

**PAUL'S PLACE (SOUTH WEST)
REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2021**

Charity No: 1180398

Company No: 11165504

PAUL'S PLACE (SOUTH WEST)

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PAUL'S PLACE (SOUTH WEST)**ANNUAL REPORT****FOR THE PERIOD ENDED 31 MARCH 2021**

The Trustees present their annual report and financial statements for the period ended 31 March 2021. This report relates to a fifteen-month set of accounts for Paul's Place (South West) as the Trustees decided to extend the financial year to coincide with the closure of Paul's Place from 31st December 2019.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standing applicable in the UK and Republic of Ireland published 16 July 2014.

REFERENCE AND ADMINISTRATIVE INFORMATION

Charity Name:	Paul's Place (South West)
Charity Registration Number:	1180398
Address:	Serridge Lane Coalpit Health Bristol BS36 2TT
Email:	info@paulsplace.org.uk
Website:	www.paulsplace.org.uk
Trustees:	Rachel Bainbridge (resigned Jan 2021) Darren Burnell (term ended Sept 2020) Richard Fackrell Jane Hill Steve Howells M Azeem Haroon (appointed Sept 2020) Ester James (resigned June 2020) Jill Jefferies Mary Jones Sarah Leighton (resigned Oct 2020) Nicky Marshall (resigned May 2020) Beth Newton (resigned June 2020) Gillian Sutcliffe (appointed Sept 2020) Richard Wargent (term ended Sept 2020)
Clerk to the Board:	Elaine Snook
Chief Executive Officer:	Daniel Cheesman
Bankers:	Nat West Bank Ltd Filton Bristol Branch PO Box 182, 4 Church Road Filton, Bristol. BS99 5AA

PAUL'S PLACE (SOUTH WEST)

ANNUAL REPORT

FOR THE PERIOD ENDED 31 MARCH 2021

Independent Examiner:

D C Cox (FCA)
Harwood, Lane & Co Chartered Accountants
and Statutory Auditors
Units 1-4 Crossley Farm Business Centre
Swan Lane
Winterbourne
Bristol. BS36 1RH

OBJECTS OF THE CHARITY

Paul's Place objects, as set out in the Constitution, are to provide education, life-skills, sports, social, recreational activities plus accommodation, together with practical support and advice for physically, sensory, and cognitively disabled adults, and their carers in South Gloucestershire and the surrounding counties.

VISION / MISSION / VALUES

Our vision is a world that embraces disability and includes everyone, ensuring that all people can live their **life to the full**.

We achieve this vision by making it **our mission** to enhance the lives of physically disabled adults, and those with cognitive and sensory impairment, supporting them to **live life to the full**. We do this through projects and activities that:

- provide social activities that connect people, build friendships, reducing loneliness and isolation;
- encourage people to develop new skills and achieve independence;
- develop opportunities for people to improve their health and wellbeing.

Our values are important to us, and we ask everyone at Paul's Place to 'live out' these values:

Inclusive— we are inclusive and include everyone recognising that no two people are the same. We celebrate and promote the diversity of everyone.

Encouraging – we are encouraging and promote new opportunities and experiences that take people out of their comfort zone.

Empowering – we are empowering and believe that everyone has the right to 'choice and control' when it comes to their own lives.

Caring – we are caring in everything that we do and ensure that everyone is treated with dignity and respect.

Friendly – we are friendly with everyone and strive to ensure that there is an element of fun in all that we do.

PAUL'S PLACE (SOUTH WEST)

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CHAIRS REPORT

As a Board we must take this opportunity to thank Daniel and his team for the way in which they have responded to COVID-19 and kept Paul's Place running and more importantly continued to provide vital support to our Members and their carers. The team have worked incredibly hard and through long periods of uncertainty and during a time that has been challenging on a scale that most of us have not known before and we must thank them for everything that they have achieved.

Despite the pandemic, we have not only continued to support our Members and their carers but we have also achieved some key milestones as an organisation, and this started on 1st January 2020 when all assets of Paul's Place were transferred over to the new charity and company limited by guarantee Paul's Place (South West). This change coincided with the launch of our new five-year strategy and our plans to support more physically disabled adults by 2025. In April we launched our new brand and website (a key element of the new strategy) and by March 2021 we had seen a significant increase in visitors to our website and all our social media platforms. As we move into the next 12 months this will play a key role in our ability to fundraise for the charity.

