

REGISTERED COMPANY NUMBER: 03388671 (England and Wales)
REGISTERED CHARITY NUMBER: 1064524

Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2019
for
Oakleaf Enterprise

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
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for the Year Ended 31 March 2019

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Chair's Statement
for the Year Ended 31 March 2019

Having recently been appointed to the role of Chair I would like to extend my thanks on behalf of the Board and Oakleaf Staff to Nick Powell for the last 6 years as Chairman. His tenure has led a real resurgence in the Charity's abilities to contribute strongly to the community.

The charitable company employs a staff team currently comprising 29 individuals. These are led by the Chief Executive, Clive Stone, who reports to the Board of Trustees and whose role encompasses securing the charitable company's long-term viability and the day to day management of the staff team who have responsibility for co-ordinating each department. We are fortunate in having an extremely dedicated staff team who are supported by both short and long-term volunteers.

This year saw Oakleaf reach its 21st year anniversary and we were very fortunate that this event was recognised by a visit from HRH The Earl of Wessex. This gave many members of Staff, Clients and Volunteers the opportunity to showcase the good work that the Charity delivers.

The last 12 months has continued to see an increase in Client visits, (11,951 unique client visits) demonstrating the need for our services. Fundraising still proves to be extremely challenging with more charities competing for the same funds and whilst the profile of mental health has increased it still remains a challenge to raise funding for our valuable services. We unfortunately were unable to secure new Lottery Funding this year to replace the 3 year grant that expired in October. We are still able to offer sufficient levels of services but this has necessitated a rationalisation of some services and a heightened focus on costs.

Looking ahead to the next financial year, we will continue to support an increasing Client base and also keep a sharp focus on our income and cost position. We are looking to secure Lottery Funding through a new application in 2019-2020 and will be investigating property options to ensure the long-term future of the Charity.

Lorraine Andrews
Chairman

Chief Executive's Report
for the Year Ended 31 March 2019

It is interesting and extremely valuable to take the time to review our year's activities, challenges and achievements as allocating time for this could easily seem to be a luxury. However, from this a worthwhile assessment, comparison against plans and perhaps realignment can come. Overall, I am pleased to report that we have had a busy, productive and fruitful year. I am delighted with the outcomes of how many people we have been able to support and for the privilege of making a sustainable difference to their lives. In the ideal world there would not be any need for Oakleaf, but given this poor mental health remains prevalent, our ongoing work is crucial.

The incidents of mental health problems, the pressure on people and the stress society and work can pass on to individuals continues to grow and perhaps unsurprisingly the need for our service also continues to increase. Our count of unique client visits increased by almost 500 over the last twelve months, bringing us to nearly 12,000 unique visits for the year.

Interestingly when analysing these figures, it is clear that a high percentage of these clients comprise those attending our wellbeing programmes. During 2018-19 we delivered 1,496 wellbeing activity sessions either at Guildford or via outreach in Waverley and Surrey Heath. Numbers for our main vocational training courses remains constant but the demand for wellbeing activities continues to grow. This slight re-shift in popularity has encouraged us to review our three primary training areas of training i.e. IT, Upholstery and Gardening. An outcome of this has ensured there is the potential for shorter compact courses and greater relevance of the training being offered.

Reviewing our data for the year it is encouraging to see the number of new referrals continuing to grow, reaching a total of 384 for the year. To provide an insight to some of our other outcomes illustrates the achievement of 165 IT qualifications and 73 clients moving into employment (up from 57 in the previous year). (This may not seem a particularly high number against an average of 300 clients attending but put into the context of there being other providers who are commissioned for supporting individuals to access work), we are particularly proud of our own efforts achieving this total.

In October we saw the end of a three year Big Lottery project which had the aim of delivering wellbeing activities through outreach. This provided a significant development of our activities across Waverley, Surrey Heath and North Guildford. I am pleased to report that it was a tremendously successful project with our outcomes being met and exceeded. Whilst it was hoped that other funders would support the project once the Lottery commitment had concluded this was not the case, but through our staff's hard work and resourcefulness we have managed to maintain an excellent and varied programme post Lottery. Being unable to secure continuation funding did unfortunately leave a gap in our income which ultimately resulted in a deficit at the year end. Nonetheless, plans are in place to not only ensure a working surplus and also to develop new funded projects.

