

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 2020**  
**for**  
**Oakleaf Enterprise**

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



**Contents of the Financial Statements**  
**for the Year Ended 31 March 2020**

	Page
Chair's Statement	1
Chief Executive's Report	2 to 3
Report of the Trustees	4 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10 to 11
Cash Flow Statement	12
Notes to the Cash Flow Statement	13
Notes to the Financial Statements	14 to 25
Detailed Statement of Financial Activities	26 to 27

**Chair's Statement**  
**for the Year Ended 31 March 2020**

The current situation we find ourselves in makes the last financial year seem like a lifetime away. As I write this report Oakleaf staff are preparing the way for our clients to return to our premises. Clients have been unable to enter our premises since lockdown with many of our client facing services being moved online. The bulk of my report will focus on the last financial year but as I look to the future I will return to COVID-19.

During the previous financial year (ended 31 March 2019) Oakleaf, as a result of joint decisions made by the board and the CEO, made a small deficit. Decisions were taken to retain services that had previously been funded by a Big Lottery grant post the cessation of that grant in order to ensure clients could continue to benefit and to use reserves to support them. This was not a sustainable position so the senior management team, led by Clive Stone as the CEO, has used the financial year ended 31 March 2020 to re-organise services and reduce associated costs. The charity has also started to reap the benefits of additional fundraising staff seeing a significant increase in income. This has enabled the charity to fund a large increase in the volume of services we could deliver whilst still retaining a small surplus to fill the gap left during the previous financial year.

At our annual away day in 2019 the board discussed means of diversifying our income stream and how to increase opportunities that would enhance the employment chances of our clients. A new senior business manager role was identified to improve existing social enterprise offerings and to develop new enterprises that could support our clients and, potentially, deliver additional income. Over time the role will also provide support for the CEO as the charity continues to expand its client base and service offering. We were unable to complete recruitment in the previous financial year but the new appointee will hopefully start within the next few months. This represents an exciting opportunity for the charity that I shall report further on next year.

Property continues to be a concern for the charity. In order for us to be able to deliver the face-to-face services that our clients need to support their recovery the charity needs to be located close to public transport hubs to remain accessible to our expanding client base. During the last year, several options have been explored and, as a priority, the board continues to look at opportunities that would provide the long-term security that is needed.

One particular area of performance this year marks the charity out as a pivotal provider of mental health support in the Guildford area is a significant increase in the volume of referrals (please refer to the CEO's report for more detail, including the high regard in which the charity is held by the community).

Looking to the future, COVID-19 has been both a material detractor to our ability to deliver services and to the mental health of our clients, but has also been a means to highlight future opportunities that we can explore. Our successful delivery of many of our services online has shown that whilst we will always aim to deliver as many of our activities and services as possible face-to-face, we can also complement that with an online offering. This extension will enable the charity to support clients to a greater degree than before, giving them options in how they access the support they need.

The staff have worked tremendously hard to ensure that our clients are still supported and whilst our finances for this current financial year will most probably be affected, we have seen incredible generosity and support from our existing funders and supporters as well as from new quarters. All of these efforts have ensured that the charity has been able to continue to support its client base during these very difficult times.

The charity will continue to adapt and I have every confidence that although the current financial year will present significant operational and financial challenges, we are in a good position to be able to continue to support our clients.

Lorraine Andrews  
Chair

**Chief Executive's Report**  
**for the Year Ended 31 March 2020**

With much having changed since the outbreak of Covid-19 including the ramifications on mental health, society, the economy and the way services are delivered, the past twelve months' worth of activities seem slightly harder to focus upon. With Covid being such a big issue but, of course, accepting the changes did not happen until post March, I feel it is appropriate to touch on this briefly later in this report.

I am delighted to report that the charity continues to flourish. A good example of this is another increase in referrals over the reporting period, taking us to a new high of 421 for the year, which is an increase of 384 from the previous 12 months. Further illustrating the ongoing need for our service. This is particularly encouraging as our geographic spread altered during the year. Although we continue to have an excellent working relationship with Catalyst and are very pleased to be part of the delivery of the county wide Welcome Project, we decided that our Surrey Heath provision was not sustainable under current contracting arrangements and therefore agreed to withdraw from this element of our contract. Any client that was accessing our activities was supported into other interests in their locality.