As a Board we have focussed on the financial sustainability of the charity and in November produced our Investment Policy and invested funding working with Canaccord Genuity Wealth Management who are acting on our behalf. Our fundraising efforts in the last year also exceeded our expectations and the Board want to take the opportunity to thank all those organisations and individuals who supported our Covid-19 emergency response and the 2.6 Challenge. This vital funding made it possible for us to invest in digital equipment and train individuals to provide Paul's Place at Home – which we know became a lifeline for many.

As a response to Covid-19 the Board this year has met more regularly, and I would like to thank Jill, Jane, Mary, and Gill who supported Daniel through the task group set up to manage the operational response to the crisis. They acted as a support and critical friend to the CEO and management team to navigate the way through the ever-changing guidelines and legislation.

The Board has said goodbye to a few Trustees in the last 12 months and I want to thank Rachel and Nicky for their contribution to HR and the team development over the last year, Beth and Ester who led the fabulous rebrand and Sarah Leighton who supported the recruitment of our new Finance and Business Support Manager. A special mention should also be made to Darren Burnell and Richard Wargent whose terms of office ended in September 2020. Over the last six years both served as Trustees, and both had periods as Chair of the Board. They both managed the charity through significant periods of change and led the process of setting up the new charity and company we are grateful for their contribution and thank them for their commitment to Paul's Place.

Going forward the Board will continue to work with the CEO to ensure that the charity is meeting the milestones within the strategy that will enable Paul's Place to achieve its mission.

Steve Howells, Chair of Trustees

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CEO REPORT

It is with great pride that I write about the accomplishments of Paul's Place in what has proved to be an incredibly challenging year. We started 2020 with grand plans to launch a new strategy and begin the celebrations of 25 years of Paul's Place, no-one at could have foreseen what was just around the corner in terms of a global pandemic and the significant changes that this would bring for the charity and those we support.

On 18th March 2020, life at Paul's Place changed fundamentally as we were forced to shut the doors on the day facility as our direct response to keep people safe. This date will forever be etched in my memory, not due to the pandemic, but for the significance that it has in terms of the response of the charity and the team in terms of how we provided support to our Members through what turned into a year-long need to do things differently in order to respond to legislation and keep everyone safe. I am humbled by the drive and passion that the Paul's Place team showed in developing (overnight) new ways in which we would continue to support our Members. Through innovative thinking and financial support from Quartet we were able to set up Paul's Place at Home and in the 12 month that followed continued to support Members through this new virtual service.

The last fifteen months have seen various versions of what we have been able to provide, carefully following the guidelines for day care providers as issues by the government and public health. During this time, we have been on an emotional rollercoaster too as we have supported one another's responses to the pandemic and at times this has been incredibly hard and incredibly challenging. Throughout it all though I have been driven by the commitment that the charity has to our Members and the reliance that people have on a charity that they love.

There are so many key moments in the last year, it is difficult to signal anyone out, but I think that one worth focussing on is the success of Paul's Place at Home and how we managed to stay in touch with one another during lockdown. Incredibly we spent over 1,320 hours hosting virtual activities as well as an additional 917 individual virtual contacts to our Members and carers. This could not have been achieved without the effortless dedication and flexibility of the Paul's Place staff team and our wonderful volunteers.

The last year has had lots of sad moments too and as a team we have said goodbye to several key members of the staff. Sue Hawker and Christine Brooks retired last year, Sue leaving us in March and Christine in December, we also said a fond farewell to Pete Andrews, Shirley Dadds, Chrissy Kelly, Michele Thame, Chelsea Couzens, Chloe Webber, Inge Hendy, and Lloyd Wiltshire. I wanted to take this opportunity to thank them all for their tireless dedication to the charity, all of whom played a special and vital role in making Paul's Place the charity that it is today.

As we look to the next year, we are now focussing on our recovery from the pandemic operationally as well as keeping on track with our strategy to ensure that Paul's Place continues to support more physically disabled adults in Bristol, South Gloucestershire, and North Somerset and in developing new projects and services in partnership with disabled people supporting them to live life to the full.

Daniel Cheesman, CEO

PAUL'S PLACE (SOUTH WEST)**ANNUAL REPORT****FOR THE PERIOD ENDED 31 MARCH 2021**

WHAT WE DO (OUR PUBLIC BENEFIT)

Paul's Place provides a range of support services that benefit physically disabled adults and those with cognitive and sensory impairment. The provision of a daily offer helps support local government in the provision of day care. This day care is funded indirectly via local authority direct payments or directly by spot purchase. With this funding we provide day care during the year for over 100 disabled adults and their carers living in the following local authority areas: Bristol City Council, North Somerset Council and South Gloucestershire Council.