In an attempt to broaden our income streams, we have invested quite heavily in developing our breadth of fundraising, and to this end with the support of a grant we employed an additional fundraiser who is responsible for Community and Corporate partnerships. Like similar roles it is not a quick return, as much energy has to be invested in developing and nurturing relationships. Alongside this increased marketing and promotion has to take place.

As the year draws to a close, I am very pleased to report that this investment is starting to yield success and with many fundraising initiatives planned and supported by the community for the coming year, we should see an uplift in our income. It is also particularly pleasing to note that our Trust fundraising has a large number of annual repeat funders. This not only illustrates the positive work involved in maintaining relationships but also the success viewed by our funders of the projects in which they have invested.

In September we committed to a new lease for the next three years on our property in Guildford. This is good news as we no longer have a break clause hanging over us and therefore have improved security around our delivery for the medium term, enabling us to plan accordingly. We do have an active property sub-committee which is assisting these future plans, looking at alternative locations (within Guildford) and helping to assess future need.

Finally, we have had several changes in our Board over the year culminating in our Chairman retiring after six years in post. I am viewing these changes as positive as the new trustees bring a fresh approach, new ideas and an increase in our diversity. I am confident they will all settle in very quickly and invest in the Oakleaf culture and the needs of those we support.

Chief Executive's Report
for the Year Ended 31 March 2019

The future

This part of my report always appears to have an element of crystal ball gazing. Despite any plans or strategies we may have started to develop, I am always conscious that opportunities and issues arise which may not have been visible at the outset. We feel it is imperative to be open to new initiatives and consider ways of adding to or improving our clients' journeys. Part of this journey will entail us looking at how we can enhance potential for employment and to divert more resources in to making this a reality.

In relation to property as mentioned above we will be starting to explore cooperation of working with other local charities to assess if there is any traction around shared premises, creating a charitable hub where many services could be delivered together. We feel this is an exciting opportunity and have already identified three local and national charities which are keen to explore this possibility. Should this come to fruition there is enhanced potential to share resources and expertise, save on some back-office costs and improve client access, which we believe will be of great benefit to our local community.

Clive Stone
Chief Executive Officer

Report of the Trustees
for the Year Ended 31 March 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objects of the charity are to support people with mental health problems, physical disabilities and special needs. The main activities undertaken in relation to these objectives are:

- o To offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment.
- o To provide the opportunity to participate in a supportive work environment with a variety of vocational training applications.
- o To devise with each client a personal development program.
- o The provision of a wide range of Wellbeing activities which encompass physical and mental health needs
- o To provide advice and support for those accessing further educational opportunities and/or work placement training. Teaching CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

Oakleaf's primary objective is worded within the context of their mission statement i.e. "We work to foster confidence and reduce social isolation by actively training, engaging and supporting individuals with mental ill-health to empower them to participate as active members of society."

Public benefit

Oakleaf as a Charity Commission registered charity through its Trustees, gives due regard to public benefit and considers that the range and volume of activities provided by the charity and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and available, especially for those who may be considered as living within poverty or suffering from a disability (specifically poor mental health).

ACHIEVEMENT AND PERFORMANCE

Charitable activities

I am delighted to report that we have had another successful year, reflected in the extremely high level of care and support we are able to provide to our clients. Incoming resources for the year were £681,221 (2018 - 720,228). Income decreased mainly due to the end of a three-year Big Lottery project. Total expenditure for the year was £764,855 (2018 - £679,672). Whilst we continually assess our expenditure, there was a substantial rent increase during the year and this has meant overall costs have increased. The accounts show an overall deficit for the year of £83,634 (2018: a surplus of £40,556).

FINANCIAL REVIEW

Reserves policy

The charitable company operates a reserves policy which aims to meet three months of running costs. Any capital requirements are always met through grants and as such would be delayed until ring fenced funds were identified. Funds at the end of the year stood at £122,710.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The charitable company has adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document. The Memorandum and Articles have been amended by special resolutions and dated 27 August 1997, 1 November 2001, 8 November 2004, 10 January 2012, 25 November 2014 and 23 May 2016. In the event of the charitable company being wound up, members will be required to contribute a sum not exceeding £1 per member.