Our three primary vocational training activities i.e. IT, upholstery and gardening have continued at the same pace as previous years. Following a review of these in the preceding twelve months, we introduced shorter more focused courses, which proved more accessible and popular for our clients. This is very much a work in progress, and we will continue to monitor their effectiveness and popularity. It is interesting to note that over the year we saw a sharp rise in IT mock exams being sat, from 68 in the year to 31 March 2019 to 106, likewise with the number of final exams passed rising from 44 to 61.

To keep pace with need and relevancy of vocational training we applied for a Big Lottery funded project which will offer new areas of training to help prepare clients for re-entering the job market. These were initially focusing on utilising IT and providing City & Guilds in hospitality, customer service, and business administration. Whilst all of these training activities are still relevant, we will need to discuss this with the Big Lottery, post Covid-19 and possibly adjust the courses offered. Whatever the outcome, we are confident demand will continue to be high with rising unemployment and mental health issues.

It is very pleasing to see the breadth of our wellbeing activities continue to increase and develop. It is particularly encouraging to realise how much of this is driven by client need and interest. Our six-monthly client survey continues to be a great resource in assessing need and defining our way forward. Alongside individual Recovery Star assessments (which all our clients undertake every four months), the survey helps to provide a rich source of information that not only monitors personal progress but gives insight into client ability and need.

As stated in my report last year we have invested in additional fundraising resources to increase our reach across all elements of fundraising. I am pleased to report that this has been very successful. Our engagement with corporate supporters and community groups has increased dramatically, which not only provides much needed financial support but also volunteering and pro bono input, both of which are extremely valuable. Likewise, we are extremely grateful to those that support us through trust funds, especially when so much of our annual income through this source comprises repeat funders. I believe this is achieved through the excellent reporting we provide our funders, including measuring against agreed outcomes, which helps maintain open and trusting relationships.

At the last board away day, we identified that we needed to develop our counselling provision, thereby increasing accessibility, helping more people and creating a new income stream. We decided to hire a new employee to head this project, recruit more counsellors, extend our opening hours into evenings and Saturday mornings and develop a fee structure. The fees will be charged to encompass unemployment, part-time employment and those in full-time employment. Finally, we needed to secure start-up funding for this new project from a relevant trust fund. All of these actions were in place just prior to lockdown which necessitated us having to put the development on hold. Nonetheless, the infrastructure is now in place and we are ready to launch with immediate effect.

**The future**

As mentioned at the start of my report, we are amidst Covid-19, dealing with lockdown and considering what a return to the workplace will look like. Everyone is filled with some level of uncertainty and we are being mindful of the safety of their families, friends and work colleagues to ensure that every potential risk is considered before a full return to the workplace occurs.

**Chief Executive's Report**  
**for the Year Ended 31 March 2020**

I am very pleased to report that within the first week of lockdown we were able to launch online activities, enabling all our clients to be able to access the vital support activities they received prior to lockdown. To ensure that the maximum numbers could engage we were able to secure twenty reconditioned laptops which could be loaned to clients, to increase accessibility. Since 1 April 2020, wellbeing activities have steadily been increasing to four to five sessions per day. We initiated a new men's group, a women's group and a mental health focused LGBTQ+ group. Additionally, remote "drop-in and chat" groups were organised, plus an average of four hundred of one-to-one support phone calls are being made each month. I think this is a truly outstanding effort by our Client Services department and has literally offered a lifeline to so many.

As mentioned by the Chair in her report, we have recruited a new post of Business Manager. The role will focus on assessing our current social enterprise activities, which will review their ongoing potential, alongside making any enhancements to improve service delivery. Continuing in the same theme of social enterprise, the postholder will look at what new social enterprises could be developed by the charity. Thereby, creating revenue and employment opportunities for our clients. Finally, once the individual is fully inducted into their role, they will also have additional responsibilities to act as a deputy to me, a role which I will certainly embrace.

Clive Stone  
Chief Executive Officer

**Report of the Trustees  
for the Year Ended 31 March 2020**

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 2020. 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.

The charity's primary objective is stated within the context of its 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 Enterprise, as a charitable company registered with the Charity Commission, 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**

**Financial Headlines including overview of Fundraising**

With so many rising costs around us and the desire to provide a greater level of support for our clients across an ever-growing range of activities, we have managed to secure a small surplus for the year end. Generally, our costs are very well managed and pretty much track accurate forecasting. The challenge often lies in predicting income. We, of course, have history to look back upon and this proves to be beneficial in reviewing the income generated through our social enterprise activities, although the greater challenge lies with predicting fundraising income. Nonetheless, with increased resources in this area, this income stream has proved to be very successful.