Over the last 25 years Paul's Place has developed several projects and services which include:

Paul's Place Daily – runs Monday to Friday (10am-4pm) throughout the year. Based in Coalpit Health South Gloucestershire, we provide a programme of daily activities that support adults with physical, cognitive, and sensory impairments.

Paul's Place Social – is our popular evening programme. Throughout the year we run several nights out, including trips to the pub, restaurants, cinema, theatre, and bowling to name a few.

Paul's Place Short Breaks – offer people the opportunity to a holiday or a short break throughout the year.

Paul's Place Boccia – our Boccia teams are run by disabled people, with the support of Paul's Place staff. We take our love of the sport into schools and colleges and teach students how to play.

Paul's Place Carers – offers carers the space to make connections with others, get support, as well as some 'time out' from caring responsibilities. We offer carers a range of activities throughout the year, including days out and an annual short break.

Paul's Place at Home – offers people the opportunity to interact with others virtually, and from the comfort of their own home, and feel part of the charity at the times when attending in person is a challenge. (Paul's Place at Home was created in April 2020 in response to COVID-19 and the need to support people virtually).

We rely on charitable donations, grants and local fundraising events to provide these services.

2020-2021 OUR YEAR IN NUMBERS

In the fifteen-month period between 1st January 2020 and 31st March 2021, we achieved the following:

- 100 Members regularly supported
- 3,990 telephone support sessions provided to disabled adults
- 917 virtually calls made to disabled adults
- 1,327 hours spent providing virtual group activities

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- 25 carers regularly supported
- 304 telephone support sessions provided to unpaid carers
- 466 hours spent providing virtual peer support to unpaid carers
- 435 community meet ups provided in the community
- 160 home visits made to disabled people
- 24 sessions of physiotherapy offered to disabled people (Jan 2020 – March 2020 only)
- 20 gym sessions offered to disabled people (Jan 2020 – March 2020 only)
- 6 evening social activities provided (Jan 2020 – March 2020 only)

PLANS FOR 2020-2025

In January 2020 we launched a new strategy for Paul's Place. This five-year strategy is supported by a detailed business plan and have five main strategic priorities which are:

1. **Disability Led** – we will ensure that disabled people are actively involved in decision making and that everything we do is based on people's right to having choice and control.
2. **Needs Led** – we will continue to grow and develop services and projects that have the needs of disabled people at the heart.
3. **Working in Partnership** – we will work in partnership with others to provide support for physically disabled adults and raise awareness of disability.
4. **Securing our Future** – we will tell our story in a variety of ways to help us to deliver our funding base, so we are able to develop our offer and ensure sustainability into the future.
5. **Achieving Excellence** – we will ensure that all our services are run to the highest quality and that we demonstrate value for money and can evidence the difference we make to the lives of disabled people.

In September 2020, the Trustees devised some key milestones to monitor the strategy and the CEO reports on the progress at the bi-monthly Trustee Board meetings.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

On 1st January 2020, all assets of Paul's Place (the unincorporated charity governed by its Constitution, Nov 2013) moved over to Paul's Place (South West) a company limited by guarantee and not having share capital, company number 11165504, charity number 1180398.

Governing Structure

The charity is governed by a Board of Trustees/Directors elected by the membership. The Trustees in turn elect the Chair and Vice-Chair. For the purposes of the company the Trustees also have the function of Director to the company.

The purpose of the Board is to provide strategic direction, determine key policies, exercise accountability, and provide oversight of management in its general operation and exercise of prudence and care.

PAUL'S PLACE (SOUTH WEST)**ANNUAL REPORT****FOR THE PERIOD ENDED 31 MARCH 2021**

The Board have delegated responsibility to the role of a CEO, who works with the Board in providing strategic direction ensuring that this is in line with the operational responsibilities of the charity.

Recruitment and Appointment of Trustees

The Board of Trustees seeks to ensure that the needs of the charity are appropriately reflected in the diversity of the Trustees. In line with the Articles of Association the Board consists of up to 11 Trustees/Directors who are approved by the membership at the Annual General Meeting. The Trustees/Directors may appoint honorary consultants and observers (non-voting) for specific tasks for a period of up to one year.

Trustee Induction and Training

On appointment, Trustees are provided with copies of key governance, strategy, and policy documents, and scheduled onto Trustee Training Courses facilitated by VOSCUR or South Gloucestershire CVS.