Report of the Trustees
for the Year Ended 31 March 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

All new Directors are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front-line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Organisational structure

The charitable company is supported by its Board of Directors. The Directors shall be members of the charitable company. The maximum number of members of the company is 15.

The Directors of the charitable company are also Trustees for the purpose of charity law. "At each Annual General Meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any director became or were appointed directors on the same those to retire shall (unless otherwise agreed among themselves) be determined by lot."

The Board of Directors seeks to recruit its members to balance various skills required to manage the charity. All prospective Directors are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of disability and the effects it can have on those trying to gain an equal and valued place in society.

The Board have the power at any time to appoint any person to be a Director, either to fill a casual vacancy or as an addition to the existing Directors, but so that the total number of Directors shall not at any time exceed 15, being the number fixed in accordance with the articles of the company.

Risk management

The Trustees are aware of their responsibilities under SORP 2015 (FRS102). They maintain a Risk Register for the Charity and regularly review (at least six-monthly basis) the risks that the Charity faces. In addition, a Health & Safety audit is undertaken periodically by nominated Trustees. The Trustees have put in place a number of policies and procedures for the Charity's activities. These policies and procedures are reviewed on an annual basis.

At the time of this report the Trustees perceive the principal risks and uncertainties that the Charity faces are:

- **Funding:** the Trustees aim to ensure that the Charity has at least three months' worth of financial reserves in order to finance its activities. Management accounts are considered at each Board meeting, in addition they also review a funding report of donations and grants received, applications for grants made and anticipated donations to be received and the likelihood of them being received.
- **Guildford site:** a significant part of the Charity's activities are conducted from its Guildford site (Walnut Tree Close). This site is leased and as from 1 August 2021, either the landlord or the Charity can give nine months' notice to terminate the lease. Therefore, there is a risk that the Charity may need to seek alternative premises for its activities. The Trustees keep under review the property needs for the Charity and keeps a watching brief of new properties becoming available in the Guildford area.
- **Key staff:** the Charity is dependent on key staff, in particular, the CEO. The Trustees have created a schedule, listing the principal responsibilities and activities of the CEO and assigning amongst themselves who will oversee such responsibilities and activities in the event that the CEO becomes unable to perform his duties for a significant period.

Report of the Trustees
for the Year Ended 31 March 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Lorraine Andrews	Chair from 25.3.19	
Nicola Bartlett		- appointed 26.11.18
Philip Bevan		- appointed 25.3.19
Laurence Church		- resigned 25.11.19
Azam Cullasy	Treasurer from 26.11.18	- appointed 26.11.18
Aileen Feeney		
Mark Harrison		- appointed 22.7.19
James Kindell		
David Seall		
David Wright		- appointed 22.7.19
Nick Powell	Chair to 25.3.19	- resigned 25.3.19
Richard Williams	Treasurer to 26.11.18	- resigned 26.11.18
Paul Charlesworth		- resigned 23.9.19
Matthew Furniss		- resigned 3.12.18
Alexandra Gerbasi		- resigned 11.2.19

CEO

Clive Stone

Company Secretary

James Kindell

Independent examiner

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Solicitors

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Sydenham Road
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Bankers

Metro Bank Plc
1 Southampton Row
London
WC1B 5HA

Nationwide Building Society

PO Box 3
5-11 St Georges Street
Douglas
Isle of Man
IM99 1AS

Report of the Trustees
for the Year Ended 31 March 2019

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03388671 (England and Wales)

Registered Charity number

1064524

Registered office

101 Walnut Tree Close

Guildford

Surrey

GU1 4UQ

Approved by order of the board of trustees on 29 November 2019 and signed on its behalf by:

A handwritten signature in black ink that reads "Lorraine Andrews". The signature is written in a cursive style with a large initial 'L'.

