

REGISTERED COMPANY NUMBER: SC195896 (Scotland)  
REGISTERED CHARITY NUMBER: SC023610

**Report of the Trustees and  
Unaudited Financial Statements for the Year Ended 31 March 2019  
for  
Befriending Networks Ltd**

Gibson McKerrell Brown LLP  
Chartered Accountants  
14 Rutland Square  
Edinburgh  
Midlothian  
EH1 2BD

**Befriending Networks Ltd**

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for the Year Ended 31 March 2019**

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## **Befriending Networks Ltd**

### **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**

Befriending Networks exists to:

- Provide a high standard of information, training, resources, quality development and consultancy in relation to befriending
- Raise the profile and understanding of befriending and its role within a continuum of social care provision
- Support the delivery of high quality befriending services
- Maintain an effective and supportive network among our constituent members.

The principal objectives of the charity are to perform the role of providing information and support for new and established befriending services, which helps them develop effectively and efficiently by sharing experiences and practice. Ultimately, the reason for Befriending Networks is to ensure that isolated people receive a high quality service from befriending organisations. Befriending services are able to initiate supportive relationships delivered by volunteer befrienders to provide social contact for isolated people. Befriending services are often small and can be geographically isolated, and coordinators find value in meeting to share good practice and learning. Befriending Networks also exists to promote the work of its member organisations, and raise the profile of befriending to national and local government, commissioners and funders.

**Report of the Trustees  
for the Year Ended 31 March 2019**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

The report on achievement and performance is reported against the goals detailed in the Strategic Plan 2018 - 2021 and follows the same format as last year 2018, to enable comparisons to be drawn and progress monitored and evaluated.

**Provide a platform for member voices; raising awareness, representing them and influencing national and local policy**

We continued to raise awareness of the benefits of befriending, including its place in supporting Government outcomes. In particular, we have continued to work alongside civil servants in Scotland, in the creation of the Social Isolation and Loneliness Strategy; 'A Connected Scotland' which launched in December 2018 and were delighted to part of the National Implementation Group working with the Scottish Government in taking this forward. We continued to participate in the All Party Parliamentary Group at Westminster with the UK Minister for Loneliness Mims Davies and continue to engage with politicians on this subject both within Scotland and on a UK wide basis.

We continued to contribute to Scottish policy discussions via our participation in Cross Party Groups: Children, Health Inequalities, Learning Disabilities, Volunteering and Older People Age and Aging and this year have added attendance at Mental Health and Improving Scotland's Health 2020 CPG's ensuring the voice of our members and those they support is shared. In addition, we are a recognised stakeholder with UK government via Minister Mims Davies's office and they will contact us if opportunities to contribute to the loneliness work arises. We have been an active member of the quarterly Loneliness Actions Group meetings in London. Alongside this we respond to government consultations and calls for evidence.

"It's great to see more consultation responses being submitted by Befriending Networks on our behalf" (CYP member)

We have worked to raise awareness of befriending through joint work with The Campaign to End Loneliness, the Loneliness Action Group (England) and the Action Group on Isolation and Loneliness (Scotland). In addition, we continued our partnership with Bauer Radio in Scotland on a campaign called 'Take the Time' which raised awareness of social isolation and loneliness and encouraged people to consider volunteering as befrienders, this commenced early 2018 and is continued on a smaller scale throughout 2018/19, overall over 100 volunteers that came through this campaign have been volunteering with members around Scotland.

We ran Befriending Week (1st -7th November) for the sixth year running, a national initiative to raise awareness. The theme agreed for 2018 was 'Befriending: What an Impact!' In advance of the lead up to Befriending Week the BNs team created a range of resources for use, by member organisations and others, in celebrating Befriending Week. We were delighted to be sent stories and photos illustrating the impact of befriending which were posted on social media throughout the week along with details of stats gathered from our Annual Membership Survey. Without a separate Befriending Week Facebook page, traffic was directed to the Befriending Networks main Facebook page, which gained 74 followers from Oct-Nov, exceeded the 1,000 follower mark during Befriending Week & achieved 2.3K reach with 134 interactions on 1 November Facebook Post. Twitter reached 17,499 impressions through 40 tweets on 2 November (Annual Conference) and had an increased use of the designated #BefriendingImpact from the 2017 #buildscommunities.

