



## **The Matrix Trust (Matrix)**

(A company limited by guarantee)

### **Directors Annual Report and Financial Statements For the Year Ended 31 August 2019**

Charity Registration No. 1081852

Company Registration No. 03977050

## **Contents**

3	Reference and administrative details
5	Aims and objectives
7	Public benefit and achievements
12	Structure, governance and management
15	Financial review
17	Statement of Financial Activities

## Reference and Administrative Details

**Charity Name:** The Matrix Trust (Matrix)

**Charity registration number:** 1081852

**Company registration number:** 03977050

**Registered Office:** Allen House Pavilion, Eastgate Gardens, Guildford, Surrey, GU1 4AZ

### Directors

Simon Slater *Chair*

Tim Bower *Vice-Chair* (Appointed 7th March 2019)

Ian Nicholson

Ian Cook

Andrew Marshall-Taylor

Linda McLachlan

Kyung Chul Kang

Matt Davis (Appointed 6th September 2018)

### Senior Management Team

Misty Bower *Chief Executive Officer*

Juliette Milton *Head of Finance*

**Independent Examiners:** Independent Examiners Ltd  
Sovereign Centre  
Yapton Lane  
Walberton  
W. Sussex  
BN18 0AS

**Primary Bankers:** The Metro Bank  
35-37 North Street  
Guildford  
GU1 4TE

## **Directors Report 2018/19**

Matrix has now been established for 19 years and is dedicated to working with young people - helping them to make the most of their lives, and for young people - catalysing change by nurturing, inspiring, connecting and empowering them.

Over the year this academic year we worked with 2932 individuals across 16 projects, working tirelessly to support 300 vulnerable young people with in-depth regular support, making a real difference to young people's lives.

We have continued to develop our youth services (see public benefit and achievements), diversifying and developing new projects in response to need.

Working within a difficult financial climate for charity funding, Matrix has continued to diversify its income streams, increasing community fundraising events and providing training in mental health. In addition, work has begun to develop more sustainable income-generating streams whilst providing new opportunities for young people.

We are indebted to the support of the many loyal and generous individuals, churches, businesses and trusts and foundations who have supported us over this year.

*Simon Slater (Chair)*

## **Aims and Objectives**

### **Purposes and Aims**

Our charity's purposes as set out in the objects contained in the company's memorandum of association are to:

- To act a resource for young people
- To relieve persons who are in conditions of need or hardship
- To advance education
- To provide facilities for recreation or other leisure time occupation in the interest of social welfare for young persons
- To advance the Christian faith
- To promote and fulfil such other charitable purposes beneficial to the community

Matrix aims to catalyse change for vulnerable young people, helping them to make the most of their lives and become active citizens in their community. To achieve this we work in partnership with young people, churches, schools, local organisations and the community to nurture, inspire, connect and empower them. Matrix works from within a Christian ethos which forms the culture within which we work.

### Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This review looks at what we achieved and the outcomes of our work in the previous 12 months and what the local needs of young people are for the year ahead. The review also helps us ensure our aims, objectives and activities remained focused on our stated purposes.

### The focus of our work

Our main objectives for the year explicate our focus of supporting young people across Guildford Borough, through preventative and relational support activities:

1. To develop and improve existing provision that has a measurable positive impact on young people's wellbeing and holistic development
2. To increase the provision of and access to innovative and enjoyable activities and experiences that provide young people with the opportunity to discover and achieve their potential

3. To work with key partners to raise the positive profile of young people across Guildford and show them that they are valued
4. To engage young people in improving their own lives and the lives of other young people in their community

The strategies we used to meet these objectives included:

- Providing a range of services in schools and the community within some of the more disadvantaged communities of Guildford Borough
- Focussing on increasing the numbers of young people who are aware of and can therefore benefit from the provision through increased visibility and promotion
- Conducting research with young people to identify key needs
- Working collaboratively with other agencies, such as schools, churches and other charities, to ensure breadth of provision
- Improving impact measurement

## **Public Benefit and Achievements**

All our charitable activities focus on improving the lives of young people, their families and their communities for the public benefit. Our main activities and beneficiaries are described below.

### Who used and benefited from our services?

We focus our services for young people across Guildford Borough, to provide a depth of provision that serves our objects and beneficiaries well. All our services are provided free or are heavily subsidised.

The number of young people accessing our provision in the 2018/19 academic year were 2932. This included 108 who became less socially isolated through community or social activities, 89 who were supported one-to-one in times of crisis in schools; 2735 in prevention and educational activities and 86 engaged in social action in their community.

Our monitoring informs us that our provision helps to catalyse change for young people in a broad variety of ways, including: improving mental health, reducing self-harm, giving them tools and techniques to help them in difficult times, teaching life skills (eg: cooking and relationships) and giving them a voice in their community, as well as reducing social isolation.