Lorraine Andrews - Trustee

**Independent Examiner's Report to the Trustees of
Oakleaf Enterprise**

Independent examiner's report to the trustees of Oakleaf Enterprise ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of which is one of the listed bodies

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

A J Bennewith FCA, FCPA, FFA, FFTA,
FIPA, DChA, FRSA
3 Wey Court
Mary Road
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Surrey
GU1 4QU

Date: 29 November 2019

Statement of Financial Activities
for the Year Ended 31 March 2019

		Unrestricted fund	Restricted funds	31.3.19 Total funds £	31.3.18 Total funds £
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	97,565	159,831	257,396	216,519
Charitable activities:					
Provision of training and activities	6	234,605	159,545	394,150	487,697
Other trading activities	4	15,554	-	15,554	4,841
Investment income	5	<u>14,121</u>	<u>-</u>	<u>14,121</u>	<u>11,171</u>
Total		361,845	319,376	681,221	720,228
EXPENDITURE ON					
Raising funds	7	69,363	33,383	102,746	66,780
Charitable activities:					
Provision of training and activities		365,752	294,357	660,109	610,942
Other		<u>2,000</u>	<u>-</u>	<u>2,000</u>	<u>1,950</u>
Total		437,115	327,740	764,855	679,672
NET INCOME/(EXPENDITURE)		(75,270)	(8,364)	(83,634)	40,556
RECONCILIATION OF FUNDS					
Total funds brought forward		129,538	76,806	206,344	165,788
TOTAL FUNDS CARRIED FORWARD		<u>54,268</u>	<u>68,442</u>	<u>122,710</u>	<u>206,344</u>

The notes form part of these financial statements

Oakleaf Enterprise**Balance Sheet
At 31 March 2019**

		Unrestricted fund	Restricted funds	31.3.19 Total funds	31.3.18 Total funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	13	6,633	10,619	17,252	22,205
Investments	14	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
		6,634	10,619	17,253	22,206
CURRENT ASSETS					
Debtors	15	38,210		38,210	30,720
Cash at bank		<u>58,944</u>	<u>57,824</u>	<u>116,768</u>	<u>206,919</u>
		97,154	57,824	154,978	237,639
CREDITORS					
Amounts falling due within one year	16	(49,521)		(49,521)	(53,501)
		<u>47,633</u>	<u>57,824</u>	<u>105,457</u>	<u>184,138</u>
NET CURRENT ASSETS					
		<u>47,633</u>	<u>57,824</u>	<u>105,457</u>	<u>184,138</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>54,267</u>	<u>68,443</u>	<u>122,710</u>	<u>206,344</u>
NET ASSETS					
		<u>54,267</u>	<u>68,443</u>	<u>122,710</u>	<u>206,344</u>
FUNDS					
Unrestricted funds	18			54,267	129,538
Restricted funds				<u>68,443</u>	<u>76,806</u>
TOTAL FUNDS					
				<u>122,710</u>	<u>206,344</u>

The notes form part of these financial statements

Balance Sheet - continued
At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 29 November 2019 and were signed on its behalf by:



Lorraine Andrews -Trustee

Oakleaf Enterprise

Cash Flow Statement
for the Year Ended 31 March 2019

	Notes	31.3.19 £	31.3.18 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>(80,862)</u>	<u>64,708</u>
Net cash provided by (used in) operating activities		<u>(80,862)</u>	<u>64,708</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>(9,745)</u>	<u>(2,125)</u>
Interest received		<u>456</u>	<u>331</u>
Net cash provided by (used in) investing activities		<u>(9,289)</u>	<u>(1,794)</u>
Change in cash and cash equivalents in the reporting period		<u>(90,151)</u>	<u>62,914</u>
Cash and cash equivalents at the beginning of the reporting period		<u>206,919</u>	<u>144,005</u>
Cash and cash equivalents at the end of the reporting period		<u>116,768</u>	<u>206,919</u>

The notes form part of these financial statements

Notes to the Cash Flow Statement
for the Year Ended 31 March 2019

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.19	31.3.18
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(83,634)	40,556
Adjustments for:		
Depreciation charges	14,698	12,281
Interest received	(456)	(331)
(Increase)/decrease in debtors	(7,490)	15,166
Decrease in creditors	<u>(3,980)</u>	<u>(2,964)</u>
Net cash provided by (used in) operating activities	<u>(80,862)</u>	<u>64,708</u>

Notes to the Financial Statements
for the Year Ended 31 March 2019

1. COMPANY STATUS

The company is limited by guarantee and has no share capital. The company is incorporated in England and Wales. The company's directors are also its trustees for the purposes of charity law. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

Going concern

The accounts have been prepared on a going concern basis. However, the nature of the charity means that forecast future income cannot be determined with any certainty, as the charity is reliant upon applications for grant funding and the trustees are aware that such grant applications are not always successful. The trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful.