In addition, we held a Parliamentary Reception marking the end of Befriending Week which proved very successful with several members attending, a few of whom delivered presentations on their experiences of befriending and the impact for them to the other guests and MSP's present. We have started to plan for a Parliamentary Reception for 2019, which Monica Lennon MSP has kindly agreed sponsor again.

"The parliamentary reception was a highlight and we were delighted to be invited to be part of this." (Annual Membership Survey 2019)

**Support front line organisations to deliver well through providing information and support, encouraging organisational development and capacity building, promoting good practice within the Befriending Sector.**

We provided services to over 250 befriending organisations through information and support, training, Quality Standard Accreditation, networking events, annual conference, and good practice publications.

"Being a member of Befriending Networks is invaluable especially as lots of Befriending Projects have only one or two members of staff. It is so reassuring to know I can get advice and information either online or by phone almost immediately. I recently achieved the accreditation which helps keep you on track and of course helps with funding applications. Very helpful friendly staff keep up the good work!" (Annual Membership Survey 2019)

"As a new project we have been really well supported by BN and it has been a lifeline and connector to make our project a success, thank you!" (Annual Membership Survey 2019)

## Befriending Networks Ltd

### Report of the Trustees for the Year Ended 31 March 2019

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

We have continued with a monthly e-bulletin (Network News), increasing the flow of information between ourselves and our members and enabling us to keep them abreast of current developments; this is now going to 289 people. The open rate since GDPR is approx. 44%, well above industry average of 21.3%.

We refreshed the look and style of the volunteer online course and continued to offer this learning programme to volunteer befrienders, with over 83% rating it as a positive learning experience.

"The modules have taught me all the ins and outs to becoming a good befriender in the community. They have given me vital information and guidelines to stick to and I can look back on the resources for future reference if need be." 2018 Volunteer Participant

"The content is good and gives volunteers the same level of understanding prior to the training day and it keeps them engaged during the recruitment process." Volunteer Coordinator

We continued to provide training for befriending/volunteer coordinators, in particular via blended learning model, which enabled greater accessibility to services across the whole of Scotland. Each module has been refreshed in its format, as the content was text heavy. Modules now contain more visuals such as graphics and diagrams so as to accommodate a wider range of learning styles.

"I found this unit much more visual this time round and tangible to understand. I appreciated Victoria's delivery of the module, drawing on her own examples to support and highlight challenges/opportunities." Vital Skills Participant

We offered a new mental health awareness course for befriending coordinators. This was delivered via both face to face as a full day event and also via the online learning moodle. 100% of delegates in their end of day/course evaluations agreed or strongly agreed that the course had met its learning objectives.

"There was a great energy in the training room and all of it has all been so beneficial. It's been great to focus on mental health awareness within befriending. Learning about social support and how to support volunteers with mental health was most beneficial". Course participant

We supported 7 befriending organisations to achieve QIB for the first time and a further 5 to retain their award through Reaccreditation. At the end of March there were a further 7 organisations working towards QIB and a further 6 in the process of reaccreditation.

"QIB has been beneficial as it has allowed us to review the whole service and have a discussion with BNs who not only specialise in good practice but provide a supportive sounding board to the service. It also challenges our thinking in a positive manner, which can only help the programme." New QIB holder

"Thank you so much for all your help with us and the quality mark! We really appreciate it and the time you have allowed for us to get it all completed. There was a lot of hugging and cheering after I came off the phone to you this afternoon and we are thrilled to have achieved it. I hope all goes well with your changes to the platform and we'll see you in 3 years for that cup of tea!" Befriending Caithness, New QIB holder

These quotes plus other changes organisations notified us of provide evidence that the award is encouraging good practice across services and that standards are continuing to rise. Unfortunately, 4 QIB holders chose not to complete accreditation due to funding (loss of complete funding or part / staff have been relocated) or a significant change in the nature of their services i.e. away from befriending.