Incoming resources for the year ended 31 March 2020 rose to £802,295 (2019 - £681,221) as a result of an increase in income from all sources.

A full breakdown of costs is provided later in this report, but the net expenditure figure for the year ended 31 March 2020 was £706,228 (2019 - £764,855). This increase is a result of higher levels of activity which the additional income has allowed us to provide for clients. However, we have been successful in controlling costs thereby resulting in a surplus for the year of £96,067 (2019 - deficit of £83,634).

**FINANCIAL REVIEW**

**Reserves policy**

The charity 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 £218,777 (2019: £122,710).

**Report of the Trustees  
for the Year Ended 31 March 2020**

**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 charity initially adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document, when it was incorporated on 18 June 1997. The most recent Articles of Association were adopted by special resolutions on 23 May 2016. In the event of the charity being wound up, members will be required to contribute a sum not exceeding £1 per member.

**Recruitment and appointment of new trustees**

All new trustees 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 charity is managed by its board of trustees. The trustees are also members of the charitable company. The maximum number of members of the charitable company is one hundred.

The trustees of the charity are also directors for the purpose of company 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 directors became or were appointed directors on the same those to retire shall (unless otherwise agreed among themselves) be determined by lot.

The board of trustees seeks to recruit its members to balance various skills required to manage the charity. All prospective Trustees 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 has the power at any time to appoint any person to be a trustee, either to fill a casual vacancy or in addition to the existing trustees, but so that the total number of Trustees shall not at any time exceed fifteen, being the number fixed in accordance with the Articles of the charitable 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:

(1) 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.

(2) 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 October 2021, either the landlord or the charity can give nine months' notice to terminate the lease. The landlord has indicated as recently as July 2020 that it is not its current intention 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.

(3) 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 them 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. With the appointment of the new Business Manager, who will, in time, act as the CEO's deputy, this risk will be further mitigated.

**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



**Report of the Trustees**  
**for the Year Ended 31 March 2020**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Lorraine Andrews	Chair	
Nicola Bartlett		
Philip Bevan		
Paul Charlesworth		-resigned 23 September 2019
Laurence Church		- resigned 25 November 2019
Azam Cullasy	Treasurer	
Aileen Feeney		
Angela Goodwin		-appointed 18 May 2020
Mark Harrison		- appointed 22 July 2019
James Kindell		
Richard Maybury		-appointed 18 May 2020
David Seall		- resigned 27 January 2020
David Wright		- appointed 22 July 2019

**CEO**

Clive Stone

**Company Secretary**

James Kindell

**Independent examiner**

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

**Solicitors**

Barlow Robbins LLP  
The Oriel  
Sydenham Road  
Guildford  
Surrey  
GU1 3SR

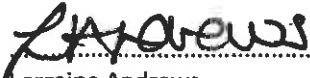
**Bankers**

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 2020**

Approved by order of the board of trustees on 28th Sept 2020 and signed on its behalf by:



Lorraine Andrews  
Chair and 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 2020.

**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  
Guildford  
Surrey  
GU1 4QU



Date: ..... 28 October 2020 .

**Statement of Financial Activities  
for the Year Ended 31 March 2020**

		Unrestricted fund	Restricted funds	31.3.20 Total funds	31.3.19 Total funds
	Not es	£	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	283,535	126,740	410,275	257,396
<b>Charitable activities</b>	6				
Provision of training and activities		231,781	114,319	346,100	394,150
Other trading activities	4	25,444	-	25,444	15,554
Investment income	5	16,600	-	16,600	13,971
Other income		<u>3,876</u>	<u>-</u>	<u>3,876</u>	<u>150</u>
<b>Total</b>		561,236	241,059	802,295	681,221
<b>EXPENDITURE ON</b>	7				
Raising funds		88,912	30,025	118,937	102,746
<b>Charitable activities</b>					
Provision of training and activities		362,155	221,936	584,091	660,109
Other		<u>3,200</u>	<u>-</u>	<u>3,200</u>	<u>2,000</u>
<b>Total</b>		<u>454,267</u>	<u>251,961</u>	<u>706,228</u>	<u>764,855</u>
<b>NET INCOME/(EXPENDITURE)</b>		106,969	(10,902)	96,067	(83,634)
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		54,267	68,443	122,710	206,344
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>161,236</u>	<u>57,541</u>	<u>218,777</u>	<u>122,710</u>