Critical accounting judgements and key sources of estimation uncertainty

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

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

Income

Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from government, other statutory bodies and charities. Grants are accounted for on an accruals basis.

Rental income is accounted for on an accruals basis.

Event income is accounted for in the year in which the event is held.

Interest receivable is accounted for on an accruals basis.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

2. ACCOUNTING POLICIES - continued

Expenditure

All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that settlement will be required and the obligation can be measured reliably.

As described in the Report of the Trustees, the charity's principal activity is the support of people with mental and physical health difficulties, including those with special needs, through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds, comprising the costs relating to donations, grants and their associated support costs.
- Expenditure on charitable activities, comprising the costs of delivering services and other activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure, comprising those items not falling into any other heading.

Allocation of support costs

Support costs are those costs which assist the work of the charity but are not directly related to charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs are allocated between costs of raising funds and charitable activities on the following basis:

Property and general maintenance	Basis of allocation: Square footage
Insurance	Payroll
General salaries, recruitment and pension costs	Payroll
Administrative costs	Payroll
Depreciation	Payroll

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- Straight line over 3 years, Straight line over 4 years and Straight line over 5 years
Motor vehicles	- Straight line over 5 years

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

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

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

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

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

3. DONATIONS AND LEGACIES

	31.3.19	31.3.18
	£	£
Donations	55,365	74,528
Grants	<u>202,031</u>	<u>141,991</u>
	<u>257,396</u>	<u>216,519</u>

Grant income is as follows:

	Unrestricted	Restricted	Total
	£	£	31.3.19
			£
Grants received - donations and legacies (as above)	42,200	159,831	202,031
Grants received - charitable activities (note 6)	<u>-</u>	<u>159,545</u>	<u>159,545</u>
	<u>£42,200</u>	<u>£319,376</u>	<u>£361,576</u>

Details of restricted grant income are given in note 18 to these accounts.

Details of unrestricted grant income are as follows:

	31.3.19
	£
Four Acres Trust	20,000
Sayers Butterworth LLP	5,000
Other < £5,000	<u>17,200</u>
	<u>£42,200</u>

4. OTHER TRADING ACTIVITIES

	31.3.19	31.3.18
	£	£
Miscellaneous income	<u>15,554</u>	<u>4,841</u>

5. INVESTMENT INCOME

	31.3.19	31.3.18
	£	£
Rents received	13,665	10,840
Deposit account interest	<u>456</u>	<u>331</u>
	<u>14,121</u>	<u>11,171</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

6. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.3.19 £	31.3.18 £
Development and training projects	Provision of training and activities	234,605	247,263
Grants	Provision of training and activities	<u>159,545</u>	<u>240,434</u>
		<u>394,150</u>	<u>487,697</u>

7. FUNDRAISING AND CHARITABLE ACTIVITIES COSTS

	Direct costs £	Support costs (See note 8) £	Totals £
Raising funds	73,266	29,480	102,746
Charitable activities:			
Provision of training and activities	<u>456,211</u>	<u>203,898</u>	<u>660,109</u>
	<u>529,477</u>	<u>233,378</u>	<u>762,855</u>

8. SUPPORT COSTS

	Management £
Raising funds	29,480
Provision of training and activities	<u>203,898</u>
	<u>233,378</u>

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

	Raising funds £	Provision of training and activities £	31.3.19 Total activities £	31.3.18 Total activities £
General salaries, recruitment and pension costs	15,829	78,169	93,998	90,642
Property and general maintenance	4,111	78,116	82,227	71,923
Insurance	990	4,888	5,878	6,413
Administrative costs	<u>8,550</u>	<u>42,725</u>	<u>51,275</u>	<u>40,516</u>
	<u>29,480</u>	<u>203,898</u>	<u>233,378</u>	<u>209,494</u>

9. NET INCOME/(EXPENDITURE)

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

	31.3.19 £	31.3.18 £
Depreciation - owned assets	<u>14,697</u>	<u>12,281</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

The total remuneration paid to Key Management Personnel, including Employer's National Insurance, was £55,386 (2018: £54,223). Retirement benefits are accruing for one member of Key Management Personnel (2018: one).

