	2,188	-
Travel Expenses	416	-	-	-	-	416	458	-
Bank Charges	430	124	49	44	-	647	1,151	(1)
Deferred income (expenditure)	44,405	-	-	-	-	44,405	(10,790)	55
Depreciation	-	-	-	-	-	-	1,963	(2)
Total Expenses	248,000	144	549	16,573	-	265,266	317,895	(54)
SURPLUS/(DEFICIT)	-	21,306	3,051	12,240	-	36,597	(24,347)	62
FOR THE YEAR								

The Prison Service Trust

Northern Ireland - Charity number 107071

Annual report

THE REPORT OF THE DIRECTORS OF THE COMPANY

We, the directors of **The Prison Service Trust**, present our report below. The Audited Financial Statements for the year ended follow on page 9, and they are preceded by the Report of the Auditors.

REFERENCE AND ADMINISTRATIVE DETAILS FOR PRISON SERVICE TRUST:

The registered name of the organisation is Prison Service Trust. It is both a Northern Ireland registered company limited by guarantee and a registered charity. The company registration number is NI 43324 and the registered charity number is NIC107071. Whilst this is our registered name, we are also known as PST.

We are based at Hydebank Wood, Hospital Road, Purdysburn, Belfast, BT8 8NA and this is the registered office of the company.

OBJECTIVES AND ACTIVITIES

Objectives of Prison Service Trust

The objects of The Prison Service Trust are the relief of poverty of serving members of the Northern Ireland Prison Service and their dependents, former members of the Northern Ireland Prison Service who are medically retired and their dependents, and the widows, widowers, family members and dependents of those members of the Northern Ireland Prison Service who died in service.

Mission Statement

Prison Service Trust are seeking to improve the lives of those whom they serve. Services include:

- 1) health care – incorporating physical and emotional wellbeing
- 2) life planning – incorporating education, career and financial planning and
- 3) support services – incorporating welfare, family and social development.

The Secretary of State authorised the setting up of the charity, with funding available outside the budget of the Northern Ireland Prison Service. The Prison Service Trust aims to help our clients re-integrate back into the community following bereavement and exit from employment from the Northern Ireland Prison Service. When the Prison Service Trust was established, we were advised by the (then) Minister, Jane Kennedy, to take on the format of a private limited company.

Key Objectives & Achievements for the year 2023-2024

In the year 2023-2024 Prison Service Trust made progress towards achieving its objectives set at the beginning of the year:

- 1) On-going contact with clients who would otherwise be isolated and alone
- 2) Rehabilitation of clients by encouraging them to broaden themselves and engage with the wider community
- 3) Assisting clients who continue to suffer hardship, both physical and mental

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

Significant activities, achievements and performance

The total number of clients has grown from 427 at the time the PST was established to 801 today. We have established procedures to ensure all clients are contacted and we encourage them to avail of our services, including:

- 1) health care – incorporating physical and emotional wellbeing
- 2) life planning – incorporating education, career and financial planning and
- 3) support services – incorporating welfare, family and social development.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Prison Service Trust was incorporated as a Limited company on 28th May 2002 as a not-for-profit organisation.

The Memorandum and Articles of Association of Prison Service Trust specify the objects of the company are to relieve the need, hardship and distress of members of the Northern Ireland Prison Service or ex-members who are in necessitous circumstances, and the widows, family members and dependents of deceased prison staff.

Directors of the organisation are elected at the annual general meeting and they can serve for four years before being eligible for re-election. Any additional directors appointed to the Board after the annual general meeting has taken place retire at the next annual general meeting. The Chairman is appointed by the Directors and has responsibility for the management of the staff of the organisation; the Board determine the organisational structure of the company. Changes affecting senior staff or any major programme of the organisation involves a consultation process by the Board of Directors of the company before approval for changes is given. Annual budgets are prepared and presented to the Directors for approval before the start of each financial year.

The company has a policy for the induction and training of new Directors. They are provided with an induction package giving details of the history of the organisation, the memorandum and articles of association, responsibilities of Directors, previous year accounts, the organisational structure and the major programmes of the organisation. This is accompanied by a briefing by the Chairman on current activities of the organisation, introduction to senior staff and existing Directors and an overview of the current financial situation of the company.