**Oakleaf Enterprise****Balance Sheet  
At 31 March 2020**

		Unrestricted fund	Restricted funds	31.3.20 Total funds	31.3.19 Total funds
	Notes	£	£	£	£
<b>FIXED ASSETS</b>					
Tangible assets	13	3,449	9,482	12,931	17,252
Investments	14	<u>1</u>	<u>-</u>	<u>1</u>	<u>1</u>
		3,450	9,482	12,932	17,253
<b>CURRENT ASSETS</b>					
Debtors	15	44,204	-	44,204	38,210
Cash at bank		<u>159,379</u>	<u>48,059</u>	<u>207,438</u>	<u>116,768</u>
		203,583	48,059	251,642	154,978
<b>CREDITORS</b>					
Amounts falling due within one year	16	(45,797)	-	(45,797)	(49,521)
		<u>157,786</u>	<u>48,059</u>	<u>205,845</u>	<u>105,457</u>
<b>NET CURRENT ASSETS</b>					
		<u>161,236</u>	<u>57,541</u>	<u>218,777</u>	<u>122,710</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>161,236</u>	<u>57,541</u>	<u>218,777</u>	<u>122,710</u>
<b>NET ASSETS</b>					
		<u>161,236</u>	<u>57,541</u>	<u>218,777</u>	<u>122,710</u>
<b>FUNDS</b>					
Unrestricted funds	18			161,236	54,267
Restricted funds				<u>57,541</u>	<u>68,443</u>
<b>TOTAL FUNDS</b>					
				<u>218,777</u>	<u>122,710</u>

The notes form part of these financial statements

Balance Sheet - continued  
At 31 March 2020

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 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 28th Sept 2020 and were signed on its behalf by:

  
Lorraine Andrews -Trustee

**Oakleaf Enterprise****Cash Flow Statement  
for the Year Ended 31 March 2020**

	Notes	31.3.20 £	31.3.19 £
<b>Cash flows from operating activities:</b>			
Cash generated from operations	1	<u>104,679</u>	<u>(80,862)</u>
<b>Net cash provided by (used in) operating activities</b>		<u>104,679</u>	<u>(80,862)</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(14,522)	(9,745)
Interest received		<u>513</u>	<u>456</u>
<b>Net cash provided by (used in) investing activities</b>		<u>(14,009)</u>	<u>(9,289)</u>
		—	—
<b>Change in cash and cash equivalents in the reporting period</b>		90,670	(90,151)
<b>Cash and cash equivalents at the beginning of the reporting period</b>		<u>116,768</u>	<u>206,919</u>
<b>Cash and cash equivalents at the end of the reporting period</b>		<u>207,438</u>	<u>116,768</u>

The notes form part of these financial statements

**Notes to the Cash Flow Statement  
for the Year Ended 31 March 2020**

<b>1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES</b>			
		31.3.20	31.3.19
		£	£
<b>Net income/(expenditure) for the reporting period (as per the statement of financial activities)</b>		96,067	(83,634)
<b>Adjustments for:</b>			
Depreciation charges		18,843	14,698
Interest received		(513)	(456)
Increase in debtors		(5,994)	(7,490)
Decrease in creditors		<u>(3,724)</u>	<u>(3,980)</u>
<b>Net cash provided by (used in) operating activities</b>		<u>104,679</u>	<u>(80,862)</u>
<b>2. ANALYSIS OF CHANGES IN NET FUNDS</b>			
	At 1.4.19	Cash flow	At 31.3.20
	£	£	£
<b>Net cash</b>			
Cash at bank	116,768	90,670	207,438
	-----	-----	-----
<b>Total</b>	<u>116,768</u>	<u>90,670</u>	<u>207,438</u>



**Notes to the Financial Statements**  
**for the Year Ended 31 March 2020**

**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 2020**

**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:

	<b>Basis of allocation:</b>
Property and general maintenance	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 2020**