Trustees' expenses

The charity purchased Directors and Officers Insurance for the benefit of the trustees at a cost of £928 (2018: £685). The charity also purchased a gift for a retiring trustee at a cost of £200 (2018: nil).

11. STAFF COSTS

	2019	2018
	£	£
Salaries	433,272	407,730
Employer's National Insurance	27,564	26,716
Pension	5,245	2,532
Recruitment	<u>3,677</u>	<u>1,274</u>
	<u>467,758</u>	<u>438,252</u>

Staff costs are allocated between activities as follows:

	2019	2018
	£	£
Raising funds	65,605	38,159
Charitable activities	310,155	309,451
Support costs	<u>93,998</u>	<u>90,642</u>
	<u>469,758</u>	<u>438,252</u>

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

	31.3.19	31.3.18
	<u>29</u>	<u>28</u>

No employees received emoluments in excess of £60,000.

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total	funds
	£	£		£
INCOME AND ENDOWMENTS FROM				
Donations and legacies	120,129	96,390		216,519
Charitable activities				
Provision of training and activities	247,263	240,434		487,697
Other trading activities	4,841	-		4,841
Investment income	11,171	-		11,171

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
Total	383,404	336,824	720,228
EXPENDITURE ON			
Raising funds	63,758	3,022	66,780
Charitable activities:			
Provision of training and activities	275,749	335,193	610,942
Other	1,950	-	1,950
Total	341,457	338,215	679,672
NET INCOME/(EXPENDITURE)	41,947	(1,391)	40,556
RECONCILIATION OF FUNDS			
Total funds brought forward	87,592	78,196	165,788
TOTAL FUNDS CARRIED FORWARD	<u>129,539</u>	<u>76,805</u>	<u>206,344</u>

13. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 April 2018	80,633	67,270	147,903
Additions	9,744	-	9,744
At 31 March 2019	<u>90,377</u>	<u>67,270</u>	<u>157,647</u>
DEPRECIATION			
At 1 April 2018	74,401	51,297	125,698
Charge for year	6,364	8,333	14,697
At 31 March 2019	<u>80,765</u>	<u>59,630</u>	<u>140,395</u>
NET BOOK VALUE			
At 31 March 2019	<u>9,612</u>	<u>7,640</u>	<u>17,252</u>
At 31 March 2018	<u>6,232</u>	<u>15,973</u>	<u>22,205</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 April 2018 and 31 March 2019	<u>1</u>
 NET BOOK VALUE	
At 31 March 2019	<u><u>1</u></u>
At 31 March 2018	<u><u>1</u></u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Oakleaf Enterprise Trading Limited
Registered office: 101 Walnut Tree Close, Guildford, Surrey, England, GU1 4UQ
Nature of business: Dormant company

	%		
Class of share:	holding	31.3.19	31.3.18
Ordinary £1	100		
		£	£
Aggregate capital and reserves		<u>1</u>	<u>1</u>

15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Trade debtors	11,189	7,309
Prepayments and accrued income	<u>27,021</u>	<u>23,411</u>
	<u><u>38,210</u></u>	<u><u>30,720</u></u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Trade creditors	26,138	24,106
Social security and other taxes	8,231	7,266
VAT	2,185	1,232
Other creditors	500	500
Credit balances on trade debtors	6,623	3,311
Amounts owed to subsidiary	1	1
Accruals and deferred income	<u>5,843</u>	<u>17,085</u>
	<u>49,521</u>	<u>53,501</u>

17. LEASING AGREEMENTS

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

	31.3.19	31.3.18
	£	£
Within one year	73,681	56,000
Between one and five years	165,782	224,000
In more than five years	<u>0</u>	<u>210,000</u>
	<u>239,463</u>	<u>490,000</u>

The operating lease commitments relate to a lease for the charity's premises. The lease began on 1 September 2018, with a non-cancellable period of 3 years, followed by a 9 month rolling break clause. The operating lease commitment at 31 March 2019 described above reflects the minimum payments due for the non-cancellable period of the lease.

The operating lease commitments disclosed at 31 March 2018 relate to the lease agreement in place at that date, which has since been superceded.

