

REGISTERED COMPANY NUMBER: 03388671 (England and Wales)
REGISTERED CHARITY NUMBER: 1064524

Report of the Trustees and
Unaudited Financial Statements
for the Year Ended 31 March 2022
for
Oakleaf Enterprise

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

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for the Year Ended 31 March 2022

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Chair's Statement
for the Year Ended 31 March 2022

Whilst it now seems that the nation is emerging from the grip of the pandemic, the impact it has had on the mental health of our existing and new clients is still very evident. Recognising the effect that COVID has had, and continues to have, on the mental health of society's most vulnerable, the generosity of our supporters throughout the pandemic has enabled Oakleaf to respond to an ever-increasing client base that is presenting with more complex needs. The funding received has allowed Oakleaf's staff base to increase proportionately in size to support the expansion of services and initiatives that Oakleaf can offer to its growing client base and to its local community. I would like to offer my sincere thanks to all donors for their support, the success of Oakleaf is only possible through their generosity.

Oakleaf has continued to expand both its virtual and outreach offerings to ensure that clients can access the services they need both in the format and location that is easiest for them. Recognising the extremely positive impact that counselling has for our clients we have also been able to increase the number of clients who can access this service at any one time. An increase in the number of trained Client Services staff has also ensured that we can continue to offer dedicated and tailored one-to-one support to our clients as their number grows.

I was fortunate recently to meet with some of Oakleaf's clients to hear directly what difference Oakleaf has made to their lives and to listen to suggestions on how we could improve. Two things stood out for me.

- Oakleaf stayed open throughout the pandemic when many other options closed their doors. This gave a valuable lifeline to many of our clients which has been a consistent and vital source of support over the last two years. They recognised the incredible help given to them by members of Oakleaf's staff.
- Whilst the offer of virtual services meant connections could still be maintained between Oakleaf and its clients through extensive lockdown periods, many clients still place a high value on the opportunity to meet and socialise on their terms. This will be brought into consideration as services are improved going forward.

I would like to take this opportunity to pass on to our staff and volunteers, the gratitude and thanks of the Board of Trustees. Nothing would be possible without you.

The past year has also seen the expansion of the Board to gain access to the skills needed for the smooth governance and development of what is now a much larger charity. Three trustees have also left their post following several years of valuable service to the charity, for which I send them my thanks and gratitude.

I look forward to the next financial year as an opportunity to increase the charity's financial stability and improve overall governance, thereby putting Oakleaf's future and ability to grow and support its clients, on an increasingly stable footing.

Lorraine Andrews
Chairman

Chief Executive's Report
for the Year Ended 31 March 2022

Reflecting on the effects of the pandemic, it feels hard not to base my report again upon all the challenges it posed. However, I would prefer to draw attention to my amazing staff team, all of whom have tirelessly supported our ever-expanding client base, who are presenting with a greater complexity of mental health issues than previously experienced.

We have continued to provide a mix of in-person, online and hybrid activities. This has enabled us to continue a high level of engagement, which in turn has provided training, education and support through the very challenging times we have all endured.

Over the financial year we saw a steady upward rise in client figures taking us to new highs. In actual numbers, this totalled an average weekly client base of 460 individuals accessing our services. By the year-end unique client visits had increased by 600 from the previous year, giving a new total of 8,663 visits.

In April 2021 our new employment project, "Pathways to Work" commenced, funded by the National Lottery Community Fund. Its aim is to enable clients not only to access employment but, of equal importance, to sustain employment. This is achieved through one-to-one support, working with individuals to identify a role which truly meets their needs and abilities. To ensure success we also help build confidence and self-esteem and where necessary (or required) offer training to employers. By March 2022 this approach resulted in 70 clients attaining meaningful employment, which is truly remarkable given there were only 15 in the previous year.

Linking to the assistance we can provide for commercial businesses we launched our new "Mental Health Leaders Network". This has and continues to prove to be a very successful and popular initiative, providing support, training, and guidance through a mix of seminars, web discussions and open forums. Many employers of varying size have joined the network and are now happily introducing new businesses, thereby facilitating continued growth.