**3. DONATIONS AND LEGACIES**

	31.3.20	31.3.19
	£	£
Donations	204,435	55,365
Grants	<u>205,840</u>	<u>202,031</u>
	<u>410,275</u>	<u>257,396</u>

Grant income is as follows:

	Unrestricted	Restricted	Total	Total
	£	£	31.12.20	31.3.19
	£	£	£	£
Grants received - donations and legacies (as above)	79,100	126,740	205,840	202,031
Grants received - charitable activities (note 6)	<u>-</u>	<u>114,319</u>	<u>114,319</u>	<u>159,545</u>
	<u>£79,100</u>	<u>£241,059</u>	<u>£320,159</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:

	31.3.20	31.3.19
	£	£
Four Acre Trust	20,000	20,000
Garfield Weston Trust	20,000	-
Other < £10,000	<u>39,100</u>	<u>22,200</u>
	<u>£79,100</u>	<u>£42,200</u>

**4. OTHER TRADING ACTIVITIES**

	31.3.20	31.3.19
	£	£
Miscellaneous income	2,989	2,462
Training and counsellor supervision fees	<u>22,455</u>	<u>13,092</u>
	<u>25,444</u>	<u>15,554</u>

**5. INVESTMENT INCOME**

	31.3.20	31.3.19
	£	£
Rents received	16,087	13,515
Deposit account interest	<u>513</u>	<u>456</u>
	<u>16,600</u>	<u>13,971</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**6. INCOME FROM CHARITABLE ACTIVITIES**

	Activity	31.3.20 £	31.3.19 £
Development and training projects	Provision of training and activities	231,781	234,605
Grants	Provision of training and activities	<u>114,319</u>	<u>159,545</u>
		<u>346,100</u>	<u>394,150</u>

**7. FUNDRAISING AND CHARITABLE ACTIVITIES COSTS**

	Direct costs £	Support costs (See note 8) £	Totals £
Raising funds	85,946	32,991	118,937
<b>Charitable activities</b>			
Provision of training and activities	<u>381,409</u>	<u>202,682</u>	<u>584,091</u>
	<u>467,355</u>	<u>235,673</u>	<u>703,028</u>

**8. SUPPORT COSTS**

	Management £
Raising funds	32,991
Provision of training and activities	<u>202,682</u>
	<u>235,673</u>

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

	31.3.20	31.3.19		
	Raising funds £	Provision of training and activities £	Total activities £	Total activities £
General salaries, recruitment and pension costs	18,725	72,701	91,426	93,998
Property and general maintenance	4,506	85,615	90,121	82,227
Insurance	1,309	5,084	6,393	5,878
Administrative costs	<u>8,451</u>	<u>39,282</u>	<u>47,733</u>	<u>51,275</u>
	<u>32,991</u>	<u>202,682</u>	<u>235,673</u>	<u>233,378</u>

**9. NET INCOME/(EXPENDITURE)**

	31.3.20 £	31.3.19 £
Net income/(expenditure) is stated after charging/(crediting):		
Depreciation - owned assets	<u>18,843</u>	<u>14,697</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2020 nor for the year ended 31 March 2019.

The total remuneration paid to Key Management Personnel, including Employer's National Insurance, was £57,546 (2019: £55,386). Retirement benefits are accruing for one member of Key Management Personnel (2019: one).

Travel, subsistence and conference expenses totalling £550 were reimbursed to Key Management Personnel.

**Trustees' expenses**

The charity purchased Directors and Officers Insurance for the benefit of the trustees at a cost of £1,014 (2019: £928). The charity also incurred expenses totalling £65 for a trustees' away day.

**11. STAFF COSTS**

	2020	2019
	£	£
Salaries	420,494	433,272
Employer's National Insurance	27,193	27,564
Pension	7,765	5,245
Recruitment	<u>1,564</u>	<u>3,677</u>
	<u>£457,016</u>	<u>£469,758</u>

Staff costs are allocated between activities as follows:

	2020	2019
	£	£
Raising funds	77,744	65,605
Charitable activities	287,846	310,155
Support costs	<u>91,426</u>	<u>93,998</u>
	<u>£457,016</u>	<u>£469,758</u>

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

	31.3.20	31.3.19
	<u>28</u>	<u>29</u>

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

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund	Restricted funds	Total funds
	£	£	£
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	97,565	159,831	257,396
<b>Charitable activities</b>			
Provision of training and activities	234,605	159,545	394,150