Organisational Management

The Board of Trustees/Directors powers are determined by the Articles of Association and a planning cycle for the Board shapes the work of the Board each year and the bi-monthly Board Agendas.

A senior management team (SMT), comprising of the CEO, Finance and Business Support Manager, Operations Manager, Safeguarding Manager and Fundraising Manager delivers the charity's services through an organisation comprising of 9 full-time, 7 part-time staff and 20 volunteers.

Financial Review

The charity has continued to maintain its donations and grants. During the 2020/2021 financial year, the charity has seen an increase in donations, which was due to an ongoing commitment from staff and volunteers as well as the successful Covid-19 emergency appeal and continued support from South Gloucestershire Council, Bristol City Council and North Somerset Council.

Reserves

The balance held as unrestricted funds on 31 March 2021 was £1,737,780 of which £1,158,911 are regarded as free reserves, after allowing for funds tied up in tangible fixed assets.

The trustees aim, in line with our Reserves Policy, to maintain free reserves in unrestricted funds at a level which equates to approximately four months of unrestricted charitable expenditure. The trustees consider that this level will provide enough funds to respond to applications for grants and other income and to ensure that support and governance costs are covered. The trustees consider that four months is a sufficient level, and the current level of reserves is therefore sufficient for the short term.

PAUL'S PLACE (SOUTH WEST)**ANNUAL REPORT****FOR THE PERIOD ENDED 31 MARCH 2021**

The trustees acknowledge that this are seen a high level of reserves and over the next 12 months the Board has designated 50K of working capital to invest into the charity. The project that this funding will support include the introduction of new support roles, including a Head of Finance and Business Support to help the charity with growth and investment in Customer Relations Management (CRM) system, that will help the charity to support its service users more effectively and enable fundraising to grow.

The trustees are also planning to invest some of our charitable funds (in line with our Investment Policy) to generate sufficient funds so as to support the lease costs of a new building for the charity to operate from to support more people in line with the charity's five-year strategy.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The charity Trustees are responsible for preparing a Trustees' Annual Report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Accepted Accounting Practices).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing the financial statements, the trustees are required to:

- Select suitable accounting policies and then apply them consistently.
- Observe the methods and principles in the applicable Charities SORP.
- Make judgements and estimates that are reasonable and prudent.
- State whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements.
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011 and the applicable Charities (Accounts and Reports) Regulations. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

PAUL'S PLACE (SOUTH WEST)

ANNUAL REPORT

FOR THE PERIOD ENDED 31 MARCH 2021

Members of the Board

Members of the Board of Trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 3.

In accordance with company law, as the company's directors, we certify that:

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

Independent Examiners

Harwood Lane & Co were the charity's independent Examiners for the year and have expressed their willingness to continue in that capacity.

Approval

This report was approved by the Board of Trustees on 4th August 2021 and signed on its behalf.



On behalf of the Board of Trustees
Steve Howells

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
PAUL'S PLACE (SOUTH WEST)**

I report on the accounts of the Company for the year ended 31 March 2021, which are set out on pages 13 to 24.

Respective responsibilities of trustees and examiners

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners' report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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, no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below:

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- 1 which give me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with s386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

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.


David Cox F.C.A.
Harwood, Lane & Co
Chartered Accountants
Units 1 - 4
Crossley Farm Business Centre
Swan Lane
Winterbourne
BRISTOL
BS36 1RH

Date: 4 AUGUST 2021

STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2021

SUMMARY INCOME AND EXPENDITURE ACCOUNT

	Notes	Unrestricted Funds	Restricted Funds	2021 Total
INCOME				
Donations and Legacies	2	125,137	63,918	189,055
Income from charitable activities	3	452,467	0	452,467
Income from other trading activities	4	5,695	1,248	6,943
Investment income	5	8,128	0	8,128
Other Income	6	0	0	0
Total incoming resources		591,427	65,166	656,593
RESOURCES EXPENDED				
Costs of Generating Funds				
Fundraising	8	91	0	91
Charitable Activities	8	660,867	32,460	693,327
Total resources expended		660,958	32,460	693,418
Other Recognised Gains				
Gain/(losses) on Investments				
Unrealised		50,052	0	50,052
Realised		2,620	0	2,620
Net incoming/(outgoing) resources before transfers		-16,859	32,706	15,847
Gross transfers between funds		-98	98	0
Total funds transferred from Paul's Place	14	1,754,737	67,801	1,822,538
Total funds carried forward	14	£1,737,780	£100,605	£1,838,385

Statement of Recognised Gains and Losses

There were no recognised gains or losses other than those disclosed in the two reported financial years.