However, the impact of our work goes far beyond those we help directly, as changes in the lives of young people also has an impact on their parents, families and communities.

The main areas of charitable activity are the provision of one-to-one mentoring and advice-giving; social and emotional and other informal education programmes; leisure activities in local communities and a cross-generational community social action project.

The achievements and impact that flow from our work are described below:

### **In Schools:**

In the academic year 2018/19, we based youth workers in 2 secondary schools, embedded as part of their pastoral team. This team provided over 405 hours of one-to-one support. We also worked in 3 other schools for specific projects.

### Relational Youth Work

89 young people were supported one-to-one across 2 secondary schools in Guildford. Young people are referred in times of crisis or when school staff are concerned about their mental state. Each young person is assessed in an initial session to ascertain their level of need and then meets with a trained youth worker according to need (weekly, fortnightly or monthly) to talk, learn tools or techniques, and process their situation. Each young person is seen until they no longer require this additional support, however, most are signed off within the year.

### Preventative Workshops (in partnership with local Churches)

Our annual Mock Wedding at one secondary school provided 140 Year 10's with workshops on relationships and marriage with an interactive 'mock wedding' experience to engage them in the process.

### Drop-ins

97 young people accessed a 3 school-based lunchtime social drop-ins across 2 secondary schools. A space for socialising, reducing stress-levels through game playing and for speaking to youth workers about life issues.

### Prayer Spaces (in partnership with local Churches)

We ran 4 Prayer/Reflective spaces for 1050 young people in one Junior School, one Primary School, one Secondary school and a summer season of NCS students. These enabled them to reflect on and process their transition from primary to secondary school, reducing anxiety about the process or consider their identity within themselves and in the wider world.

### Wellbeing Mentors and Workshops

We trained 4 Year 11's to be Wellbeing Mentors, supporting young people at the drop-ins. 582 Year 7s took part in Wellbeing Day workshops at Guildford County School in November 2018, and George Abbot School in March 2019, including six interactive lunchtime stalls to explore the Wheel of Wellbeing!



### Social Action Workshops

We ran 20 Social Action workshops in schools and at the community Youth Hubs, piloting new material with 19 different young people. One group completed the course by creating care packages for homeless people in Guildford and donated these through 'Guildford Action'.

### **In Communities:**

During this period, our community activities were mainly targeted at those in school years 7-9. We changed the name of our Youth Clubs to Youth Hubs, to reflect the hope that these would expand to places where young people could find more than just a social setting. We ran 102 Youth Hub sessions across 3 Youth Club weekly evenings, across 3 communities (2 of the most deprived in Guildford and 1 in a rural community). These ran in collaboration with various partners (detailed below). In addition, we started a monthly Youth Hub session in a new community, at the request of a local Church and their young people, to provide a session they could bring their friends to.

### Youth Hubs

**Albury and Benefice** (funded by Lychgate Trust, and in partnership with Albury Parish Church)

40 young people attended the Albury Youth Club, which takes place in Albury Village Hall, with 45% male and 55% female attendees.

Each week at this Youth Hub, young people could take part in games, crafts and baking as well as discussions around pertinent issues. They also took part in a drumming workshop and had a visit from Guiles Reptiles.

**Bellfields** (funded by Guildford Poyle and Community Foundation for Surrey and in partnership with St Peter's Shared Church)

25 young people attended the Bellfields Youth Club. In this year the young people took part in a workshop about 'grooming', took part in sessions on social and emotional wellbeing and had a visit from a therapeutic 'pat' dog, as well as games, crafts and one off activities, such as a movie night. We also partnered with Guildford Borough Council to run the 'Get Active Festival' encouraging young people to try new sports and take part in the Surrey Youth Games.

**Bushy Hill** (funded by Guildford Poyle and Community Foundation for Surrey and in partnership with Merrow Methodist Church)

32 young people attended the Bushy Hill Youth Club.

During this time, young people have had the opportunity to take part in a drumming workshop, do craft, cooking with the Church volunteers, sports, games and had a visit from Guiles Reptiles, giving them a chance to handle a variety of reptiles and spiders.

A small group of young people from Bushy Hill Youth Hub also took part in the High Sheriff's Awards Evening, telling guests about Youth Hubs and being interviewed by the High Sheriff himself.

We also ran 5 trips for the Youth Hubs at the end of each term, attended by 31 young people. These included Air Hop, ice-skating and the Guildford Untamed Youth Parties organised by local churches.

**Onslow** (part-funded by All Saints Church, Onslow)

In response to a request from All Saints Church, and their young people, we trialled a monthly Youth Hub to enable the young people to have somewhere they could invite their friends to. We ran 3 sessions in 2018/19 and this will be reviewed in the Autumn Term.