The rent costs charged to the Statement of Financial Activities in the year ended 31 March 2019 were £64,840.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

18. MOVEMENT IN FUNDS

	At 1.4.18	Net movement in funds	At 31.3.19
	£	£	£
Unrestricted funds			
General fund	129,538	(75,271)	54,267
Restricted funds			
Big Lottery Fund - Reaching Communities	8,841	(8,841)	-
Jamma International	30,000	(25,635)	4,365
Lloyds Bank Foundation for England and Wales	-	15,180	15,180
Community Foundation for Surrey - Burnet Music Fund	5,000	15,000	20,000
Guildford Community Grants Scheme (Guildford Borough Council)	-	876	876
Awards for All	-	9,841	9,841
The Steel Charitable Trust	-	5,052	5,052
The Clothworkers Foundation	-	572	572
Lockwood Charitable Foundation	15,972	(8,333)	7,639
The Baily Thomas Charitable Fund	10,000	(10,000)	-
The Margaret Litchfield Trust	4,816	(2,408)	2,408
Other - below £5,000 each	2,177	333	2,510
	<hr/>	<hr/>	<hr/>
	76,806	(8,363)	68,443
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>206,344</u>	<u>(83,634)</u>	<u>122,710</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

18. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	361,845	(437,116)	(75,271)
Restricted funds			
Community Connections - The Welcome Project	82,500	(82,500)	-
Big Lottery Fund - Reaching Communities	67,045	(75,886)	(8,841)
Jamma International	30,000	(55,635)	(25,635)
Guildford Voluntary Grants Panel (Guildford Borough Council)	25,000	(25,000)	-
Lloyds Bank Foundation for England and Wales	20,240	(5,060)	15,180
Community Foundation for Surrey - Burnet Music Fund	15,000	-	15,000
Guildford Community Grants Scheme (Guildford Borough Council)	10,000	(9,124)	876
The Robert McAlpine Foundation	10,000	(10,000)	-
Awards for All	9,841	-	9,841
The Steel Charitable Trust	5,350	(298)	5,052
The Sobell Foundation	5,000	(5,000)	-
The February Foundation	5,000	(5,000)	-
The MacRobert Trust	5,000	(5,000)	-
The Mrs Smith and Mount Trust	5,000	(5,000)	-
The Clothworkers Foundation	2,100	(1,528)	572
The Baily Thomas Charitable Fund	-	(10,000)	(10,000)
Other - below £5,000 each	22,300	(21,967)	333
Lockwood Charitable Foundation	-	(8,333)	(8,333)
The Margaret Litchfield Trust	-	(2,408)	(2,408)
	<u>319,376</u>	<u>(327,739)</u>	<u>(8,363)</u>
TOTAL FUNDS	<u>681,221</u>	<u>(764,855)</u>	<u>(83,634)</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2019**

18. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted Funds			
General fund	87,592	41,946	129,538
Restricted Funds			
Big Lottery Fund - Reaching Communities		8,841	8,841
Jamma International		30,000	30,000
Lockwood Charitable Foundation	52,372	(36,400)	15,972
The Baily Thomas Charitable Fund		10,000	10,000
The Margaret Litchfield Trust	7,448	(2,632)	4,816
The Comic Relief Large Grants Programme	11,250	(11,250)	
The Community Foundation for Surrey		5,000	5,000
Other - below £5,000 each	<u>7,126</u>	<u>(4,949)</u>	<u>2,177</u>
	<u>78,196</u>	<u>(1,390)</u>	<u>76,806</u>
TOTAL FUNDS	<u>165,788</u>	<u>40,556</u>	<u>206,344</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

18. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	383,404	(341,458)	41,946
Restricted funds			
Big Lottery Fund - Reaching Communities	120,970	(112,129)	8,841
Jamma International	30,000	-	30,000
Guildford Community Grants Scheme (Guildford Borough Council)	15,000	(15,000)	-
The Robert McAlpine Foundation	10,000	(10,000)	-
The Sobell Foundation	5,000	(5,000)	-
Lockwood Charitable Foundation	-	(36,400)	(36,400)
The Baily Thomas Charitable Fund	10,000	-	10,000
The Margaret Litchfield Trust	-	(2,632)	(2,632)
Catalyst	77,500	(77,500)	-
Waverley Voluntary Grants Panel	5,805	(5,805)	-
The Comic Relief Large Grants Programme	-	(11,250)	(11,250)
The Mulberry Trust	5,000	(5,000)	-
Worshipful Company of Drapers	7,000	(7,000)	-
Guildford Poyle Charities	6,000	(6,000)	-
The Swire Charitable Trust	5,000	(5,000)	-
The Community Foundation for Surrey	5,000	-	5,000
Other - below £5,000 each	<u>34,549</u>	<u>(39,498)</u>	<u>(4,949)</u>
	<u>336,824</u>	<u>(338,214)</u>	<u>(1,390)</u>
TOTAL FUNDS	<u><u>720,228</u></u>	<u><u>(679,672)</u></u>	<u><u>40,556</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