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued**

	Unrestricted fund £	Restricted funds £	Total funds £
Other trading activities	15,554	-	15,554
Investment income	13,971	-	13,971
Other income	<u>150</u>	<u>-</u>	<u>150</u>
<b>Total</b>	<b>361,845</b>	<b>319,376</b>	<b>681,221</b>
<b>EXPENDITURE ON</b>			
Raising funds	69,363	33,383	102,746
<b>Charitable activities</b>			
Provision of training and activities	365,752	294,357	660,109
Other	<u>2,000</u>	<u>-</u>	<u>2,000</u>
<b>Total</b>	<b>437,115</b>	<b>327,740</b>	<b>764,855</b>
<b>NET INCOME/(EXPENDITURE)</b>	<b>(75,270)</b>	<b>(8,364)</b>	<b>(83,634)</b>
<b>Total funds brought forward</b>	<b>129,538</b>	<b>76,806</b>	<b>206,344</b>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<b><u>54,268</u></b>	<b><u>68,442</u></b>	<b><u>122,710</u></b>

**13. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Motor vehicles £	Totals £
<b>COST</b>			
At 1 April 2019	90,377	67,270	157,647
Additions	14,522	-	14,522
Disposals	<u>(3,506)</u>	<u>-</u>	<u>(3,506)</u>
At 31 March 2020	<u>101,393</u>	<u>67,270</u>	<u>168,663</u>
<b>DEPRECIATION</b>			
At 1 April 2019	80,765	59,630	140,395
Charge for year	11,203	7,640	18,843
Eliminated on disposal	<u>(3,506)</u>	<u>-</u>	<u>(3,506)</u>
At 31 March 2020	<u>88,462</u>	<u>67,270</u>	<u>155,732</u>
<b>NET BOOK VALUE</b>			
At 31 March 2020	<u>12,931</u>	<u>-</u>	<u>12,931</u>
At 31 March 2019	<u>9,612</u>	<u>7,640</u>	<u>17,252</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31 March 2020**

**14. FIXED ASSET INVESTMENTS**

	Shares in group undertakings £
<b>MARKET VALUE</b>	
At 1 April 2019 and 31 March 2020	<u>1</u>
 <b>NET BOOK VALUE</b>	
At 31 March 2020	<u><u>1</u></u>
At 31 March 2019	<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		
Ordinary £1	100		
		31.3.20	31.3.19
		£	£
Aggregate capital and reserves		<u><u>1</u></u>	<u><u>1</u></u>

**15. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.20	31.3.19
	£	£
Trade debtors	12,851	11,189
Other debtors	3,790	-
Prepayments and accrued income	<u>27,563</u>	<u>27,021</u>
	<u><u>44,204</u></u>	<u><u>38,210</u></u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**16. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.20	31.3.19
	£	£
Trade creditors	26,521	26,138
Social security and other taxes	9,742	8,231
VAT	1,129	2,185
Other creditors	500	500
Credit balances on trade debtors	3,206	6,623
Amounts owed to subsidiary	1	1
Accruals and deferred income	<u>4,698</u>	<u>5,843</u>
	<u>45,797</u>	<u>49,521</u>

**17. LEASING AGREEMENTS**

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

	31.3.20	31.3.19
	£	£
Within one year	79,348	74,625
Between one and five years	<u>103,909</u>	<u>183,257</u>
	<u>183,257</u>	<u>257,882</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 commitments shown above reflect the minimum payments due for the non-cancellable period of the lease. The rent costs charged to the Statement of Financial Activities in the year ended 31 March 2020 were £74,625 (2019: £64,840).

**18. MOVEMENT IN FUNDS**

	At 1.4.19	Net movement in funds	At 31.3.20
	£	£	£
<b>Unrestricted funds</b>			
General fund	54,267	106,969	161,236
<b>Restricted funds</b>			
Jamma International	4,365	(1,865)	2,500
Lloyds Bank Foundation for England and Wales	15,180	1,001	16,181
Guildford Community Grants Scheme (Guildford Borough Council)	876	(876)	-
Lockwood Charitable Foundation	7,639	(7,639)	-
Community Foundation for Surrey - Burnet Music Fund	20,000	(11,203)	8,797
Other < £10,000 each	<u>20,383</u>	<u>9,680</u>	<u>30,063</u>
	68,443	(10,902)	57,541
	<u>122,710</u>	<u>96,067</u>	<u>218,777</u>
<b>TOTAL FUNDS</b>			