RISK MANAGEMENT

Prison Service Trust carries out regular risk management reviews of all aspects of its operations. Two areas are identified as key areas of risk management; Health & Safety and the issue of client confidentiality. Extensive steps have been taken to establish procedures and appropriate training in the organisation to manage these risks. The Directors review these procedures on an annual basis.

RESULTS FOR 2023 - 2024

In the period there was a net excess of income over expenditure, as shown in the statement on page 9. This surplus has been added to reserves brought forward.

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

PLANS FOR 2024 – 2025

The work required in the incoming financial year is the same as the year just completed i.e.

- 1) On-going contact with clients who would otherwise be isolated and alone
- 2) Rehabilitation of clients by encouraging them to broaden themselves and engage with the wider community
- 3) Assisting clients who continue to suffer hardship, both physical and mental

Budgets have been prepared and we are continuing to streamline operations so that overheads and costs of delivery are appropriate for the level of activity we are able to provide. Funding by The Department of Justice has been agreed for the 2024-2025 financial year.

VOLUNTEERS

Prison Service Trust is dependent on the generosity of the volunteers who provide support at various levels of the association's activities.

The Board of Management of the organisation is comprised of volunteers meeting monthly to oversee the management of the organisation, and several of these Directors provide financial or personnel oversight at a more detailed level.

Clients are also supported directly by a group of volunteers. The volunteers are suitably trained and supported and they are able to act as our eyes and ears to a much greater extent than we would otherwise be able to achieve. This is why we are able to service such a high number of clients with only one full time member of staff.

This represents approximately another 5000 hours of volunteer service carried out on behalf of The PST each year. As a result our clients are given positive encouragement and development each week. The financial value of this voluntary service would be in excess of £100,000 each year. We are very grateful to each and every volunteer who gives of their time to contribute to the personal development and wellbeing of all our clients.

FIXED ASSETS

The change in the fixed assets is shown in note 5 to the accounts.

TAXATION STATUS

The company is a recognised charity, and we have therefore claimed exemption from tax.

DIRECTORS

The directors of the company are also the trustees of the charity.

The board members during the year ended 31 March 2024 were:

Finlay Spratt (Chairman)	Samuel Jameson
Tanya Spratt (Vice Chair)	Stephen Kerr
June Robinson (Secretary)	Mary Marley (appointed 23/06/23)
Moira Kerr (resigned 26/05/23)	Simon Marshall
Chris Brown	Jill McArthur
Len Duddy	Ronald White
Pamela Hegarty	

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

As part of the constitution of the company all Board members who have served four consecutive years or more retire at the Annual General Meeting of the company, together with those directors appointed during the year. The directors due to retire at the Annual General Meeting offer themselves for re-election.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT OF DIRECTORS' CONFIRMATIONS

In the case of each of the persons who are directors at the time when the report is approved, the following applies:

- a) so far as each director is aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware; and
- b) each director has taken all the steps that he ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

FUTURE SUPPORT

We are very grateful for all of the support, both financial and otherwise, which we have received. Please continue to help us in any way you can, or contact us if you would like further information about the Prison Service Trust.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

BY ORDER OF THE BOARD

June Robinson

COMPANY SECRETARY

26th April 2024

The Prison Service Trust

Northern Ireland - Charity number 107071

Annual return

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON SERVICE TRUST

Opinion

We have audited the financial statements of Prison Service Trust (the "Charity") for the year ended 31 March 2024 which comprise the Statement of Financial activities, Income and Expenditure Account, Balance Sheet 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 Charity's affairs as at 31 March 2024 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 directors' 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 company's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the directors 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 directors are responsible for the other information. 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 the audit:

- the information given in the directors' report (incorporating the strategic report and the directors' report) prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report (incorporating the strategic report and the directors' report) has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PRISON SERVICE TRUST (Cont'd)

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 Directors' Annual 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 and proper 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report

Responsibilities of the directors

As explained more fully in the directors' responsibilities statement set out on page 5, the directors 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 they 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 directors 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 directors either intend to liquidate the Charity 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. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested for unusual transactions and investigated the rationale behind significant or unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the Charity's legal advisors.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PRISON SERVICE TRUST (Cont'd)

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

James Fulford FCA Senior Statutory Auditor

for and on behalf of
James Fulford & Co Ltd,
Statutory Auditor.
Chartered Accountants
PO Box 152
Newtownards BT23 5GW