#### Holiday activities (Hub+)

With funding from The National Lottery Awards for All programme, We launched 'Hub+' in this academic year, providing activities during most school holidays where young people from all 3 Hubs could come together and have fun, reducing loneliness and holiday boredom.

45 young people attended Hub+ over the year and took part in a "mocktail" workshop with drink awareness games, a hike, a trip to Brighton and Portsmouth, a scavenger hunt, outdoor cinema and indoor climbing!

#### Residential

With funding from The High Sheriff Youth Awards we were able to take 14 young people on a 2 night camping trip. Joined by 3 staff and 3 volunteers, this was our first residential trip for about 4 years. The young people got stuck in to the outdoor activities, from caving to buggy-building, and even orienteering, learning to try new things and conquer their fears.

#### Ready 4 Action

Funding from Guildford Borough Council, local churches and individuals enabled us to run this project for the 18th year. Over the 4th/5th May 2019 volunteers served their local community by carrying out practical work for those less able to do so for themselves.

Across the local churches, we mobilized 180 volunteers who completed work on 45 properties and sites across Guildford, improving the lives of over 140 people.

30% of our volunteers were young people. Youth groups cleared community spaces and the gardens of local residents, while many of our young volunteers came accompanied by their parents, and served their community as family group.

Chambers Recycling Group once again supported us by providing 3 RORO containers to collect the waste over the weekend, 100% of which was recycled. Due to the generosity of Guildford Borough Council's Depot we were able to cite these on their land which provided additional security.

We also won Eagle Radio's Kebur Challenge, winning £2000 worth of materials which enabled us to complete some of the more complex jobs.

#### **Other activities**

##### National Citizen Service Training

Working in partnership with the NCS, we provided both a reflective space and workshops for 16/17 year olds as part of their NCS experience. These 1 hour workshops encouraged them to look after and talk about their mental health, as well as giving them a basic understanding of what mental health is. In total we worked with over 600 young people over 5 weeks.

##### George Abbot SCITT Training

We provided a 'Mental Health and Young People' workshop for 42 trainee teachers as part of their SCITT training.

##### Volunteer Training

With funding from Guildford Borough Council Allocations, we were able to provide free training for 40 volunteers from across the Borough, some already work with Matrix, some were interested in finding out more about volunteering with young people, and others came from other organisations for additional training.

## **Structure Governance and Management**

### Governing Document

Matrix is a charitable company limited by guarantee, incorporated on 19th April 2000 and registered as a charity on 4th August 2000. The company was established under a Memorandum and Articles of Association.

On 6<sup>th</sup> September 2018 approval was received for updating our Memorandum and Articles of Association. Changes were made to reflect the clear focus Matrix now has on serving young people. The Charity's objects were altered as detailed below:

a) To act a resource for young people, up to the age of 25, living in Surrey and surrounding areas, by providing advice and assistance, and organising programmes of physical, educational and other activities as a means of:

i. Advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsibility individuals;

ii. Advancing education;

iii. Relieving unemployment;

iv. Providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

b) To relieve persons who are in conditions or hardship and to relieve the distress caused thereby

c) To advance education by such means as the trustees may consider appropriate including by means of establishing and operating any educational establishment or establishments

d) To provide facilities for recreation or other leisure time occupation in the interest of social welfare for young persons who have need of such facilities by reason of their age, infirmity or disablement, poverty or social and economic circumstances with the object of improving the conditions of life for such persons.

e) To advance the Christian faith in accordance with the statement of beliefs appearing in the schedule hereto attached (see full Memorandum and Articles of Association).

### Organisational Structure

The Trust is overseen by a Board of 8 Trustees who have high levels of experience and expertise in law, safeguarding, tax and financial procedures. It is responsible for the proper running of the charity and meets quarterly. The meetings are fully minuted, with discussions and decisions being recorded.

During this year Ian Nicholson (Founder) stepped down as Chair to allow him time to resume other responsibilities, with Simon Slater becoming acting chair. Ian continues to be part of the board as a trustee. Following the departure of 2 trustees last academic year, 2 new trustees joined the board this year: Matt Davis and Tim Bower. They bring skills of youth work, business management and charity trusteeship to the board.

The daily management of the Charity is delegated to the Chief Executive Officer (Misty Bower). She is responsible for ensuring the smooth running of the charity and that it delivers the expected services. An operational senior management team is formed with the CEO and Juliette Milton, Head of Finance. Juliette is responsible for accurate management and reporting on all aspects of finance and funds.