Bespoke training was delivered to a range of organisations including: Building Futures Together in Slough, Sightline in Preston, Royal Society of Chemistry Community Fund in London with several other bespoke courses scheduled for the coming months. Feedback from course participants:

"Concise and interesting and the interaction was very useful" Bespoke Training Participant

"Definitely. Learnt about a wide range of problems. The role playing was very, very useful." Bespoke Training Participant

We heard late in 2018 that we had been successful in our application to the Building Connections Fund (funded by Her Majesty's Government and National Lottery Community Fund) and had been awarded funding to support our work in England until March 2021. The initial funding enabled us to deliver 3 free events (Masterclasses) in London, Leicester and Leeds and begin the recruitment of a further worker to support our members in England. The masterclass event where fully booked and received very positive evaluation comments.

"Your Masterclass in Befriending was really good and gave a really good look at what should be required for a successful befriending service. We have been befriending of over 7 years and it is great to have learned new things." Masterclass Attendee

**Report of the Trustees  
for the Year Ended 31 March 2019**

**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

"Thank you both for a really interesting and informative day yesterday. There was a lot of food for thought there and has made me take a step back and think about where we currently are with our befriending service. I was pleased to hear that the majority of what we do is good practice but also some things not quite so good! However, that is exactly why these courses are so great. One of the best things I got from yesterday is the feeling that I am not alone. Sometimes I feel as though I am in bit of a bubble and struggling to get out to speak to someone else who understands the problems faced within a service such as ours. Also, to have someone else to speak with when I have something to celebrate now is much appreciated. I look forward to attending more events with Befriending Networks." West Kent Befriending Service

We launched our new website in March 2019 following months of design and content work. This should offer members a much more streamlined process for joining and maintaining their directory, as well as the resources section which has been revamped and is now easier to use. Over the next 12 months, we will be continuing to add to this part of the website. Initial feedback regarding the new site included the following from one of our members:

"The new website is much more responsive and great to see how quickly documents download and open. Great progress overall." (Annual Membership Survey 2019)

**Increase Communication and Networking: provide a network for communication and sharing, develop an evidence base for befriending**

We facilitated 18 regional networking meetings and 3 networking videoconferences throughout the year.

The team finds common ground meetings really useful. They are not only great for networking but also to keep up to date with some of the work other charities and companies are doing! (Annual Membership Survey 2019)

"I really appreciate the networking aspects talking to others shared learning, I also enjoy the opportunity to share my learning with others." Befriending Networks member

Our membership in England has continued to grow with increased links to local networks, and others with an interest in Befriending we now have 91 English members. We have held 3 common ground meetings in England. One particular success story is that following the Leeds meeting in February 2018, the group have continued to meet quarterly, facilitated by the co-ordinator at Carers Leeds, Befriending networks staff still attend twice a year.

"I attended the common ground meeting at Scots Care. Diane was a fabulous facilitator, good topics discussed and networking enabled between organisations." London Irish Centre

In September 2018, we held our first national conference in London. The previous three years had been in Leicester but as our membership was growing in the South East of England it made sense to hold it in the capital. We capped the attendance at 35, which we achieved within a few weeks of advertising the event. We had external speakers from Queen Mary University Dept. of Psychiatry, Give and Take Care, a new model of time-banking befriending, and Scott Seaborn who is developing a phone app to reduce social isolation. Workshops were held including social prescribing, volunteer management and monitoring and evaluation. As a result of the success of this event, a larger venue will be secured for the 2019 conference.