26th April 2024

The Prison Service Trust

Northern Ireland - Charity number 107071

Accounts

THE PRISON SERVICE TRUST

(A company limited by guarantee)

**DIRECTORS' REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 March 2023**

Company Registration Number: NI 43324
Charity Registration Number: NIC107071

As approved by the directors on 24th April 2023

James Fulford and Co. Ltd
Chartered Accountants

THE PRISON SERVICE TRUST
Financial Statements For The Year Ended 31 March 2023

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DIRECTORS AND ADVISORS

DIRECTORS

Finlay Spratt	Chairman
Tanya Spratt	Vice Chair
June Robinson	Secretary
Moira Kerr	Honorary Treasurer
Chris Brown (appointed 25/11/22)	
Len Duddy (appointed 25/11/22)	
Pamela Hegarty	
Samuel Jameson	
Stephen Kerr	
Simon Marshall (appointed 24/2/23)	
Jill McArthur	
John McCready (resigned 30/9/22)	
Colin McGrugan (resigned 30/9/22)	
Jim Smyth (resigned 2/12/22)	
Ronald White (appointed 24/2/23)	

SECRETARY

June Robinson

REGISTERED OFFICE

Hydebank Wood
Hospital Road
Purdysburn
Belfast
BT8 8NA

AUDITORS

James Fulford and Co.
Chartered Accountants
PO Box 152
Newtownards
BT23 5GW

BANKERS

Ulster Bank Limited
Bangor Branch
75 Main Street
Bangor
BT20 5AL

SOLICITORS

Cleaver Fulton Rankin
50 Bedford Street
Belfast
BT2 7FW

THE REPORT OF THE DIRECTORS OF THE COMPANY

We, the directors of **The Prison Service Trust**, present our report below. The Audited Financial Statements for the year ended follow on page 9, and they are preceded by the Report of the Auditors.

REFERENCE AND ADMINISTRATIVE DETAILS FOR PRISON SERVICE TRUST:

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OBJECTIVES AND ACTIVITIES

Objectives of Prison Service Trust

The objects of The Prison Service Trust are the relief of poverty of serving members of the Northern Ireland Prison Service and their dependents, former members of the Northern Ireland Prison Service who are medically retired and their dependents, and the widows, widowers, family members and dependents of those members of the Northern Ireland Prison Service who died in service.

Mission Statement

Prison Service Trust are seeking to improve the lives of those whom they serve. Services include:

- 1) health care – incorporating physical and emotional wellbeing
- 2) life planning – incorporating education, career and financial planning and
- 3) support services – incorporating welfare, family and social development.

The Secretary of State authorised the set up of the charity, with funding available outside the budget of the Northern Ireland Prison Service. The Prison Service Trust aims to help our clients re-integrate back into the community following bereavement and exit from employment from the Northern Ireland Prison Service. When the Prison Service Trust was established, we were advised by the (then) Minister, Jane Kennedy, to take on the format of a private limited company.

Key Objectives & Achievements for the year 2022-2023

In the year 2022-2023 Prison Service Trust made progress towards achieving its objectives set at the beginning of the year:

- 1) On-going contact with clients who would otherwise be isolated and alone
- 2) Rehabilitation of clients by encouraging them to broaden themselves and engage with the wider community
- 3) Assisting clients who continue to suffer hardship, both physical and mental

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

Significant activities, achievements and performance

The total number of clients has grown from 427 at the time the PST was established to 828 today. We have established procedures to ensure all clients are contacted and we encourage them to avail of our services, including:

- 1) health care – incorporating physical and emotional wellbeing
- 2) life planning – incorporating education, career and financial planning and
- 3) support services – incorporating welfare, family and social development.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Prison Service Trust was incorporated as a Limited company on 28th May 2002 as a not for profit organisation.

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RISK MANAGEMENT

Prison Service Trust carries out regular risk management reviews of all aspects of its operations. Two areas are identified as key areas of risk management; Health & Safety and the issue of client confidentiality. Extensive steps have been taken to establish procedures and appropriate training in the organisation to manage these risks. The Directors review these procedures on an annual basis.

RESULTS FOR 2022 - 2023

In the period there was a net excess of expenditure over income, as shown in the statement on page 9. This deficit has been deducted from reserves brought forward.