To build upon an employment theme, diversifying our income stream and developing our overall market awareness, we launched a new social enterprise "Oakleaf at Home" in the third quarter of 2021. This project works with talented artists (our clients), showcasing their designs on beautiful homeware and gifts, which are then sold through various online marketplaces and a variety of retail outlets.

Working in partnership with Catalyst and supported by the University of Surrey, Community Foundation for Surrey and Surrey & Borders NHS Foundation Trust we launched a Young Adults Safe Haven in November 2021 as a one-year pilot project. The development of this initiative was a result of feedback from younger clients attending our long running and well-established Safe Haven. Their input told us they wanted somewhere more aligned with their age profile (i.e. 18-25) which could also engage with their unique age-related needs. This development entailed converting part of our building, recruiting new (and younger) staff, liaising with many potential referrers and marketing the project widely. It produced positive evidence of need and helped many new clients in crisis. Funding has been secured until the end of March 2023, I hope this initiative will continue as a valued component in the local mental health field.

All the above developments, alongside building on previous years' initiatives born out of Covid, have necessitated the recruitment of many new staff. This has seen our numbers swell considerably and is absolutely vital in continuing to support our expanding client base. The demand upon our team of ever more complex needs is considerable and I am extremely grateful and honour the vital work they undertake on daily basis.

Chief Executive's Report
for the Year Ended 31 March 2022

In addition to Covid we seem to have entered what I might term as a "perfect storm" which is having an increasingly negative impact on the nation's mental health. We are now seeing clients who may already have pre-existing conditions but are now also suffering from Climate Anxiety, and/or concerns over the war in Ukraine and its possible spread. Alongside this is the very real and florid cost of living crisis we are all experiencing. For those in receipt of Welfare Benefits a financial crisis is ever present, but this is now becoming an even more tangible issue. Many are already having to consider significant changes to their daily living as they negotiate rising fuel and food costs, forcing them to make very hard choices that will have a negative impact on their wellbeing. Sadly this "negativity" presents in increased numbers of clients expressing suicidal thoughts and therefore needing a greater level of intervention. Thankfully, we are able to offer some support through the breadth of services we offer.

We are very pleased to have been awarded a two-year contract through Surrey County Council and Public Health, titled "Bridge the Gap". This project emerged from the government's Levelling Up agenda and is focused on working with adults who have multiple complex needs. We recruited two new members of staff to manage a small caseload of clients who could present with mental health problems, drug and alcohol issues, homelessness and/or engagement with the criminal justice system. Our new staff will be working across Guildford & Waverley but may also be called upon to work with our other VCSE partners across Surrey.

Through the valuable feedback we receive from our client group and some of the lessons learnt through forced isolation of Covid, we will be looking at how we can increase and support the sense of community, belonging and family our clients derive from attending Oakleaf. We recognise that in the new world of online or hybrid delivery we do not have dedicated space for social contact but recognise its value and will be exploring how we can facilitate this in the future.

Clive Stone
Chief Executive Officer

Report of the Trustees
for the Year Ended 31 March 2022

The Trustees who are also Directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31 March 2022. The Trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The principal objects of the Charity are to support people with mental health problems, physical disabilities and special needs. The main activities undertaken in relation to these objectives are:

- to offer a range of occupational based activities leading to increased confidence and the potential to acquire and sustain employment;
- to provide the opportunity to participate in a supportive work environment with a variety of vocational training applications;
- to devise with each client a personal development program;
- the provision of a wide range of Wellbeing activities which encompass physical and mental health needs; and
- to provide advice and support for those accessing further educational opportunities and/or work placement training. Teaching CV writing, job search skills, personal presentation, interview techniques and the development of employment applications.

The Trustees are satisfied that these activities are carried out for public benefit, having due regard for the guidance given by the Charity Commission.

Objectives and Outcomes

The Charity's primary objective is worded within the context of its mission statement i.e. "We work to foster confidence and reduce social isolation by actively training, engaging and supporting individuals with mental ill-health to empower them to participate as active members of society."

Public benefit

Oakleaf as a charity registered with the Charity Commission, gives due regard to public benefit and considers that the range and volume of activities it provides and reflected in this report meet the requirements of Public Benefit. Such activities and training are accessible and available, especially for those who may be considered as living within poverty or suffering from a disability (specifically poor mental health).