The notes on pages 16 to 24 form part of these accounts

BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021
FIXED ASSETS		
Fixed Asset Investments	9/1.18	718,825
Tangible Fixed Assets	10/1.6	578,869
CURRENT ASSETS		
Debtors	11	22,815
Cash Held in Investment Accounts		35,460
Cash at Bank and in Hand		492,260
		<hr/>
		550,535
CREDITORS; amounts falling due within one year	12	<hr/>
		-9,844
Net current assets		540,691
Net Assets	13	£1,838,385
Unrestricted income funds	14	1,737,780
Restricted income funds	14	100,605
Total funds		£1,838,385

The Director considers that the company is entitled to exemption from the requirement to have an audit under the provisions of s.477 of the Companies Act 2006. Members have not required the company under s.476 of the Companies Act 2006, to obtain an audit for the period ended 31 March 2021. The Director acknowledges his responsibilities for ensuring that the company keeps accounting records which comply with s.386 and s.387 of the Companies Act 2006, and for preparing accounts which give a true and fair view of the state of affairs of the company as at 31 March 2021 and of its profit for the period then ended in accordance with the requirements of s.396, and which otherwise comply with the requirements of the Act relating to the accounts so far as applicable to the company.

The financial statements which have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006 were approved by the board on 4th August 2021 and signed on its behalf



S. Howells
Trustee & Chair

The notes on pages 16 to 24 form part of these accounts

STATEMENT OF CASH FLOWS

FOR THE PERIOD ENDED 31 MARCH 2021

	Notes	Total Funds 2021
Net Cash used in operating activities	18	-42,305
<i>Cash Flow from investing activities:</i>		
Interest and dividends		8,128
Purchase of Fixed Assets		-8,100
Purchase of Investments		-680,845
Proceeds from sale of investments		14,692
Net cash provided by investing activities		-666,125
<i>Cash Flow from financing activities:</i>		
Repayment of borrowing		0
Net Current Assets transferred from Paul's Place		1,236,150
Net cash provided by financing activities		1,236,150
Change in cash and cash equivalents in the year		527,720
Cash and Cash equivalents at the beginning of the reporting period		0
Cash and cash equivalents at the end of the reporting period		£527,720

PAUL'S PLACE (SOUTH WEST)**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021**

1 ACCOUNTING POLICIES**1.1 Basis of preparation of accounts**

The accounts (financial statements) have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting by Reporting Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS102.

1.2 Income

income is recognised by the charity when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, its is probable that the income will be received and the amount can be measured reliably.

Income from grants is recognised by the charity when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, its is probable that the income will be received and the amount can be measured reliably.

1.3 Interest Receivable

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the bank.

1.4 Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations/grants which the donor has specified are to be solely used for particular areas of the charities work.

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classified under the following activity headings:

Cost of raising funds - comprise the costs of commercial trading including fundraising costs.

Expenditure on charitable activities - include the cost of providing the day to day services of the charity.

Other expenditure - represents those items not falling into any other heading

PAUL'S PLACE (SOUTH WEST)**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021****1.6 Fixed assets**

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life as follows:

Leasehold premises	-	2% per annum SL
Housing Properties	-	2% per annum SL
Furniture and Fixtures	-	25% straight line basis
Minibus	-	20% straight line basis

1.7 Impairment

Annual housing properties are assessed for impairment indicators. Where indicators are identified an assessment for impairment is undertaken comparing the asset's carrying amount to its recoverable amount. Where the carrying amount of the asset is deemed to exceed its recoverable amount, the asset is written down to its recoverable amount, this is likely to the value in use of the asset based on its service potential. The resulting impairment loss is recognised as expenditure in the statement of financial activities.

1.8 Fixed Asset Investments

Investments are stated at market value as at the balance sheet date. The Income and Expenditure account includes the net gains and losses arising on revaluation and disposals throughout the year.

1.9 Realised Gains and Losses

All gains and losses are taken to the Income and Expenditure account as they arise. Realised gains and losses in investments are calculated as the difference between sales proceeds and opening market value (purchase date if later). Unrealised gains and losses are calculated as the difference between the market value at the year end and opening market value (or purchase date if later). Realised and unrealised gains are not separate in the Income and Expenditure account.

1.10 Pension Costs

The charity does not have a defined pension scheme but pays 3% of gross pay into employees personal pension plans.