During this year the board formed a Finance Committee to meet quarterly in-between board meetings to ensure diligent oversight of Matrix finances in a time when funding streams are changing dramatically.

### Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purposes of charity law. All Board members must be in agreement with the statement of beliefs. Under the requirements of the Memorandum and Articles of Association the members of the Board are elected to serve for a period of 3 years after which they must be re-elected at the next Annual General Meeting.

All members of the Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed from the charity are set out in note 11 to the accounts.

The Board represents a broad range of skills across the community and business sectors, as well as professional bodies. An annual skills audit is undertaken to ensure that this range is maintained, and in the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the Board.

### Responsibilities of the Board

Company law requires the Board to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the Board should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Board is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 1985. The Board is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### Members of the Board

Members of the Board, 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 audit information of which the company's auditors are unaware; and
- 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 audit information and to establish that the charity's auditors are aware of that information.

### Independent Examiners

Independent Examiners Ltd were re-appointed as the charitable company's independent examiners during the year and have expressed their willingness to continue in that capacity. This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS102 effective 1 Jan 2015) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

## Financial Review

### Introduction

The overall income for the last 12 months is £157,464 with expenditure at £153,648. In this time we have increased our income by donations, legacies and similar income by 10% (compared to 20% in 2017/18), allowing us to reduce the cost of activities to young people. Overall our income and expenditure has increased from the previous year due to an increase in Grant, Fundraising and Individual Giving which has allowed us to expand our provision.

### Principal funding sources

The principal funding source for the charity was from funding grants, forming 44% of the income. We are very grateful to the following for their funding contributions: Guildford Poyle, Lychgate Trust, The Community Foundation for Surrey, Cinnamon Network, The Coleman Trust, The Loseley Trust, Guildford Borough Council Community Grants, National Lottery Awards for All programme, Guildford Borough Councillors Member Allocation, Garfield Weston and the High Sheriff Youth Awards

Community fundraising formed 15% of our income this year, an increase of 6% on 2017/18. This was due in part to our 18<sup>th</sup> Birthday Banquet which brought in £8,574. Income from other fundraising activities increased by 30% (from £11,990 to £15,657 excluding the banquet income).

We also received £990 from corporates towards specific projects.

### Reserves Policy

Matrix recognises the propriety of not building up funds for which there are no clear expenditure plans while retaining funds which are prudent in the light of risk management. Our policy is therefore to allow reserves to accrue to a level of three months average expenditure (currently approximately £30,000), plus funds which may be restricted by grant funds or earmarked for specific projects in the future. As the charity consolidates, reserves may exceed this policy level in order to be able to respond positively to new opportunities. This situation is actively monitored using a process of regular budget and management accounting reviews to ensure that reserves do not build up unnecessarily. We hold restricted funds for the youth club grants (which we expect to use in the next year), as well as Associates reserves. This year sees us end with general reserves at £29,454 and our restricted funds (from deferred income) at £62,117. *Budgeted surplus is £805.*

### Investment Policy

Apart from the reserves set aside by our reserves policy, the majority of funds are spent over a short-term period and so there are few funds for long term investment. The policy of the Trustees is therefore to maximise the investment returns available for funds which are not immediately required for Trust activities, but having regard to the cash-flow needs of the organisation at any particular time. In practice, this means that a majority of its funds are invested in instant access, interest-bearing accounts.

### Risk Management

The Board has considered the risks associated with this charity and consider that the following are those to which appropriate systems and procedures should be put in place:

*Financial Risks* – The Board has put in place internal controls which minimise the risk to the charity of financial loss through fraudulent activity. There is also the risk of low income that would prevent us from being able to cover our liabilities which our reserves policy aims to help regulate.

*Safeguarding* – Most of the activities of the charity necessitate contact between paid or voluntary staff and minors. The Trustees have therefore drawn up a Safeguarding and Child Protection Policy which deals in detail with procedures to be followed when employees or volunteers are in contact with children, or when complaints or suspicion about behaviour are raised. There is a safer recruitment procedure in place that all paid or voluntary staff must go through, and all employees and volunteers with significant contact with young people are required to undergo a check through the Disclosure Barring Service. The CEO acts as the Designated Safeguarding Lead and one Trustee has been designated as Safeguarding Lead on the Board. They meet annually to conduct a safeguarding review and update the Safeguarding and Child Protection Policy to reflect any new legislation and recommendations.

All staff and volunteers are trained within a reasonable amount of time and are expected to read and understand the policy, this is repeated annually with any additional updates. Safeguarding 'hot topics' are also discussed with staff at monthly team meetings.

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Approved by the Directors on the ..... 21/4/20 .....

Signed on their behalf by Director .....  (Chairman) .....