ACHIEVEMENT AND PERFORMANCE

Financial Headlines including overview of Fundraising

With so many rising costs around us, the ongoing after-effects of Covid on our fundraising income and the desire to provide greater level of support for our clients across an ever-growing range of activities, we ended the year with a small deficit. Generally, our costs are well managed and pretty much track our forecasting accurately, the challenge often lies in predicting income. We of course have history to look back upon and whilst this proves to be beneficial in the income generated through our social enterprise activities, the greater challenge lies with predicting fundraising income.

Income for the year fell to £869,999 (2021 - £968,232). We received several one-off, pandemic related emergency grants in the financial year ended 31 March 2021 that boosted our income. Even though those grants were not repeated in 2022 our overall position in comparison to prior years was still positive, with donors still recognising the importance of supporting people with poor mental health.

A full breakdown of costs is provided later in this report but the headline net expenditure figure for the year was £894,221 (2021 - £729,395). This increase is a result of an uplift in staffing levels and activities that have been required to support a client base that has continued to increase during the period. This has resulted in a small deficit for the year of £11,127 (2021 - surplus £239,188).

Report of the Trustees
for the Year Ended 31 March 2022

FINANCIAL REVIEW

Reserves policy

The Charity operates a reserves policy which aims to meet six months of running costs. Any capital requirements are always met through grants and as such would be delayed until ring fenced funds were identified. The fund at the end of the year stood at £446,838 (2021: £457,965).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Oakleaf Enterprise is registered as a company limited by guarantee (Company No. 03388671) and with the Charities Commission (Registration No. 1064524). The Charity has adopted its Memorandum and Articles of Association in accordance with the Companies Act 1985, as its governing document when it was incorporated on 18 June 1997. The most recent Articles of Association were adopted by special resolution on 23 May 2016. In the event of the Charity being wound up, members will be required to contribute a sum not exceeding £1 per member.

Recruitment and appointment of new trustees

All new Trustees are welcomed into the organisation and an induction programme is facilitated where they spend time with each department lead, to gain a greater understanding of how front-line services are delivered. Further insight is provided into all back-office facilities including fundraising and marketing. Training is, by necessity, tailored to individual needs depending on the knowledge gaps and experience of the individual involved.

Directors of the Organisation and Organisational Structure

The Charity is headed up by its Board of Trustees. The Trustees are also members of the charitable company. The maximum number of members of the charitable company is 100.

The Trustees of the Charity are also Directors for the purpose of company law. At each Annual General Meeting one-third of the directors or, if their number is not three or a multiple of three, the number nearest to one-third must retire from office. The Directors to retire by rotation shall be those who have been longest in the office since their last appointment. If any directors became or were appointed Directors on the same date, those to retire shall (unless otherwise agreed among themselves) be determined by lot. Directors during the year under review were:

Lorraine Andrews: Chair & Interim Treasurer from 1 January 2022
James Kindell: Secretary
Aileen Feeney
Philip Bevan
Mark Harrison
Angela Goodwin
Richard Maybury
James Poyser (appointed 17 January 2022; resigned 13 October 2022)
Stephen Michell (appointed 28 March 2022)
Nicola Bartlett (resigned 20 September 2021)
David Wright (resigned 3 August 2021)
Azam Cullasy (resigned 31 December 2021)

The Board seeks to recruit new Trustees to balance various skills required to manage the Charity. All prospective Trustees are recruited through the organisation's Trustee Recruitment Policy. Traditional business skills are required as well as an understanding of mental health and the effects it can have on those trying to live and work in society.

The Board has the power at any time to appoint any person to be a Trustee, either to fill a casual vacancy or an addition to the existing Trustees, but so that the total number of trustees shall not at any time exceed fifteen, being the number fixed in accordance with the Articles of the Charity.

Report of the Trustees
for the Year Ended 31 March 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The Trustees are aware of their responsibilities under SORP 2019 (FRS102). They maintain a risk register for the Charity and regularly review (at least annually) the risks that the Charity faces. The Trustees have put in place a number of policies and procedures for the Charity's activities. These policies and procedures are reviewed at least annually.