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

PLANS FOR 2023 – 2024

The work required in the incoming financial year is the same as the year just completed i.e.

- 1) On-going contact with clients who would otherwise be isolated and alone
- 2) Rehabilitation of clients by encouraging them to broaden themselves and engage with the wider community
- 3) Assisting clients who continue to suffer hardship, both physical and mental

Budgets have been prepared and we are continuing to streamline operations so that overheads and costs of delivery are appropriate for the level of activity we are able to provide. Funding by The Department of Justice has been agreed for the 2023-2024 financial year.

VOLUNTEERS

Prison Service Trust is dependent on the generosity of the volunteers who provide support at various levels of the association's activities.

The Board of Management of the organisation is comprised of volunteers meeting monthly to oversee the management of the organisation, and several of these Directors provide financial or personnel oversight at a more detailed level.

Clients are also supported directly by a group of volunteers. The volunteers are suitably trained and supported and they are able to act as our eyes and ears to a much greater extent than we would otherwise be able to achieve. This is why we are able to service such a high number of clients with only one full time member of staff.

This represents approximately another 5000 hours of volunteer service carried out behalf of The PST each year. As a result our clients are given positive encouragement and development each week.

The financial value of this voluntary service would be in excess of £100,000 each year. We are very grateful to each and every volunteer who gives of their time to contribute to the personal development and wellbeing of all our clients.

FIXED ASSETS

The change in the fixed assets is shown in note 5 to the accounts.

TAXATION STATUS

The company is a recognised charity, and we have therefore claimed exemption from tax.

DIRECTORS

The directors of the company are also the trustees of the charity.

The board members during the year ended 31 March 2023 were:

Finlay Spratt (Chairman)	Stephen Kerr
Tanya Spratt (Vice Chair)	Simon Marshall (appointed 24/2/23)
June Robinson (Secretary)	Jill McArthur
Moira Kerr (Honorary Treasurer)	John McCready (resigned 30/9/22)
Chris Brown (appointed 25/11/22)	Colin McGrugan (resigned 30/9/22)
Len Duddy (appointed 25/11/22)	Jim Smyth (resigned 2/12/22)
Pamela Hegarty	Ronald White (appointed 24/2/23)
Samuel Jameson	

THE REPORT OF THE DIRECTORS OF THE COMPANY
(Continued)

As part of the constitution of the company all Board members who have served four consecutive years or more retire at the Annual General Meeting of the company, together with those directors appointed during the year. The directors due to retire at the Annual General Meeting offer themselves for re-election.

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT OF DIRECTORS' CONFIRMATIONS

In the case of each of the persons who are directors at the time when the report is approved, the following applies:

- a) so far as each director is aware, there is no relevant audit information (information needed by the company's auditors in connection with preparing their report) of which the company's auditors are unaware; and
- b) each director has taken all the steps that he ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

FUTURE SUPPORT

We are very grateful for all of the support, both financial and otherwise, which we have received. Please continue to help us in any way you can, or contact us if you would like further information about the Prison Service Trust.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

BY ORDER OF THE BOARD

June Robinson

COMPANY SECRETARY

24th April 2023

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON SERVICE TRUST

Opinion

We have audited the financial statements of Prison Service Trust (the "Charity") for the year ended 31 March 2023 which comprise the Statement of Financial activities, Income and Expenditure Account, Balance Sheet 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 Charity's affairs as at 31 March 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- 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 directors' 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 company's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the directors 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 directors are responsible for the other information. 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 the audit:

- the information given in the directors' report (incorporating the strategic report and the directors' report) prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report (incorporating the strategic report and the directors' report) has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PRISON SERVICE TRUST (Cont'd)

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 Directors' Annual 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 and proper 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 directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report

Responsibilities of the directors

As explained more fully in the directors' responsibilities statement set out on page 5, the directors 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 they 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 directors 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 directors either intend to liquidate the Charity 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. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested for unusual transactions and investigated the rationale behind significant or unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the Charity's legal advisors.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PRISON SERVICE TRUST (Cont'd)

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

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

Use of our report

This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

James Fulford FCA Senior Statutory Auditor

for and on behalf of
James Fulford & Co Ltd,
Statutory Auditor.
Chartered Accountants
PO Box 152
Newtownards BT23 5GW