Print Name: MR S. SLATER

**The Matrix Trust (A Company Limited by Guarantee)**



# Statement of Financial Activities

For the Year Ended 31<sup>st</sup> August 2019

## (Incorporating Income & Expenditure Account)

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL 2018/19 £	TOTAL 2017/18 £
<b>INCOMING RESOURCES</b>					
<b>Incoming Resources from Generated Funds</b>					
Donations, Legacies and Similar Income	<b>3a</b>	44,908	66,059	110,967	100,702
Charitable Activities	<b>3b</b>	14,953	7,198	22,151	21,249
Other Trading Activities	<b>3c</b>	24,231	0	24,231	11,990
Investment Income	<b>3d</b>	115		115	20
		<b>84,208</b>	<b>73,257</b>	<b>157,464</b>	<b>133,961</b>
<b>RESOURCES EXPENDED</b>					
<b>Cost of Generating Funds</b>					
Raising Funds	<b>4a</b>	4,441	569	5,010	2,269
Charitable Activities	<b>4b</b>	72,860	72,738	145,598	134,109
Other	<b>4c</b>	3,040	0	3,040	1,666
<b>TOTAL RESOURCES USED</b>		<b>80,341</b>	<b>73,307</b>	<b>153,648</b>	<b>138,403</b>
<b>NET INCOMING (OUTGOING) RESOURCES</b>		<b>3,866</b>	<b>(50)</b>	<b>3,816</b>	<b>(4,082)</b>
Total Funds Brought Forward		25,988	918	<b>26,906</b>	36,908
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>29,854</b>	<b>868</b>	<b>30,722</b>	<b>26,906</b>

Movements on all reserves and all recognised gains and losses are shown above. All the charity's operations are classed as continuing. The notes on pages 20 to 27 form part of these financial statements.

**BALANCE SHEET**  
**AS AT 31<sup>st</sup> AUGUST 2019**

	Note	Unrestricted Funds £	Restricted Funds £	31/08/19 Total £	31/08/18 Total £
<b>Fixed Assets</b>					
Tangible assets	2	0	0	0	0
<b>Current Assets</b>					
Debtors & Prepayments	7	4,191	0	4,191	2,047
Cash at Bank and in hand	6	30,577	60,995	91,571	52,263
<b>Total Current Assets</b>		<b>34,768</b>	<b>60,995</b>	<b>95,762</b>	<b>54,310</b>
<b>Creditors:</b> due within one year	8	4,913	60,127	65,040	27,404
<b>NET CURRENT ASSETS</b>		29,454	868	30,322	36,908
<b>TOTAL ASSETS</b> less current liabilities		<b>29,854</b>	<b>868</b>	<b>30,722</b>	<b>26,906</b>
<b>NET ASSETS</b>		<b>29,854</b>	<b>868</b>	<b>30,722</b>	<b>26,906</b>
<b>Funds of the Charity</b>					
General Funds		29,854	0	29,854	25,989
Restricted Funds	5	0	868	868	918
		<b>29,854</b>	<b>868</b>	<b>30,722</b>	<b>26,906</b>

**BALANCE SHEET**  
**AS AT 31<sup>st</sup> AUGUST 2019**

**Directors' Responsibilities**


The directors are satisfied that for the period ended on 31<sup>st</sup> August 2019 the charitable company was entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 and that no member or members have required the company to obtain an audit of the accounts for the year in question in accordance with section 476 of the Act. However in accordance with section 145 of the Charities Act 2011, the accounts have been examined by an Independent Examiner whose report appears on pages 29 to 30.

The directors acknowledge their responsibility for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provision in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime and in accordance with the Financial Reporting standard for Smaller Entities (effective April 2008).

The directors acknowledge their responsibility for ensuring that the company keep proper accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and if its profit and loss for the financial year in accordance with the requirements of the sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the Company.

Approved by the Directors on the ..... 21/4/20 .....

Signed on their behalf by Director .....  (Chair) .....

Print Name: MIZ S. SLATER

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year Ended 31<sup>st</sup> August 2019**

## **1. ACCOUNTING POLICIES**

### **Basis of Preparation & Assessment of Going Concern**

#### **Basis of Preparation**

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost unless otherwise stated in the relevant accounting policy notes.

#### **Assessment of Going Concern**

Preparation of the accounts is on a going concern basis. The trustees consider that there are no material uncertainties about the Charity's ability to continue as a going concern.

### **Incoming Resources**

#### **Recognition of Incoming Resources**

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to the resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability

#### **Incoming Resources with Related Expenditure**

Where incoming resources have related expenditure (as with fundraising or contract income) the incoming resource and related expenditure are reported gross in the SOFA.

