



**Trustee's Report  
&  
Accounts for the financial year ending  
31 December 2019**

## THE PORCH PROJECT

Registered Charity No. 1143203

### TRUSTEE'S REPORT

It gives me great pleasure to present the trustees report for the year ending 31st December 2019. It seems to have been a year of consolidation with the team coming together under Mike Grimwood's leadership. We have ended the year with the same executive team and the same trustees as we started.

Our home in 28a, The High Street whilst still needing work to be complete has become a real hub for the young people of Hadleigh, it is in an ideal location and is a genuinely safe space to get to and from. Obviously the most important thing is that the young people feel at home there. Towards the end of the year we got the fantastic news that The Wooden Spoon charity was keen to help sponsor a new kitchen which I am pleased to say is now a reality.

During the year we were kindly donated a minibus which has allowed us to get a wider audience participating in the programmes on offer and make the Porch Project more accessible.

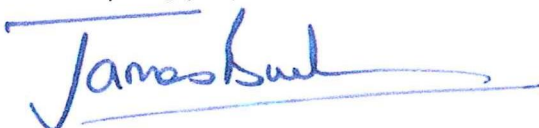
The fundraising team organised an amazing quiz night in the spectacular marquee generously provided by the Cranfield family. I believe the evening raised approaching £6,000 but also served to raise the profile of the Porch Project, a number of our young people helped on the night and helped telling their story.

We launched an amazing initiative to give free access to hygiene and sexual health products to our young people. This was lead by Kayleigh Diss, our senior youth worker but is an initiative that I believe to be incredibly important and a sad reflection that it is so necessary.

The Porch Project has had an amazing year, we have seen both the trustee board and the youth workers continue to grow and meet the ever increasing challenges. Our fundraising strategy has shown some incredible successes and has given a level of sustainability and resilience allowing us to go forward with confidence. We have been able to maintain and enhance the reserve policy set last year. Clearly as our costs escalate along with our desire to achieve more so the task of raising funds will get ever harder.

I wish I had written this report months ago as now in July so much has changed, we seem to be in a different world. I am pleased to say that the Porch Project still goes from strength to strength but unfortunately so do the issues that we are working to alleviate.

A huge amount of thanks goes to all those who have supported us in any way and especially the amazing financial donations that you have all given. There is still a lot to do but we have a team in place to really deliver for the young people of Hadleigh, Great Cornard and surrounding areas.



James K Buckle – Chair of Trustees

**The Porch Project**  
**Charity Registration No. 1143203**

**STATEMENT OF TRUSTEES' RESPONSIBILITIES**

Charity law requires the trustees to prepare financial statements for each financial year which show a true and fair view of the state of affairs of the Charity and its financial activities for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements and
- prepare the financial statements on the going concern basis unless it is appropriate to presume that the Charity will not continue in operational existence

The Trustees are responsible for keeping proper accounting records which 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 1993.

They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Charity's principal; address:** 28a High Street, Hadleigh, Suffolk IP7 5AP

6th July 2020

## **Trustees for 2019**

James K Buckle - Chair

Elizabeth F Reid - Deputy Chair

Judith A Hermite - Treasurer

John E Devaux

Sheena L Lawrence

Rev. Chris Ramsey

Hilary Jacklin

Anthony G Addison – appointed 23<sup>rd</sup> January 2019

## **Officer**

Jessica Janas - Secretary

## **The Porch Project Funding Summary 2019**

**We are incredibly grateful to all the following for their support during the year: -**

### **Grant Making Trusts & Foundations:**

The Fitton Trust  
Various Funds via the Suffolk Community Foundation  
Mrs L.D. Rope Third Charitable Settlement  
Sikri Trust

### **Local Councils:**

Great Cornard Parish Council  
Suffolk County Council - Councillors Peter Beer & Mick Fraser

### **Local Businesses:**

Gotelee Solicitors  
Jim Lawrence  
East of England Coop

### **Local Community Organisations:**

Hadleigh Farmers Agricultural Association  
Family Carers Ltd

### **Other Donations:**

Associates & Friends who provide regular financial support  
Six Acre Productions

**Our thanks also go to Free Rein & WPK Systems for providing website & e-mail facilities and to the PCCs of both St Mary's, Hadleigh & St Andrews, Great Cornard for the use of both churches.**



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

The Porch Project

**On accounts for the year  
ended**

31 December 2019

**Charity no  
(if any)**

1143203

**Set out on pages**

1

I report to the trustees on my examination of the accounts of the above charity for the year ended 31/12/2019

**Responsibilities and  
basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent  
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or