At the time of this report, the Trustees perceive the principal risks and uncertainties that the Charity faces are:

- (1) Funding: the Trustees aim to ensure that the Charity has at least six months' worth of financial reserves in order to finance its activities. Management accounts are considered at each Board meeting, in addition they also review a funding report of donations and grants received, applications for grants made and anticipated donations to be received and the likelihood of them being received.
- (2) Guildford site: a significant part of the Charity's activities are conducted from its Guildford site (Walnut Tree Close), although this has been lessened by making some activities online. This site is leased and since 1 October 2021, either the landlord or the Charity can give nine months' notice to terminate the lease. The duration of the lease is until 30 June 2026, although during the year the landlord did put the property on the market, but withdrew it as well. Therefore, there is a significant risk that the Charity might need to seek alternative premises for its activities. With this in mind, the Trustees recruited a Trustee (Stephen Michell) who is a chartered surveyor and has extensive property experience to bring this skill and experience to the Board. The Trustees keep under review the property needs for the Charity and have appointed a property agent to keep a watching brief, on its behalf, of new properties coming onto the market in the Guildford area that might meet the needs of the Charity.
- (3) Key staff: the Charity is dependent on key staff, in particular the CEO. The Trustees have created a schedule listing the principal responsibilities and activities of the CEO and assigning them amongst themselves who will oversee such responsibilities and activities in the event that the CEO becomes unable to perform his duties for a significant period.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03388671 (England and Wales)

Registered Charity number

1064524

Registered office

101 Walnut Tree Close

Guildford

Surrey

GU1 4UQ

**Report of the Trustees
for the Year Ended 31 March 2022**

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Lorraine Andrews: Chair
James Kindell: Secretary
Aileen Feeney
Philip Bevan
Mark Harrison
Angela Goodwin
Richard Maybury
James Poyser (appointed 17.01.22; resigned 13.10.22)
Stephen Michell (appointed 28.03.22)
Anthony Lilleyman: Treasurer (appointed 11.07.22)
Nicola Bartlett (resigned 20.09.21)
David Wright (resigned 03.08.21)
Azam Cullasy (resigned 31.12.21)

CEO

Clive Stone

Company Secretary

James Kindell

Independent Examiner

Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU

Solicitors

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

Bankers

Metro Bank Plc
1 Southampton Row
London
WC1B 5HA

Approved by order of the board of trustees on 24th Nov 2022 and signed on its behalf by:



Lorraine Andrews - Trustee

**Independent Examiner's Report to the Trustees of
Oakleaf Enterprise**

Independent examiner's report to the trustees of Oakleaf Enterprise ('the Company')

I report to the Trustees on my examination of the accounts of the Company for the year ended 31 March 2022.

Responsibilities and basis of report

As the Trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your Charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of The Institute of Chartered Accountants in England and Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

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

A J Bennewith FCA, FCPA, FFA, FFTA, FIPA, DChA. FRSA
Institute of Chartered Accountants in England and Wales
Bennewith 2018 Limited
t/a A J Bennewith & Co
3 Wey Court
Mary Road
Guildford
Surrey
GU1 4QU



Date: 25 November 2022

**Statement of Financial Activities
for the Year Ended 31 March 2022**

	Notes	Unrestricted fund £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	277,985	175,906	453,891	630,298
Charitable activities					
Provision of training and activities	6	133,089	237,545	370,634	307,950
Other trading activities	4	29,858	-	29,858	16,151
Investment income	5	14,639	-	14,639	13,833
Other income		<u>977</u>	<u>-</u>	<u>977</u>	<u>-</u>
Total		<u>456,548</u>	<u>413,451</u>	<u>869,999</u>	<u>968,232</u>
EXPENDITURE ON					
Charitable activities					
Raising funds	7	141,899	-	141,899	89,193
Provision of training and activities		329,638	419,684	749,322	637,802
Other		<u>3,000</u>	<u>-</u>	<u>3,000</u>	<u>2,400</u>
Total		<u>474,537</u>	<u>419,684</u>	<u>894,221</u>	<u>729,395</u>
Net gains on investments		<u>13,095</u>	<u>-</u>	<u>13,095</u>	<u>351</u>
NET INCOME/(EXPENDITURE)		(4,894)	(6,233)	(11,127)	239,188
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>371,274</u>	<u>86,691</u>	<u>457,965</u>	<u>218,777</u>
TOTAL FUNDS CARRIED FORWARD		<u>366,380</u>	<u>80,458</u>	<u>446,838</u>	<u>457,965</u>