2 Donations and Legacies

	Unrestricted	Restricted	2021
Donations	62,986	13,161	76,147
General Grants	62,151	50,757	112,908
	£125,137	£63,918	£189,055

3 Income from charitable activities

	Unrestricted	Restricted	2021
Day Facility Subs	3,612	0	3,612
Day Funding	425,848	0	425,848
Short Breaks / Respite	7,538	0	7,538
Social Housing Income	15,469	0	15,469
	£452,467	£0	£452,467

4 Income from other trading activities

	Unrestricted	Restricted	2021
Fund-raising Events and Appeals	5,695	1,248	6,943
	£5,695	£1,248	£6,943

PAUL'S PLACE (SOUTH WEST)**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021****5 Investment income**

All of the charities investment income of £8,128 arises from money held in interest bearing current and deposit accounts and from dividends from investments managed by Canacord Genuity.

6 Other Income

	Unrestricted	Restricted	2021
Miscellaneous	0	0	0
Apprenticeship Funding	0	0	0
	£0	£0	£0

7 Staff costs and Volunteers**2021**

The staff costs for the year were:

Wages and Salaries	459,512
Social Security Costs	32,122
Other Pension Costs	13,585
	£505,219

No employee earned in excess of £60,000.

The average monthly number of staff employed by the charity during the year was as follows:

Direct charitable work	14
Administrative	3
	17

The average number of volunteers involved in charity activities is believed to be around 25. This figure includes the trustees and the staff that also volunteer in their spare time.

Trustees Remuneration	£0
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Trustees Expenses	£Nil
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PAUL'S PLACE (SOUTH WEST)

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021

8		Resources Expended		Restricted													
		Unrestricted		Restricted													
Basis of Allocation		Total 2021	Core Costs	Fundraising	Covid 19 Emergency Project	Doddington Parish Council	Infection Control	John James Trust	John Lewis	News UK (The Sun)	South Glos Area Wide	South Glos Carers Grant 2019/20	South Glos Small Business	Sensory Garden	St Monica's Trust	Westerleigh Parish Council	
Boccia Team	Direct	1,220	1,148						72			1,313			89		
Carers Support	Direct	1,402	0														
Cleaning	Direct	5,181	5,181										5,931				
Cricknet Club Rent	Direct	12,028	6,097										2,061				
Cricknet Club Utilities	Direct	6,421	4,360														
Evening Club	Direct	0	0														
Maintenance	Direct	3,478	3,178		84								216				
Minibus Running Costs	Direct	18,521	13,669							4,852							
Misc Day Facility Costs	Direct	17,612	10,454		6,344	300		314							200		
Physiotherapy	Direct	1,120	1,120														
Social Housing Costs	Direct	1,948	1,948														
Sensory Garden	Direct	84	0											84			
Short Breaks/Respite	Direct	8,574	8,574														
Fundraising Costs	Direct	917	826	91													
Independent Examination	Direct	2,208	2,208														
Payroll Bureau	Direct	1,058	1,058														
Accountancy Support	Direct	1,217	1,185														
IT Costs	Direct	20,321	16,789		918							827	1,762		25		
Advertising	Direct	950	950														
Publicity and Promotion	Direct	2,416	2,241		175												
Bank Charges	Direct	757	757														
Investment Fees	Direct	4,813	4,813														
Insurance	Direct	10,640	10,640														
Consultancy	Direct	103	103														
Legal and Professional	Direct	6,559	6,559														
Misc Admin Costs	Direct	9,684	8,971		156										14	543	
Postage and Stationery	Direct	4,503	4,354		84										65		
Employers Pension	Direct	13,585	13,585														
Salaries	Direct	491,636	488,006												3,630		
Staff Travel	Direct	42	42														
Payroll Expenses	Direct	853	853														
Human Resources	Direct	11,371	11,371														
Subscriptions	Direct	666	666														
Telephone	Direct	4,927	4,597		255												
Training and Recruitment	Direct	7,356	6,948		410												
Volunteer Expenses	Direct	2,295	666		1,412						217				75		
Depreciation	Direct	4,825	4,825														
Amortisation	Direct	10,794	10,794														
Governance	Direct	45	45														
Bad Debts	Direct	1,286	1,286														
Period ended 31.03.2021		£693,418	£660,867	£91	£9,838	£300	£32	£314	£72	£4,852	£217	£2,140	£9,970	£84	£4,098	£543	