#### **Grants and Donations**

Grants and Donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

#### **Tax Reclaims on Donations and Gifts**

Incoming resources from tax reclaims are included in the SOFA at the same time as the gift to which they relate.

#### **Contractual Income and Performance Related Grants**

This is only included in the SOFA once the related goods or services has been delivered.

#### **Gifts in Kind**

Gifts in kind are accounted for at a reasonable estimate of their value to the charity or the amount actually realised. Gifts in kind for sale or distribution are included in the accounts as gifts only when sold or distributed by the charity. Gifts in kind for use by the charity are included in the SOFA as incoming resources when receivable.

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year Ended 31<sup>st</sup> August 2019**

**Donated Services and Facilities**

These are only included in incoming resources (with an equivalent amount in resources expended) where the benefit to the charity is reasonably quantifiable, measurable and material. The value placed on these resources is the estimated value to the charity of the service or facility received.

**Volunteer Help**

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

**Investment Income**

This is included in the accounts when receivable.

**Investment Gains and Losses**

This included any gain or loss on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year.

**Expenditure and Liabilities**

**Liability Recognition**

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

**Governance Costs**

Include costs of the preparation and examination of statutory accounts, the costs of the trustees' meetings and cost of any legal advice to trustees on governance or constitutional matters.

**Grants with Performance Conditions**

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SOFA once the recipient of the grant has provided the specified service or output.

**Grants Payable without Performance Conditions**

These are only recognised in the accounts when a commitment has been made and there are no conditions to be met relating to a grant which remain in control of the charity.

**Support Costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of the resources, eg allocating property costs by floor areas, or per capital, staff costs by the time spent and other costs by their usage.

**Fixed Assets**

Tangible fixed assets for use by the charity, are capitalised if they can be used for more than one year, and cost at least £1,000. They are valued at cost or, if gifted, at the value to the charity on receipt.

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year Ended 31<sup>st</sup> August 2019**

**Investments**

Investments quoted on a recognised stock exchange are valued at market value at the year end. Other investment assets are included at trustees' best estimate of market value.

There has been no change to the accounting policies (Valuation rules and methods of accounting) since last year.

**Depreciation**

Depreciation has been calculated on a reducing balance basis. The rates applied per annum are as follows:

Fixtures and Fittings 25%

Equipment 25%

Computer Equipment 25%

**2. TANGIBLE FIXED ASSETS**

		Unrestricted Equipment	Restricted Equipment	<b>Total</b>
		£	£	£
Cost	01-Sep-18	20,222	24,045	44,267
Additions		0	0	0
Cost at	31-Aug-19	20,222	24,045	44,267
Depreciation	01-Sep-18	20,222	24,045	44,267
Charge		0	0	0
Depreciation at	31-Aug-19	20,222	24,045	44,267
Net Book Value	31-Aug-19	<b>0</b>	<b>0</b>	<b>0</b>
Net Book Value	31-Aug-18	0	0	0

The annual commitments under non-cancelling operating leases, capital commitments, and contingent liabilities are as follows:

31st August 2019:	None
31st August 2018:	None

**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended 31<sup>st</sup> August 2019

**3. INCOMING RESOURCES**

	<b>Note</b>	Unrestricted Funds £	Restricted Funds £	<b>TOTAL 2018/19 £</b>	<b>TOTAL 2017/18 £</b>
<b>a) Donations, Legacies and Similar Income</b>					
Churches & Organisations		10,467	1,800	12,267	22,065
Gift Aid Refunds		3,655	288	3,943	3,777
Gifts from Individuals		16,786	8,533	25,319	14,742
Grants received		14,000	55,438	69,438	60,118
		<b>44,908</b>	<b>66,059</b>	<b>110,967</b>	<b>100,702</b>
<b>b) Charitable Activities</b>					
Office Rental		391	5,382	5,772	7,708
Outreach & Projects		351	1,416	1,767	4,131
Schools & Youth projects		14,212	400	14,612	9,410
		<b>14,953</b>	<b>8,853</b>	<b>22,151</b>	<b>21,249</b>
<b>c) Other Trading</b>					
Fundraising		24,231	0	24,231	11,990
		<b>24,431</b>	<b>0</b>	<b>24,231</b>	<b>11,990</b>
<b>c) Investment Income</b>					
Bank Interest		115	0	115	20
		<b>115</b>	<b>0</b>	<b>115</b>	<b>20</b>