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

**Signed:**

**Date:**

06 July 2020

**Name:**

Mrs Josephine Read

**Relevant professional  
qualification(s) or body  
(if any):**

Ivytree Services, HMRC Agency 1266LT

**Address:**

The Haven, Ivytree Lane, Hadleigh, Suffolk IP7 6LG

**The Porch Project**  
**Balance Sheet**  
**for the year ended 31 December 2019**

	2019	2018
	£	£
<b>Fixed assets</b>		
Plant and Equipment	6,422	5,929
Cost - additions	8,912	782
Disposals	-42	-116
Cumulative Depreciation	<u>-6,936</u>	<u>-4,273</u>
	8,356	2,322
<b>Current assets</b>		
Stock and work in process	-	-
Debtors and prepayments	-	-
Current A/c Restricted	59,670	13,920
Current A/c Un-Restricted	64,429	85,134
Current A/c Cornard	<u>14,076</u>	<u>15,537</u>
	138,175	114,591
<b>Current liabilities</b>		
Trade creditors/accruals	-	-
Other Liabilities HMRC & NEST Pension	<u>-1,843</u>	<u>-1,020</u>
	-1,843	-1,020
<b>Net current Assets</b>	<u>136,332</u>	<u>113,571</u>
<b>Total asset</b>	<u>144,688</u>	<u>115,893</u>
<b>Capital account</b>		
Balance at start of period	115,894	104,636
Profit (-Loss) for the period	28,794	11,258
<b>Total Equity</b>	<u>144,688</u>	<u>115,894</u>

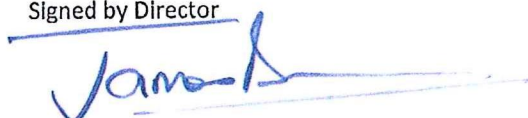
For the year ended 31/12/19 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of the accounts for the year in question in accordance with section 476 of the Companies Act 2006

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime

Signed by Director



James K Buckle

**The Porch Project**  
**Profit and Loss Account**  
**for the year ended 31 December 2019**

	<b>2019</b>	<b>2018</b>
	<b>£</b>	<b>£</b>
<b>Income</b>	<b>127,247</b>	<b>102,392</b>
<b>Expenditure</b>		
Operational Costs	81,702	70,216
Management	1,149	1,187
General Administration	988	1,281
Utility Bills	2,266	1,819
General Expenses	9,470	15,173
Depreciation & Disposals	2,878	1,458
	<b>98,453</b>	<b>91,134</b>
<b>Profit (-Loss) for the period</b>	<b>28,794</b>	<b>11,258</b>



**The Porch Project**  
**Notes to the Accounts**  
**for the year ended 31 December 2019**

**1 Accounting basis**

The accounts have been compiled on a basis that enables profits to be calculated  
In accordance with UK Generally Accepted accounting Practice and that provides sufficient  
and relevant information to enable the completion of a tax return.

**2 Profit and loss account analysis**

	2019 £	2018 £
<b>Income</b>		
Associate	1,930	2,140
Friends of the Porch	1,410	2,576
Donations	11,867	10,124
Grants	78,000	69,490
Fund Raising	8,815	2,625
Gift Aid Recovery	674	1,004
Youth Worker Support	3,000	3,000
Cornard	21,250	11,250
Interest	301	183
	<u>127,247</u>	<u>102,392</u>
<b>Operational Costs</b>		
Admission to Events/Activities	5	55
NEST Pension	1,679	1,011
Premises rental	5,900	8,500
Premises rental - Cornard	1,000	1,000
Salaries	65,717	57,600
Tax & NI to HMRC	2,615	1,873
Licences	171	127
XLP Mentoring	0	50
Business & Water Rates	2,336	0
MInl Bus costs	1,982	0
IT & Fire Alarm Services	297	0
	<u>81,702</u>	<u>70,216</u>
<b>Management</b>		
DBS checks	223	0
Compliance	133	133
Staff Phone	793	1,054
	<u>1,149</u>	<u>1,187</u>
<b>General Administration</b>		
Advertising	778	956
Book-keeper	210	325
	<u>988</u>	<u>1,281</u>
<b>Utility Bills</b>		
Refuse removal	144	168
Heat & Light office	1,660	1,274
Broadband	462	376
	<u>2,266</u>	<u>1,818</u>
<b>General Expenses</b>		
Equipment expensed - Hadleigh & Cornard	374	98
Food & Drink - Hadleigh	448	486
Food & Drink - Cornard	323	510
Girls group (Strive)	210	689
Hygiene & C-card schemes	637	0
Insurance Premium	1,025	1,108
Repairs & Maintenance	134	115
London Trip	2,339	0
Staff & Volunteer Training	254	609
Staff Transport - Hadleigh	1,100	598
Staff Transport - Cornard	1,245	1,446
Stationery/Postage & Computer Software	603	305
Sundries - Hadleigh	213	917
Sundries - Cornard	71	164
Sundries - Office	306	228
Street Reach	0	19
Horizons	188	620
Venture	0	7,262
	<u>9,470</u>	<u>15,174</u>
<b>Depreciation</b>		
Depreciation	2,836	1,342
Disposals	42	116
	<u>2,878</u>	<u>1,458</u>
	<u>£28,794</u>	<u>£11,258</u>

## **Reserves Policy**

In the Trustees' view, the reserves should provide the charity with adequate financial stability and the means for it to meet its charitable objectives for the foreseeable future.