PAUL'S PLACE (SOUTH WEST)**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021**

9	Investments					2021
	Historical Cost at 31.03.2021					£681,348
	Market Value at 31.03.2021					£718,825
10	Fixed Assets					
		Leasehold Premises	Freehold Premises	Furniture & Fixtures/ Equipment	Minibus	Total
	COST					
	Transferred from Paul's Place	281,200	370,000	17,776	14,000	682,976
	Additions	0	0	8,100	0	8,100
	(Disposals)	0	0	0	0	0
	At 31 March 2021	281,200	370,000	25,876	14,000	691,076
	DEPRECIATION (as restated)					
	Transferred from Paul's Place	44,992	31,020	17,776	2,800	96,588
	Charge for the Year	5,624	5,170	2,025	2,800	15,619
	(Disposals)	0	0	0	0	0
	At 31 March 2021	50,616	36,190	19,801	5,600	112,207
	NET BOOK VALUES					
	At 31 March 2021	£230,584	£333,810	£6,075	£8,400	£578,869
11	Debtors					2021
	Income Receivable					19,860
	Prepayments					2,667
	Other Debtors					288
						£22,815
12	CREDITORS: amounts falling due within one year					2021
	Trade Creditors					5,588
	Accruals					4,256
						£9,844
13	Analysis of fund balances between the net assets					
		Unrestricted	Restricted	Total		
	Fixed Assets	1,297,694	0	1,297,694		
	Current Assets	449,930	100,605	550,535		
	Current Liabilities	-9,844	0	-9,844		
		£1,737,780	£100,605	£1,838,385		

PAUL'S PLACE (SOUTH WEST)

NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021

14	Movement in funds	Transferred from Paul's Place	Income	Revenue Expenditure	Realised/ Unrealised Gains	Transfers	Carried Forward
	Unrestricted Funds						
	General Funds	1,027,240	591,427	-660,958	52,672	10,526	1,020,907
	Designated Funds						
	<i>Leasehold Property Reserve</i>	236,208	0	0	0	-5,624	230,584
	<i>Carers Caravan Reserve</i>	5,000	0	0	0	-5,000	0
	<i>Running Costs Reserve</i>	215,500	0	0	0	0	215,500
	<i>Premises Refurbishment Reserve</i>	120,000	0	0	0	0	120,000
	<i>Sensory Garden Reserve</i>	5,000	0	0	0	0	5,000
	<i>Housing Reserve</i>	136,075	0	0	0	0	136,075
	<i>Graham Fickling Legacy</i>	9,714	0	0	0	0	9,714
		£1,754,737	£591,427	(£660,958)	£52,672	(£98)	£1,737,780
	Restricted Funds						
	ALD	0	425	0	0	0	425
	Auto Toilet	3,020	0	0	0	0	3,020
	Boccia Team	0	2,166	0	0	0	2,166
	Covid Voices	0	400	0	0	0	400
	Covid-19 Emergency Project	0	25,901	-9,838	0	0	16,063
	Doddington Parish Council	300	0	-300	0	0	0
	Douglas Arter Foundation	250	0	0	0	0	250
	Drake Music Project	874	0	0	0	0	874
	Hon Co Glos Charitable Trust	233	0	0	0	0	233
	Infection Control	0	417	-32	0	0	385
	John James Trust	0	678	-314	0	0	364
	John Lewis	1,309	0	-72	0	0	1,237
	Karen and Alan Monaghan	50,000	0	0	0	0	50,000
	Kitchen Refurbishment Donations	6,205	0	0	0	0	6,205
	Leeds Building Society	1,000	0	0	0	0	1,000
	News UK (The Sun)	0	5,000	-4,852	0	0	148
	Osbourne Clarke	8	0	0	0	0	8
	Percy Bilton Trust	35	0	0	0	0	35
	Quartet	212	0	-84	0	0	128
	S Glos Carers Grant 2019/20	4,246	0	-2,140	0	0	2,106
	South Glos Carers Grant 2020/21	0	8,000	0	0	0	8,000
	South Glos Council Area Wide	217	0	-217	0	0	0
	South Glos PCT Health Inequality	135	0	0	0	0	135
	South Glos Small Business	0	10,000	-9,970	0	0	30
	Sport England	0	7,250	0	0	0	7,250
	St Monica's Trust	0	4,000	-4,098	0	98	0
	Waitrose Ltd	-386	386	0	0	0	0
	Westerleigh Parish Council	0	543	-543	0	0	0
	Zumbathon	143	0	0	0	0	143
		£67,801	£65,166	(£32,460)	£0	£98	£100,605
	Total	£1,822,538	£656,593	(£693,418)	£52,672	£0	£1,838,385