**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**18. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	561,236	(454,267)	106,969
<b>Restricted funds</b>			
Community Connections - The Welcome Project	61,875	(61,875)	-
Jamma International	30,000	(31,865)	(1,865)
Lloyds Bank Foundation for England and Wales	21,312	(20,311)	1,001
Guildford Voluntary Grants Panel (Guildford Borough Council)	20,000	(20,000)	-
The Wates Foundation	10,000	(10,000)	-
The Robert McAlpine Foundation	10,000	(10,000)	-
Guildford Community Grants Scheme (Guildford Borough Council)	-	(876)	(876)
Community Foundation for Surrey - Burnet Music Fund	-	(11,203)	(11,203)
Other < £10,000 each	87,872	(78,192)	9,680
Lockwood Charitable Foundation	-	(7,639)	(7,639)
	<u>241,059</u>	<u>(251,961)</u>	<u>(10,902)</u>
<b>TOTAL FUNDS</b>	<u>802,295</u>	<u>(706,228)</u>	<u>96,067</u>

**Comparatives for movement in funds**

	At 1.4.18 £	Net movement in funds £	At 31.3.19 £
<b>Unrestricted Funds</b>			
General fund	129,538	(75,271)	54,267
<b>Restricted Funds</b>			
Jamma International	30,000	(25,635)	4,365
Lloyds Bank Foundation for England and Wales	-	15,180	15,180
Guildford Community Grants Scheme (Guildford Borough Council)	-	876	876
Lockwood Charitable Foundation	15,972	(8,333)	7,639
Community Foundation for Surrey - Burnet Music Fund	5,000	15,000	20,000
Big Lottery Fund - Reaching Communities	8,841	(8,841)	-
The Baily Thomas Charitable Fund	10,000	(10,000)	-
Other < £10,000 each	<u>6,993</u>	<u>13,390</u>	<u>20,383</u>
	<u>76,806</u>	<u>(8,363)</u>	<u>68,443</u>
<b>TOTAL FUNDS</b>	<u>206,344</u>	<u>(83,634)</u>	<u>122,710</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**18. MOVEMENT IN FUNDS - continued**

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	361,845	(437,116)	(75,271)
<b>Restricted funds</b>			
Community Connections - The Welcome Project	82,500	(82,500)	-
Jamma International	30,000	(55,635)	(25,635)
Lloyds Bank Foundation for England and Wales	20,240	(5,060)	15,180
Guildford Voluntary Grants Panel (Guildford Borough Council)	25,000	(25,000)	-
The Robert McAlpine Foundation	10,000	(10,000)	-
Guildford Community Grants Scheme (Guildford Borough Council)	10,000	(9,124)	876
Community Foundation for Surrey - Burnet Music Fund	15,000	-	15,000
Big Lottery Fund - Reaching Communities	67,045	(75,886)	(8,841)
The Baily Thomas Charitable Fund	-	(10,000)	(10,000)
Other < £10,000 each	59,591	(46,201)	13,390
Lockwood Charitable Foundation	-	(8,333)	(8,333)
	<u>319,376</u>	<u>(327,739)</u>	<u>(8,363)</u>
<b>TOTAL FUNDS</b>	<u>681,221</u>	<u>(764,855)</u>	<u>(83,634)</u>