24th April 2023

STATEMENT OF FINANCIAL ACTIVITIES

	Restricted Funds 2023 £	Prior Year 2022 £
Incoming from		
Voluntary income	292,559	303,602
Investments	989	12
Total	293,548	303,614
Expenditure on:		
Charitable activities	317,895	276,129
Total resources expended	317,895	276,129
Net movement in funds	(24,347)	27,485
Reconciliation of Funds		
Net Movement in funds (above)	(24,347)	27,485
Total funds brought forward	255,210	227,725
Total Funds Carried Forward	230,863	255,210

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH	NOTE	2023 £	2022 £
Income, Donations and other receipts	1(b)	292,559	303,602
Operating expenses	2	(317,895)	(276,129)
Other Income	2	989	12
Operating (Deficit) For The Year		<u>(24,347)</u>	<u>27,485</u>
Reserves Brought Forward		255,210	227,725
Reserves Carried Forward	6	<u>230,863</u>	<u>255,210</u>

Continuing operations - None of the company's activities was acquired or discontinued during the above two financial years.

Historical cost profit and losses - The difference between the results disclosed above and the results on an unaudited historical cost basis is not material.

BALANCE SHEET

AS AT 31 MARCH			2023		2022
	NOTE	£	£	£	£
FIXED ASSETS	5		1		1,964
CURRENT ASSETS					
Sundry debtors and prepayments		55,278		79,460	
Bank and cash balances:					
Department of Justice		(1,416)		30	
Donating Widows and Retired Officers		165,653		170,175	
Donating Age Retired Officers		22,955		20,792	
Serving Officers		42,255		56,607	
		<u>284,725</u>		<u>327,064</u>	
CURRENT LIABILITIES					
Accruals and Sundry Creditors		(53,863)		(73,818)	
NET CURRENT ASSETS			230,862		253,246
TOTAL NET ASSETS			<u>230,863</u>		<u>255,210</u>
REPRESENTED BY					
Revenue Reserves	6		230,863		255,210

**SIGNED FOR AND ON BEHALF OF
THE BOARD OF DIRECTORS**

Finlay Spratt

DIRECTOR

June Robinson

DIRECTOR

STATEMENT OF CASH FLOW

	2023	2022
	£	£
Net movement in funds per SOFA	(24,347)	27,485
Non-cash items and other adjusting items		
Add: Depreciation charge	1,963	1,965
(Increase)/decrease in debtors	24,182	(30,700)
(Decrease)/Increase in creditors	(19,955)	21,568
	6,190	(7,167)
Net cash provided by (used by) operations	(18,157)	20,318
Cash flow from financing activities		
Purchase of fixed assets	-	-
Net increase (decrease) in cash and cash equivalents	(18,157)	20,318
in the year		
Cash and cash equivalents at the beginning of the year	247,604	227,286
Cash and cash equivalents at the end of the year	229,447	247,604
Represented by:		
Cash and bank balances	229,447	247,604

NOTES TO THE FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with the Charities SORP (FRS 102) and the Companies Act 2006. Prison Service Trust is a registered charity and a public benefit entity. The currency used for the reporting of these financial accounts is Sterling (GBP).

1 ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the company's financial statements.

(a) Basis of Accounting

The financial statements are prepared under the historical cost convention. This means that all assets and liabilities are shown at their original cost, less depreciation if appropriate. Therefore the balance sheet values shown do not necessarily equate to market value.

(b) Income

Income includes gifts, donations and other cash received and receivable.

Income was attributable to the one principal activity of the company carried on within the United Kingdom and Europe.

(c) Fixed Assets and Depreciation

Fixed Assets are stated in the balance sheet at cost, less accumulated depreciation. Depreciation is calculated to write off the cost of fixed assets evenly over their estimated useful lives. The rates of depreciation used are as follows:

Plant and Machinery	33 ¹ / ₃ %
---------------------	----------------------------------

(d) Fund Accounting Policy

Unrestricted income funds are general funds that are available for use at the directors' discretion in furtherance of the objectives of the charity.

Restricted funds are those donated for use in a particular area for specific purposes, the use of which is restricted to that area or purpose.

NOTES TO THE FINANCIAL STATEMENTS

2 OPERATING SURPLUS/(DEFICIT)

	2023	2022
	£	£
is stated after charging		
Auditors' remuneration (including VAT)	1,560	1,560
Depreciation	1,963	1,965
and after crediting		
Interest Received	989	12

3 DIRECTORS EMOLUMENTS

All Directors give their services as Board members on a voluntary basis, and no remuneration is paid to them for this work.