The Trustees propose to maintain the charity's reserves at a level which is equivalent to six months operational expenditure and no less than three months operational expenditure and have done so having regards to its manner of operation of likely funding streams.

The Trustees review the amount of reserves that are required to ensure that they are adequate to fulfil the charity's continuing obligations on a quarterly basis at their scheduled meetings.

At 31st December 2019 the Trustees agreed that a minimum of £40,000 was necessary, this equates to six months operational expenditure.

Schedule of Fixed Assets  
as at 31 December 2019

## Schedule of Fixed Assets

Month No.	Month	Dec 12	Asset	Dep'n Rate			Cost			Depreciation			Disposals			Net Book Value		
				B/fwd	Additions	Disposals	C/fwd	B/fwd	Charge	Disposals	C/fwd	Sale Proceeds	Profit/(Loss)	B/fwd	C/fwd			
Fixed Assets (20% of Cost)																		
			31 December 2013 B Fwd Old system															
			Pioneer STZD10Z Subwoofer Speaker System															
			Apple iPod touch 16GB 5th Generation															
			Pool Table Trolley / 2 X Snooker Cue's															
			Epson S02 SVGA Projector															
			R & S Fabrications Metal Cabinet															
			19/02/2014															
			X Boxes & Games															
			TV & Audio Stand															
			WPK systems - Inmac 21.5															
			Sony PS4 500 GB															
			XBOX 500GB															
			27/01/2016															
			Sony PS4 Console															
			Microsoft XBOX 1															
			27/01/2016															
			Sony GT KX1BT															
			BCE 6ft folding leg pool table-FP6TY															
			08/04/2016															
			Acer Aspire ES 1-531															
			08/04/2016															
			Acer Aspire ES 1-531															
			26/06/2016															
			All seasons gazebo															
			07/07/2016															
			Ullar BBQ															
			10/08/2016															
			Go Pro Hero 4 Session															
			10/08/2016															
			Numark Mixtrack Pro 3 controller															
			02/09/2016															
			IWANTIT BTLLJA14 wireless speaker dock															
			14/09/2016															
			Green Gallant Knight Academy 19 indoor TT Table															
			31/01/2017															
			43inch DLED TV															
			08/02/2017															
			Brother LS14 Metal Chassis Sewing Machine															
			09/10/2017															
			Acer C205 Projector															
			11/10/2017															
			Elite T84UWV1 84in Tripod projection screen															
			11/10/2017															
			Elite T84UWV1 84in Tripod projection screen															
			11/10/2017															
			Kenwood K25MB14 microwave															
			31/01/2018															
			5 Gopak Folding Tables															
			18/03/2018															
			BCE Clifton 6ft Folding Pool Table															
			18/03/2018															
			HP Officejet Pro 8715															
			20/12/2018															
			Henry HVR 160-11 Vacuum Cleaner															
			14/02/2019															
			Perth Ergo Manager Chair															
			26/02/2019															
			Pronto 70F6892															
			01/03/2019															
			Minibus ND07FRV															
			Brother HL-L2350DW Wireless Mono Laser															
			17/07/2019															
			Dell Inspiron desktop 3470 -15002725142															
			08/07/2019															
			Dell Inspiron 14inch lapop-17386509782															
			08/07/2019															
			Dell Inspiron 14inch lapop-19625437910															
			08/07/2019															
			Dell Inspiron 14inch lapop-35104778966															
			25/07/2019															
			Fellows Laptop Risers x 3															
			25/07/2019															
			Fine Elements 32" Slimline Tower Fan x 2															
			28/07/2019															
			Logitech Mk330 wireless mouse & keyboard x 3															
			30/07/2019															
			Samsung Galaxy Tab S5e 10.5"LTE															
			06/09/2019															
			Microsoft 365 online service															
			17/10/2019															
			Bi-Office Noticeboard 1800Wx1200H															
			6 BisleA4 3 Drawer Metal Filing Cabinets															
			15/10/2019															
			Dell Latitude 14 laptop-11658096218															
			03/10/2019															
			JVC TV & wall bracke-8299540 900260															
			28/10/2019															
			Total	6,421.53	8,912.27	(69.54)	15,264.26	4,099.51	2,836.57	(27.82)	6,908.26	(41.72)	2,322.02	8,356.00				