**4. RESOURCES EXPENDED**

	<b>Note</b>	Unrestricted Funds £	Restricted Funds £	<b>TOTAL 2018/19 £</b>	<b>TOTAL 2017/18 £</b>
<b>a) Expenditure on Raising Funds</b>					
<b>Gifts and General Expenditure</b>					
Matrix		0	150	150	315
Outreach & Projects		4,441	419	4,860	1,954
		<b>4,441</b>	<b>569</b>	<b>5,010</b>	<b>2,269</b>
<b>b) Cost of Charitable Activities</b>					
Advertising & Publicity		1,841	1,255	3,096	4,419
Office & Administration Costs		3,399	3,006	6,406	4,536
Recruitment & Training		667	1,640	2,307	3,325
Rent & Rates		1,455	7,848	9,304	11,198
Salaries, Tax & NI	9	64,552	44,379	108,930	92,931
Project Costs		752	14,484	15,237	15,673
Website Costs		194	124	318	2,027
		<b>72,860</b>	<b>72,738</b>	<b>145,598</b>	<b>134,109</b>
<b>c) Governance Costs</b>					
Accountancy Fees		1,200	0	1,200	1,600
Legal & Professional Fees		1,840	0	1,840	66
		<b>3,040</b>	<b>0</b>	<b>3,040</b>	<b>1,666</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year Ended 31<sup>st</sup> August 2019**

5. RESTRICTED FUNDS	Note	Balance				Balance	
		01/09/18	Income	Expenditure	Transfers	31/08/19	
		£	£	£		£	
Albury		0	11,217	11,217	0	0	
Bellfields YC		0	11,515	11,515	0	0	
Bushy Hill Youth Club		0	13,045	13,045	0	0	
Onslow		0	308	308	0	0	
Ready 4 Action		66	9,840	9,840	0	66	
Holiday Clubs		0	8,862	8,862	0	0	
Transition Coaching		0	3,717	3,717	0	0	
Training		0	1,125	1,125	0	0	
Social Action		0	8,193	8,193	0	0	
Horsley YC		802	0	0	0	802	
Outside Light		50	100	150	0	0	
		<b>918</b>	<b>56,705</b>	<b>56,755</b>	<b>0</b>	<b>868</b>	

**Albury:** A weekly youth club funded by The Lychgate Trust.

**Ready 4 Action:** As in past years working in areas of need with practical help such as gardening and decorating.

**Bellfields YC:** A weekly youth club funded by Guildford Poyle and The Community Foundation for Surrey.

**Bushy Hill YC:** A weekly youth club funded by funded by Guildford Poyle and The Community Foundation for Surrey.

**Onslow:** A monthly youth club funded by All Saints Church and Matrix unrestricted funds.

**Outside Light:** An Associate who shares the Christian faith in practical ways through social care, welfare and support to those in the Woking area.

**Horsley YC:** A dormant youth club.

**Social Action:** A series of workshops culminating in community activity, funded by the #Iwill fund through The Community Foundation for Surrey.

**Transition Coaching:** Mentoring and other activities to support young people moving from Year 6 to Year 7, funded by a grant from the Cinnamon Network and a donation from Ubisoft.

**Holiday Clubs:** Hub+ holiday activities funded by Awards for All (National Lottery).

**Outside Light** moved to other Charities during the year and their equity was transferred to the new charities, the remaining amounts noted here are from a donor who took a few months to move their giving to Outside Lights new organisation.

Restricted funds are represented by the charity's cash reserves and fixed assets investments held and are to be expended as specified above.



**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended 31<sup>st</sup> August 2019

<b>6. CASH AT BANK AND IN HAND</b>	Unrestricted Fund	Restricted Fund	<b>Total 31/08/2019</b>	<b>Total 31/08/2018</b>
	£	£	£	£
Current Account	24,583	0	24,583	250
Savings Account	5,034	60,995	66,029	51,756
MyDonate Account	0	0	0	54
Fundraising				
Inventory	234	0	234	0
Petty Cash	725	0	725	203
	<b>30,576</b>	<b>60,995</b>	<b>91,571</b>	<b>52,263</b>

<b>7. DEBTORS</b>	Unrestricted Fund	Restricted Fund	<b>Total 31/08/2019</b>	<b>Total 31/08/2018</b>
	£	£	£	£
Tax Recoverable	0	0	0	0
Sundry Debtors	2,792	0	2,792	645
Prepayments	1,400	0	1,400	1,402
	<b>4,191</b>	<b>0</b>	<b>4,191</b>	<b>2,047</b>

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

	Unrestricted Fund	Restricted Fund	<b>Total 31/08/2019</b>	<b>Total 31/08/2018</b>
	£	£	£	£
Accountancy fees	1,200	0	1,200	1,600
Salaries and NI	2,612	0	2,612	878
HMRC VAT	0	0	0	27
Sundry Creditors	1,101	0	1,101	3,252
Deferred Income	0	60,127	60,127	21,647
	<b>4,913</b>	<b>60,127</b>	<b>65,040</b>	<b>27,404</b>