4 PARTICULARS OF EMPLOYEES

The analysis by function of the average number of people employed by the company during the period (excluding directors) was:

	2023	2022
Administration	1	1
	<u> </u>	<u> </u>

Their remuneration was:

	2023	2022
	£	£
Wages and salaries	28,983	28,414
Social Security costs	-	-
Pension contributions	681	666
	<u> </u>	<u> </u>
	<u>29,664</u>	<u>29,080</u>
	<u> </u>	<u> </u>

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

5 FIXED ASSETS

	Plant & Machinery £
COST	
At 31 March 2022	8,405
At 31 March 2023	<u>8,405</u>
DEPRECIATION	
At 31 March 2022	6,441
Charge for the year	1,963
At 31 March 2023	<u>8,404</u>
NET BOOK VALUE	
At 31 March 2023	<u><u>1</u></u>

6 REVENUE RESERVES

	Reserves B/Fwd 31 March 2022 £	Surplus/ (Deficit) £	Reserves C/Fwd 31 March 2023 £
Donating Widows and Retired Officers	177,811	(12,158)	165,653
Donating Age Retired	20,792	2,163	22,955
Serving Officers	56,607	(14,352)	42,255
Total Reserves	<u>255,210</u>	<u>(24,347)</u>	<u>230,863</u>

Revenue Reserves arise from the receipt of donations, grants and interest received applicable to the relevant category of designated funds. Each area of funding is ultimately reflected in cash resources available, and the reserves are equal to the funds shown on the balance sheet. Funding received from DOJ is represented by bank balances, accruals and, where cut-off adjustments arise, a deferred asset or liability accordingly. The reserves balance with DOJ is always nil.

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED

7 SHARE CAPITAL

The company is limited by guarantee, the maximum liability of each member being £1.

8 APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by the Board of Directors on 24th April 2023.

INCOME AND EXPENDITURE ACCOUNT SCHEDULE

YEAR ENDED 31 MARCH 2023	DOJ	Widows/ Medically Retired	Age Retired	Serving Officers	Total	Prior Year	Change
INCOME	£	£	£	£	£	£	£'000
Department of Justice grants	248,000	-	-	-	248,000	248,000	-
Donating Widows and Retired Officers	-	16,729	-	-	16,729	21,253	(5)
Age Retired	-	-	2,700	-	2,700	11,315	(9)
Serving Officers	-	-	-	25,130	25,130	23,034	2
Bank Interest Received	-	727	-	262	989	12	1
	248,000	17,456	2,700	25,392	293,548	303,614	(10)
OPERATING EXPENSES							
Wages and related expenses	29,664	-	-	-	29,664	29,080	1
Website update	944	-	-	-	944	7,636	(7)
Payments to relieve hardship etc.	48,379	-	-	4,040	52,419	62,427	(10)
Courses, Programme Costs etc.	164,344	3,489	-	4,720	172,553	119,327	53
Distributions and payments	-	25,952	500	30,657	57,109	23,170	34
Costs re Gift Aid	-	-	-	240	240	-	-
Insurance	1,099	-	-	-	1,099	1,093	-
Accountancy	1,560	-	-	-	1,560	1,560	-
Audit	1,560	-	-	-	1,560	1,560	-
Legal expenses	-	-	-	-	-	1,500	(2)
Training	1,600	-	-	-	1,600	-	2
Stationery, Postage Advertising	4,177	-	-	-	4,177	8,291	(4)
General Expenses	2,146	-	-	42	2,188	1,489	1
Travel Expenses	458	-	-	-	458	262	-
Bank Charges	896	173	37	45	1,151	800	-
Deferred income (expenditure)	(10,790)	-	-	-	(10,790)	15,969	(27)
Depreciation	1,963	-	-	-	1,963	1,965	-
Total Expenses	248,000	29,614	537	39,744	317,895	276,129	41
SURPLUS/(DEFICIT)	-	(12,158)	2,163	(14,352)	(24,347)	27,485	(51)
FOR THE YEAR							

The Prison Service Trust

Northern Ireland - Charity number 107071

Annual report

Chairman's Annual Report - 1st April 2022 to 31st March 2023

This is my 20th Annual Report on the performance of the Prison Service Trust (PST) and I am pleased to announce that the Trust has had a successful year serving it's clients despite the current cost of living crisis that has embroiled our entire community. To assist clients during this difficult time the Board of Directors decided to issue all clients who donate to the PST from their pension or directly from their bank accounts an ASDA voucher to assist them during the cost of living crisis. In total, the Board of Directors issued 258 vouchers to our clients.