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

	At 1.4.18 £	Net movement in funds £	At 31.3.20 £
<b>Unrestricted funds</b>			
General fund	129,538	31,698	161,236
<b>Restricted funds</b>			
Jamma International	30,000	(27,500)	2,500
Lloyds Bank Foundation for England and Wales	-	16,181	16,181
Lockwood Charitable Foundation	15,972	(15,972)	-
Community Foundation for Surrey - Burnet Music Fund	5,000	3,797	8,797
Big Lottery Fund - Reaching Communities	8,841	(8,841)	-
The Baily Thomas Charitable Fund	10,000	(10,000)	-
Other < £10,000 each	6,993	23,070	30,063
	<u>76,806</u>	<u>(19,265)</u>	<u>57,541</u>
<b>TOTAL FUNDS</b>	<u>206,344</u>	<u>12,433</u>	<u>218,777</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**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 £
<b>Unrestricted funds</b>			
General fund	923,081	(891,383)	31,698
<b>Restricted funds</b>			
Community Connections - The Welcome Project	144,375	(144,375)	-
Jamma International	60,000	(87,500)	(27,500)
Lloyds Bank Foundation for England and Wales	41,552	(25,371)	16,181
Guildford Voluntary Grants Panel (Guildford Borough Council)	45,000	(45,000)	-
The Wates Foundation	10,000	(10,000)	-
The Robert McAlpine Foundation	20,000	(20,000)	-
Guildford Community Grants Scheme (Guildford Borough Council)	10,000	(10,000)	-
Community Foundation for Surrey - Burnet Music Fund	15,000	(11,203)	3,797
Big Lottery Fund - Reaching Communities	67,045	(75,886)	(8,841)
Other < £10,000 each	147,463	(124,393)	23,070
Lockwood Charitable Foundation	-	(15,972)	(15,972)
The Baily Thomas Charitable Fund	-	(10,000)	(10,000)
	<u>560,435</u>	<u>(579,700)</u>	<u>(19,265)</u>
<b>TOTAL FUNDS</b>	<u>1,483,516</u>	<u>(1,471,083)</u>	<u>12,433</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31 March 2020**

**18. MOVEMENT IN FUNDS - continued**

The purpose of each current year restricted fund is as follows:

**Community Connections - The Welcome Project**

Outreach activities.

**Jamma International**

Wellbeing Café (ended in quarter 1) and Marketing/Fundraising post.

**Lloyds Bank Foundation for England & Wales**

IT Manager post.

**Guildford Voluntary Grants Panel (Guildford Borough Council)**

Client services salaries.

**The Wates Foundation**

Upholstery project.

**The Robert McAlpine Foundation**

IT project.

**Guildford Community Grants Scheme (Guildford Borough Council)**

Oakleaf choir.

**Lockwood Charitable Foundation**

Horticultural project.

**Community Foundation for Surrey - Burnet Music Fund**

Oakleaf choir.

**19. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2020 other than those concerning trustees and Key Management Personnel disclosed in note 10 to these accounts.

**20. INDEPENDENT EXAMINER'S FEES**

	31.3.20	31.3.19
	£	£
<b>Independent Examiner's fees:</b>		
For Independent Examination	1,200	1,000
For accountancy services	2,000	1,000
	<hr/>	<hr/>
	<b>£3,200</b>	<b>£2,000</b>

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2020**

	31.3.20	31.3.19
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	204,435	55,365
Grants	<u>205,840</u>	<u>202,031</u>
	410,275	257,396
<b>Other trading activities</b>		
Miscellaneous income	2,989	2,462
Training and counsellor supervision fees	<u>22,455</u>	<u>13,092</u>
	25,444	15,554
<b>Investment income</b>		
Rents received	16,087	13,515
Deposit account interest	<u>513</u>	<u>456</u>
	16,600	13,971
<b>Charitable activities</b>		
Development and training projects	231,781	234,605
Grants	<u>114,319</u>	<u>159,545</u>
	346,100	394,150
<b>Other income</b>		
Other income	<u>3,876</u>	<u>150</u>
<b>Total incoming resources</b>	<b>802,295</b>	<b>681,221</b>
<b>EXPENDITURE</b>		
<b>Direct costs</b>		
Salaries	365,591	375,760
Direct costs	53,418	57,493
Client activity costs	21,299	73,978
Marketing	8,203	7,548
Depreciation of tangible fixed assets	<u>18,844</u>	<u>14,698</u>
	467,355	529,477
<b>Other</b>		
Independent Examiner's fee	3,200	2,000
<b>Support costs</b>		

**Detailed Statement of Financial Activities**  
**for the Year Ended 31 March 2020**

	31.3.20	31.3.19
	£	£
<b>Support costs</b>		
General salaries, recruitment and pension costs	91,426	93,998
Property and general maintenance	90,121	82,227
Insurance	6,393	5,878
Administrative costs	<u>47,733</u>	<u>51,275</u>
	<u>235,673</u>	<u>233,378</u>
<b>Total resources expended</b>	706,228	764,855
	_____	_____
<b>Net income/(expenditure)</b>	<u>96,067</u>	<u>(83,634)</u>