PAUL'S PLACE (SOUTH WEST)**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021**

15 DESIGNATED FUNDS**Leasehold Property Reserve**

The leasehold property reserve comprises of income raised in respect of the construction of the leasehold property and are identified separately from general reserves. The cost of the leasehold premises have been capitalised in the balance sheet and will be amortised over the useful economic life of the asset - the amortisation being written off to this reserve. This reserve is not classified as a 'free' reserve of the charity in so far as the building being leasehold only. Leasehold improvements revert to the ownership of the landlord upon termination of the lease.

Running Cost Reserve

The designate running costs reserve is currently set at an approximation of a minimum of three and maximum of six months running costs. It designates these funds to ensure that in the event that the charity to cease its business, it has sufficient funds to ensure all possible closure expense could be covered.

Premises Refurbishment Reserve

This reserve is money set aside for a potential new extension and kitchen.

Sensory Garden Reserve

This reserve is money set aside for the long term maintenance of the sensory garden.

Housing Reserve

This reserve is money set aside to put towards the purchase of the Charity's first house for disabled adults. The intention is to provide much needed social housing as there is inadequate housing in the community. The property was purchased in the year and the depreciation and impairment of this property is now being written off against this reserve.

Graham Fickling Legacy

This reserve is money set aside for replacement small items of equipment.

16 RESTRICTED FUNDS**Auto Toilet**

This reserve represents fundraising specifically for funds towards the cost of an Auto Toilet.

ALD

This fund represents CAF donations given for Christmas gifts for carers and members.

Boccia Team Fundraising

This reserve represents fundraising specifically for funds towards the cost of the Boccia Team.

Covid**Voices**

This reserve represents fundraising specifically for funds towards the cost of covid compliance.

Covid 19 Emergency Project

This reserve represents grant received specifically help with the cost of covid compliance.

Douglas Arter Foundation

This reserve represents a donation received towards the purchase of Boccia Equipment.

Drake Music Project

This reserve represents a grant received towards the provision of music session for users.

Hon Co Glos Charitable Trust

This grant was given towards the costs of maintaining the sensory garden.

Infection Control

This fund represents monies received from North Somerset Council to help with the cost of infection control during the pandemic.

PAUL'S PLACE (SOUTH WEST)**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021**

RESTRICTED FUNDS (cont:-)**John James Foundation**

This grant was given towards the costs of the members Christmas party.

John Lewis

This reserve represents a donation received towards the purchase of Boccia Equipment.

Karen and Alan Mongahan

This donation was given towards the kitchen refurbishment.

Kitchen Refurbishment Fund

This reserve represents donations received towards the refurbishment of the kitchen.

Leeds Building Society

This represents a grant towards the provision of PC's for members.

News UK (the Sun)

This reserve represents a grant that was received to help with the running of the minibus.

Osbourne Clarke

This donation was given towards the cost of curling stones.

Percy Bilton Trust

This reserve represents a donation towards the cost of equipment for the Inclusive Gardening Project.

Quartet

This donation was given towards the cost of the sensory garden.

South Glos Carers Grant 2019/20

This reserve represents the balance of the 2019/20 grant unspent at 31.03.21

South Glos Carers Grant 2020/21

This reserve represents the balance of the 2019/20 grant unspent at 31.03.21

South Glos PCT Health Inequalities Grant

This reserve represents the balance of the grant to be spent as at 31.03.21.

South Glos Small Business

This grant was awarded at the beginning of the pandemic for the purpose of helping with the running costs of the charity.

Sport England

This fund represents a grant that was awarded to support members back to sports and movement activity.

Zumbathon

This reserve represents a donation towards future Zumba sessions and training.

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RELATED PARTY TRANSACTIONS

There were no related party transactions during the period.

PAUL'S PLACE (SOUTH WEST)**NOTES TO THE ACCOUNTS FOR THE PERIOD ENDED 31 MARCH 2021**

18 RECONCILIATION OF NET MOVEMENTS IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2021
Net Movement in funds	15,847
Add back Depreciation	4,825
Add back Amortisation	10,794
Add back (Gains)/Losses on Investments	-52,672
Deduct Investment Income	-8,128
Decrease (increase) in debtors	-22,815
Increase (decrease) in creditors	9,844
Net cash used in operating activities	(£42,305)