"The time to talk to other people running similar services both during the workshops and in between. Very friendly atmosphere - was not worried to speak up. Easy to find the venue" Conference delegate 2018

"I will take away with me the knowledge that even though it sometimes feels like you are struggling, there is a list of interest-projects etc. going on to combat loneliness and isolation, which is encouraging." Conference delegate 2018

We hosted our annual conference/learning event in November 2018, on the subject of 'Befriending: What an Impact!' This was opened by the Minister for Older People and Equalities, Christina McKelvie, and, overall, focussed on helping organisations explore ways of monitoring and evidencing their impact in creative ways through keynote speakers and interactive workshops. Over 120 delegates attended plus speakers and exhibition stand holders. The conference generated positive feedback from members:

"I now have the tools to prepare evidence on the impact my service has on service users. The keynote speakers were outstanding." Conference delegate 2018

"Richard Stewart (Befriend a Child) and Kerrie Fletcher's presentations were really insightful and demonstrated the importance of evidencing impact. Also 10 year old Ben was amazing." Conference delegate 2018

"Listening to all the speakers really encouraged me as a volunteer, to give more time to Befriending." A volunteer befriender who attended the conference 2018

Our social media presence continues to grow with some staff time dedicated to this method of communication and a clear social media plan now being implemented; Twitter followers up 25% (from 1835 to 2298) and Facebook page likes increased by 48% (to 1124) on previous year.

## **Befriending Networks Ltd**

### **Report of the Trustees for the Year Ended 31 March 2019**

#### **ACHIEVEMENT AND PERFORMANCE** **Charitable activities**

"I love receiving tweets and Facebook news from Befrienders Networks they keep me informed and share some really good stories from other groups, which are often inspiring." (Annual Membership Survey 2019)

#### **Future Plans**

2019/20 will see us grow our support to members and befriending services in England through the ongoing support from the Building Connections Fund (National Lottery Community Fund and HM Government) whilst maintaining support to all our member services in Scotland, including our children and young people's services. In addition, we will continue to identify and aim to attract new members to the network.

We hope to see the ongoing development of our new website, in particular providing more refreshed resources for our members to use, alongside developing new learning opportunities and courses.

We will work to increase connections with researchers and universities and aim to increase research or to share knowledge of research surrounding befriending.

#### **FINANCIAL REVIEW**

##### **Financial Review**

During the period of these Accounts the Charity received grants and donations of £125,412. Of these grants £114,247 was restricted. The restricted income was not fully utilised in the year. There was a surplus on restricted funds of for the year ended 31 March 2019 of £2,626. There was a surplus on unrestricted funds for the year ended 31 March 2019 of £6,963. There were unrestricted reserves of £152,494 at 31 March 2019 (2018 £145,531).

##### **Reserves policy**

It is the policy of the charity at this time to maintain two designated funds; £50,000 to guard against financial insecurity due to the nature of project funding and £10,000 Information Technology Fund for the ongoing replacement and maintenance of IT hardware and software, in recognition of online delivery model of many of the services to members. The remaining funds are unrestricted and are the free reserves of the charity. These should be a minimum of no less than 3 months but aiming for 6 months running costs in order to support current activities and provide stability towards future operations.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

##### **Recruitment and appointment of new trustees**

Six of the Directors, or Trustees, can be members of Befriending Networks, called 'Member Directors'. Four of the Directors can be non-members, called 'Appointed Directors'. At each Annual General Meeting Appointed Directors retire, as do the longest standing 50% of Member Directors, although they may stand for re-election if they wish. The business of the Charity is conducted by five Board meetings per year, whilst strategy meetings, sub group meetings and training events are also convened when required. All major decisions are taken at these meetings, while management decisions are taken by the Chief Executive who acts as Company Secretary.

##### **Key management remuneration**

The Directors considered the board of directors, who are the Charity's Trustees, and the Company Secretary comprise the key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. All Directors give of their time freely and no Director received remuneration or expenses in the year. The pay of the senior staff is reviewed annually.

##### **Related parties**

There are no related parties.

##### **Risk management**

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees are aware that a large proportion of the charity's income is from government grants and continually work to diversify income streams, aiming to maintain the flow of income to protect the charitable activities. The Trustees are also aware of the importance of directing the resources for the benefit of the charity.