18. MOVEMENT IN FUNDS - continued

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

	At 1.4.17	Net movement in funds	At 31.3.19
	£	£	£
Unrestricted funds			
General fund	87,592	(33,325)	54,267
Restricted funds			
Jamma International	-	4,365	4,365
Lloyds Bank Foundation for England and Wales	-	15,180	15,180
Community Foundation for Surrey - Burnet Music Fund	-	15,000	15,000
Guildford Community Grants Scheme (Guildford Borough Council)	-	876	876
Awards for All	-	9,841	9,841
The Steel Charitable Trust	-	5,052	5,052
The Clothworkers Foundation	-	572	572
Lockwood Charitable Foundation	52,372	(44,733)	7,639
The Margaret Litchfield Trust	7,448	(5,040)	2,408
The Comic Relief Large Grants Programme	11,250	(11,250)	-
The Community Foundation for Surrey	-	5,000	5,000
Other - below £5,000 each	<u>7,126</u>	<u>(4,616)</u>	<u>2,510</u>
	<u>78,196</u>	<u>(9,753)</u>	<u>68,443</u>
TOTAL FUNDS	<u>165,788</u>	<u>(43,078)</u>	<u>122,710</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

18. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	745,249	(778,574)	(33,325)
Restricted funds			
Community Connections - The Welcome Project	82,500	(82,500)	-
Big Lottery Fund - Reaching Communities	188,015	(188,015)	-
Jamma International	60,000	(55,635)	4,365
Guildford Voluntary Grants Panel (Guildford Borough Council)	25,000	(25,000)	-
Lloyds Bank Foundation for England and Wales	20,240	(5,060)	15,180
Community Foundation for Surrey - Burnet Music Fund	15,000	-	15,000
Guildford Community Grants Scheme (Guildford Borough Council)	25,000	(24,124)	876
The Robert McAlpine Foundation	20,000	(20,000)	-
Awards for All	9,841	-	9,841
The Steel Charitable Trust	5,350	(298)	5,052
The Sobell Foundation	10,000	(10,000)	-
The February Foundation	5,000	(5,000)	-
The MacRobert Trust	5,000	(5,000)	-
The Mrs Smith and Mount Trust	5,000	(5,000)	-
The Clothworkers Foundation	2,100	(1,528)	572
The Baily Thomas Charitable Fund	10,000	(10,000)	-
Catalyst	77,500	(77,500)	-
Waverley Voluntary Grants Panel	5,805	(5,805)	-
The Mulberry Trust	5,000	(5,000)	-
Worshipful Company of Drapers	7,000	(7,000)	-
Guildford Poyle Charities	6,000	(6,000)	-
The Swire Charitable Trust	5,000	(5,000)	-
The Community Foundation for Surrey	5,000	-	5,000
Other - below £5,000 each	56,849	(61,465)	(4,616)
Lockwood Charitable Foundation	-	(44,733)	(44,733)
The Margaret Litchfield Trust	-	(5,040)	(5,040)
The Comic Relief Large Grants Programme	-	(11,250)	(11,250)
	<u>656,200</u>	<u>(665,953)</u>	<u>(9,753)</u>
TOTAL FUNDS	<u>1,401,449</u>	<u>(1,444,527)</u>	<u>(43,078)</u>

19. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019 other than those concerning trustees and Key Management Personnel disclosed in note 10 to these accounts.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2019

20. INDEPENDENT EXAMINER'S FEE

	31.3.19	31.3.18
	£	£
Independent Examiner's fee	<u>£2,000</u>	<u>£1,950</u>