As many of you are aware, the PST was established in 2002 and the Trust held it's 20th Anniversary event in the Europa Hotel, Belfast, on the 29th October 2022. Clients and guests had a meal followed by entertainment from the fabulous CLUBSOUND which all of our clients and guests enjoyed.

The success of the Prison Service Trust (PST) over the past 20 years has been due to the dedication and commitment of the Board of Directors and all the volunteers who support the work of the Trust together with the Manager, Michelle. The Board of Directors would welcome any client who is willing to become a volunteer to help with the work of the Trust by contacting Michelle on 02890 649628 or by email michellepst@btconnect.com.

Finally, I would like to thank the Northern Ireland Prison Service for the valuable contribution it makes to the Prison Service Trust each year, not forgetting the staff at Prison Service Headquarters whose co-operation is vital in the success of the Trust. To them I would like to say thank you.

Best wishes.

Finlay Spratt (Chairman)
Board of Directors

The Prison Service Trust

Northern Ireland - Charity number 107071

Annual return

THE PRISON SERVICE TRUST Financial Statements For The Year Ended 31 March 2023 James Fulford and Co. Ltd Chartered Accountants 6 INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF THE PRISON SERVICE TRUST Opinion We have audited the financial statements of Prison Service Trust (the "Charity") for the year ended 31 March 2023 which comprise the Statement of Financial activities, Income and Expenditure Account, Balance Sheet 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 Charity's affairs as at 31 March 2023 and of its incoming resources and application of resources for the year then ended; • have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; • 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 directors' 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 company's ability to continue as a going concern for a period of at least 12 months from when the financial statements are authorised for issue. Our responsibilities and the responsibilities of the directors 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 directors are responsible for the other information. 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 the audit: • the information given in the directors' report (incorporating the strategic report and the directors' report) prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and • the directors' report (incorporating the strategic report and the directors' report) has been prepared in accordance with applicable legal requirements. THE PRISON SERVICE TRUST Financial Statements For The Year Ended 31 March 2023 James Fulford and Co. Ltd Chartered Accountants 7 INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PRISON SERVICE TRUST (Cont'd) 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 Directors' Annual 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 and proper 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 directors' remuneration specified by law are not made; or • we have not received all the information and explanations we require for our audit; or • the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report

Responsibilities of the directors As explained more fully in the directors' responsibilities statement set out on page 5, the directors 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 they 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 directors 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 directors either intend to liquidate the Charity 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. Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below. The extent to which the audit was considered capable of detecting irregularities including fraud

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows: • making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected and alleged fraud; and • considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations. To address the risk of fraud through management bias and override of controls, we: • performed analytical procedures to identify any unusual or unexpected relationships; • tested for unusual transactions and investigated the rationale behind significant or unusual transactions; • assessed whether judgements and assumptions made in determining the accounting estimates were indicative of potential bias; and • investigated the rationale behind significant or unusual transactions. In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to: • agreeing financial statement disclosures to underlying supporting documentation; • reading the minutes of meetings of those charged with governance; • enquiring of management as to actual and potential litigation and claims; and • reviewing correspondence with HMRC, relevant regulators and the Charity's legal advisors.

THE PRISON SERVICE TRUST Financial Statements For The Year Ended 31 March 2023 James Fulford and Co. Ltd Chartered Accountants

8 INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PRISON SERVICE TRUST (Cont'd) There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it

is that we would become aware of noncompliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any. Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion. A further description of our responsibilities is available on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report. Use of our report This report is made solely to the Charity'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 Charity'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 Charity's members as a body, for our audit work, for this report, or for the opinions we have formed. James Fulford FCA Senior Statutory Auditor for and on behalf of James Fulford & Co Ltd, Statutory Auditor. Chartered Accountants PO Box 152 Newtownards BT23 5GW 24th April 2023