**Befriending Networks Ltd**

**Report of the Trustees  
for the Year Ended 31 March 2019**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**  
SC023610

**Registered office**  
63-65 Shandwick Place  
Edinburgh  
EH2 4SD

**Trustees**

|             |                             |
|-------------|-----------------------------|
| P Okroj     | - resigned 18 April 2018    |
| A Findlay   | - resigned 2 November 2018  |
| N Thin      |                             |
| P Winford   |                             |
| K Walker    | - resigned 2 November 2018  |
| J Bates     |                             |
| G Provan    |                             |
| J Laird     | - appointed 30 April 2018   |
| G Frame     | - appointed 18 April 2018   |
| C Macleod   |                             |
| S Coyne     | - appointed 2 November 2018 |
| G F Liddall | - appointed 16 January 2019 |

**Company Secretary**

S Van Putten

**Independent examiner**

Julian Cordery FCCA ACA CA  
Gibson McKerrell Brown LLP  
Chartered Accountants  
14 Rutland Square  
Edinburgh  
Midlothian  
EH1 2BD

**Bankers**

The Co-operative Bank plc  
PO Box 250  
Skelmersdale  
WN8 6WT

Approved by order of the board of trustees on 26 June 2019 and signed on its behalf by:



G Frame - Trustee



**Independent Examiner's Report to the Trustees of  
Befriending Networks Ltd**

I report on the accounts for the year ended 31 March 2019 set out on pages eight to thirteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). The charity's trustees consider that the audit requirement of Regulation 10(1)(a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under Section 44(1)(c) of the Act and to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006 (as amended). An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent examiner's statement**

In the course of my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 44(1)(a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and to comply with Regulation 8 of the 2006 Accounts Regulations

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Julian Cordery FCCA ACA CA  
Gibson McKerrell Brown LLP  
Chartered Accountants  
14 Rutland Square  
Edinburgh  
Midlothian  
EH1 2BD

Date: 27 June 2019

Befriending Networks Ltd

Statement of Financial Activities  
for the Year Ended 31 March 2019

|                                    | Notes | Unrestricted funds<br>£ | Restricted fund<br>£ | 31.3.19<br>Total funds<br>£ | 31.3.18<br>Total funds<br>£ |
|------------------------------------|-------|-------------------------|----------------------|-----------------------------|-----------------------------|
| <b>INCOME AND ENDOWMENTS FROM</b>  |       |                         |                      |                             |                             |
| Donations and legacies             | 2     | 11,165                  | 114,247              | 125,412                     | 125,577                     |
| <b>Charitable activities</b>       |       |                         |                      |                             |                             |
| Training/Network                   |       | 58,009                  | -                    | 58,009                      | 63,280                      |
| Investment income                  | 3     | <u>141</u>              | <u>-</u>             | <u>141</u>                  | <u>58</u>                   |
| <b>Total</b>                       |       | <b>69,315</b>           | <b>114,247</b>       | <b>183,562</b>              | <b>188,915</b>              |
| <b>EXPENDITURE ON</b>              |       |                         |                      |                             |                             |
| Raising funds                      | 4     | 7,904                   | 6,536                | 14,440                      | 11,212                      |
| <b>Charitable activities</b>       |       |                         |                      |                             |                             |
| Training/Network                   | 5     | <u>54,448</u>           | <u>105,085</u>       | <u>159,533</u>              | <u>157,338</u>              |
| <b>Total</b>                       |       | <b>62,352</b>           | <b>111,621</b>       | <b>173,973</b>              | <b>168,550</b>              |
| <b>NET INCOME</b>                  |       | <b>6,963</b>            | <b>2,626</b>         | <b>9,589</b>                | <b>20,365</b>               |
| <b>RECONCILIATION OF FUNDS</b>     |       |                         |                      |                             |                             |
| Total funds brought forward        |       | <u>145,531</u>          | <u>4,000</u>         | <u>149,531</u>              | <u>129,166</u>              |
| <b>TOTAL FUNDS CARRIED FORWARD</b> |       | <b><u>152,494</u></b>   | <b><u>6,626</u></b>  | <b><u>159,120</u></b>       | <b><u>149,531</u></b>       |