**NOTES TO THE FINANCIAL STATEMENTS**  
For the Year Ended 31<sup>st</sup> August 2019

<b>9. STAFF COSTS AND NUMBERS</b>	<b>2018/19</b>	<b>2017/18</b>
	<b>£</b>	<b>£</b>
Gross Wages and Salaries	104,835	88,600
Employer's NI Costs	2,772	3,257
Pension Contributions	<u>1,324</u>	<u>1,075</u>
	<b><u>108,930</u></b>	<b><u>92,932</u></b>

Employees who were engaged in each of the following activities:

	<b>2018/19</b>	<b>2017/18</b>
	TOTAL	TOTAL
Activities in furtherance of organisation's objects:		
Total number of full-time and part-time employees	7	8
Equivalent number of full time employees	4.5	4.68

The charity operates a PAYE scheme to pay all employed members of staff, and no employees received emoluments above £60,000 (2017/18 None).

**10. RECONCILIATION OF MOVEMENT IN CAPITAL AND RESERVES**

The Company is Limited by Guarantee, and is a Charity registered with the Charity Commission number 1081852. The Charity does not have a Share capital and has no income subject to Corporation Tax.

	<b>Note</b>	<b>2018/19</b>	<b>2017/18</b>
		<b>£</b>	<b>£</b>
Surplus/Deficit for the financial year		3,816	-4,082
		<b><u>3,816</u></b>	<b><u>-4,082</u></b>
Balance brought forward		26,906	36,908
Transfer of Restricted funds	<b>5 &amp; 11</b>	<u>          </u>	<u>-5,920</u>
Closing Funds at 31st August 2019		<b><u>30,722</u></b>	<b><u>26,906</u></b>

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the Year Ended 31<sup>st</sup> August 2019**

**11. PAYMENTS TO DIRECTORS AND RELATED PARTIES**

No payments were made to any Director or any persons connected with them during this financial period. No transaction took place between the charity and the Directors or any person connected with them.

**12. RISK ASSESSMENT**

The Directors actively review the major risks which the charity faces on a regular basis, and believe that maintaining the free reserves stated combined with the annual review of the controls over key financial systems will provide sufficient resources in adverse conditions. The Directors have also examined other operational and business risks which they face, and confirm that they have established systems to mitigate the significant risks.

**13. RESERVES POLICY**

The Trust recognises the propriety of not building up funds for which there are no clear expenditure plans. The Trust's policy is to allow reserves to accrue to a level of three months' average expenditure, plus funds which may be earmarked for specific projects in the future. As the Trust is still growing, reserves may only exceed this policy level in order to be able to respond positively to new opportunities. This situation is actively monitored to ensure that reserves do not build up unnecessarily.

**14. PUBLIC BENEFIT**

The charity acknowledges its requirement to demonstrate clearly that it must have charitable purposes or 'aims' that are for the public benefit. Details of how the charity has achieved this are provided in the Trustees' report. The Trustees confirm that they have paid due regard to the Charity Commission guidance on public benefit before deciding which activities the charity should undertake.

## **INDEPENDENT EXAMINER'S REPORT ON THE ACCOUNTS**

Report to the trustees/ members of The Matrix Trust on the accounts for the year ended 31st August 2019 set out on pages 17 to 27.

### **Respective responsibilities of trustees and examiner**

The Charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements. The trustees are satisfied that the audit requirement of Section 144(1) of the Charities Act 2011 (the Act) does not apply and that there is no requirement in the governing document or constitution of the Charity for the conducting of an audit. As a consequence, the trustees have elected that the financial statements be subject to independent examination.

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

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

### **Basis of independent examiner's statement**

I conducted my examination in accordance with the General Directions given by the Charity Commissioners for England & Wales in relation to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the Charity and of the accounting systems employed by the Charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanations from you as trustees concerning such matters. The purpose of the examination is to establish as far as possible that there have been no breaches of the Charities legislation and that the financial statements comply with the SORP, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements.

The procedures undertaken do not provide all the evidence that would be required in an audit, and information supplied by the trustees in the course of the examination is not subjected to audit tests or enquiries, and consequently I do not express an audit opinion on the view given by the financial statements, and in particular, I express no opinion as to whether the financial statements give a true and fair view of the affairs of the charity, and my report is limited to the matters set out in the statement below.

I planned and performed my examination so as to satisfy myself that the objectives of the independent examination are achieved and before finalising the report I obtain written assurances from the trustees of all material matters.

### **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 trustees requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, 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.

Mr C.B Maizi FMAAT FCIE  
Independent Examiners Ltd  
Sovereign Centre  
Yapton Lane  
Walberton  
West Sussex  
BN18 0AS



Date: 19<sup>th</sup> May 2020