Befriending Networks Ltd

Statement of Financial Position  
At 31 March 2019

|  | Notes | Unrestricted funds<br>£ | Restricted fund<br>£ | 31.3.19<br>Total funds<br>£ | 31.3.18<br>Total funds<br>£ |
|--|-------|-------------------------|----------------------|-----------------------------|-----------------------------|
| <b>CURRENT ASSETS</b>                        |       |                         |                      |                             |                             |
| Debtors                                      | 12    | 4,635                   | -                    | 4,635                       | 2,290                       |
| Cash at bank and in hand                     |       | <u>151,185</u>          | <u>6,626</u>         | <u>157,811</u>              | <u>149,690</u>              |
|  |       | 155,820                 | 6,626                | 162,446                     | 151,980                     |
| <b>CREDITORS</b>                             |       |                         |                      |                             |                             |
| Amounts falling due within one year          | 13    | (3,326)                 | -                    | (3,326)                     | (2,449)                     |
| <b>NET CURRENT ASSETS</b>                    |       | <u>152,494</u>          | <u>6,626</u>         | <u>159,120</u>              | <u>149,531</u>              |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b> |       | <u>152,494</u>          | <u>6,626</u>         | <u>159,120</u>              | <u>149,531</u>              |
| <b>NET ASSETS</b>                            |       | <u>152,494</u>          | <u>6,626</u>         | <u>159,120</u>              | <u>149,531</u>              |
| <b>FUNDS</b>                                 |       |                         |                      |                             |                             |
| Unrestricted funds:                          | 14    |                         |                      |                             |                             |
| General fund                                 |       |                         |                      | 92,494                      | 95,531                      |
| Designated fund                              |       |                         |                      | 60,000                      | 50,000                      |
| Restricted funds                             |       |                         |                      | <u>6,626</u>                | <u>4,000</u>                |
| <b>TOTAL FUNDS</b>                           |       |                         |                      | <u>159,120</u>              | <u>149,531</u>              |

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 special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 26 June 2019 and were signed on its behalf by:



J Laird -Trustee

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

**1. 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.

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

**Income recognition**

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

Income from government and other grants is recognised when the charity has the entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

Income received in advance of the service being performed is deferred until the criteria for income recognition have been met.

**Expenditure recognition**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Irrecoverable VAT is charged against the expenditure heading for which it was incurred.

**Cost of raising funds**

Raising funds includes all expenditure incurred by the charity to raise funds for its charitable purposes and includes costs of all fundraising activities, events and non-charitable trading.

**Charitable activities**

Costs of the charitable activities include staff and support costs.

**Support and governance costs**

Support costs have been allocated between governance costs and other support costs. Governance costs comprise all costs involving the public accountability of the charity and its compliance with regulation and good practice. These costs include costs related to independent examination and an apportionment of overhead and support costs. Governance costs and support costs relating to charitable activities have been apportioned between funds based on an estimate by the Trustee. The allocation of support and governance costs is analysed in note 7.

**Tangible fixed assets**

Tangible fixed assets are initially measured at cost. Cost includes the original purchase price and costs directly attributable to bringing the asset to its present location and into its present condition. After initial recognition, the assets are measured at cost less any accumulated depreciation and any accumulated impairment losses. Freehold properties are subsequently measured at their revalued amount, being the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation is provided by equal instalments at the following annual rates in order to write off each asset over its estimated useful life or, if held under a finance lease, over the lease term, whichever is the shorter.

Plant and machinery - 25% reducing balance

The assets' residual values and useful lives are reviewed, and adjusted, if appropriate, at the end of each reporting period. The effect of any change is accounted for prospectively.

**Taxation**

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