The notes form part of these financial statements

Oakleaf Enterprise

Balance Sheet **31 March 2022**

	Notes	Unrestricted fund £	Restricted funds £	31.3.22 Total funds £	31.3.21 Total funds £
FIXED ASSETS					
Tangible assets	13	16,067	-	16,067	13,756
Investments	14	<u>213,447</u>	<u>-</u>	<u>213,447</u>	<u>100,352</u>
		229,514	-	229,514	114,108
CURRENT ASSETS					
Stocks	15	3,189	-	3,189	-
Debtors	16	77,744	-	77,744	39,245
Cash at bank		<u>231,038</u>	<u>80,458</u>	<u>311,496</u>	<u>354,256</u>
		311,971	80,458	392,429	393,501
CREDITORS					
Amounts falling due within one year	17	(175,105)	-	(175,105)	(49,644)
		<u>136,866</u>	<u>80,458</u>	<u>217,324</u>	<u>343,857</u>
NET CURRENT ASSETS					
		366,380	80,458	446,838	457,965
TOTAL ASSETS LESS CURRENT LIABILITIES					
		<u>366,380</u>	<u>80,458</u>	<u>446,838</u>	<u>457,965</u>
NET ASSETS					
		<u>366,380</u>	<u>80,458</u>	<u>446,838</u>	<u>457,965</u>
FUNDS	19				
Unrestricted funds				366,380	371,274
Restricted funds				<u>80,458</u>	<u>86,691</u>
TOTAL FUNDS				<u>446,838</u>	<u>457,965</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2022 in accordance with Section 476 of the Companies Act 2006.

The Trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements

Balance Sheet - continued
31 March 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 24th Nov 2022 and were signed on its behalf by:


Lorraine Andrews - Trustee

**Cash Flow Statement
for the Year Ended 31 March 2022**

	Notes	31.3.22 £	31.3.21 £
Cash flows from operating activities			
Cash generated from operations	1	<u>73,037</u>	<u>260,089</u>
Net cash provided by operating activities		<u>73,037</u>	<u>260,089</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(17,413)	(13,374)
Purchase of fixed asset investments		(100,000)	(100,000)
Sale of tangible fixed assets		1,377	-
Interest received		<u>239</u>	<u>103</u>
Net cash used in investing activities		<u>(115,797)</u>	<u>(113,271)</u>
Change in cash and cash equivalents in the reporting period		(42,760)	146,818
Cash and cash equivalents at the beginning of the reporting period		<u>354,256</u>	<u>207,438</u>
Cash and cash equivalents at the end of the reporting period		<u><u>311,496</u></u>	<u><u>354,256</u></u>

The notes form part of these financial statements

**Notes to the Cash Flow Statement
for the Year Ended 31 March 2022**

1. RECONCILIATION OF NET (EXPENDITURE)/INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.22 £	31.3.21 £
Net (expenditure)/income for the reporting period (as per the Statement of Financial Activities)	(11,127)	239,188
Adjustments for:		
Depreciation charges	14,702	12,546
Gain on investments	(13,095)	(351)
Profit on disposal of fixed assets	(977)	-
Interest received	(239)	(103)
Increase in stocks	(3,189)	-
(Increase)/decrease in debtors	(38,499)	4,961
Increase in creditors	125,461	3,848
Net cash provided by operations	<u>73,037</u>	<u>260,089</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.21 £	Cash flow £	At 31.3.22 £
Net cash			
Cash and cash equivalents	<u>354,256</u>	<u>(42,760)</u>	<u>311,496</u>
Total	<u>354,256</u>	<u>(42,760)</u>	<u>311,496</u>

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 March 2022**

1. COMPANY STATUS

The company is limited by guarantee and has no share capital. The company is incorporated in England and Wales. The company's directors are also its trustees for the purposes of charity law. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Going concern

The accounts have been prepared on a going concern basis. However, the nature of the charity means that forecast future income cannot be determined with any certainty, as the charity is reliant upon applications for grant funding and the trustees are aware that such grant applications are not always successful. The trustees continue to monitor the application process and to seek alternatives, should any applications prove unsuccessful.

Critical accounting judgements and key sources of estimation uncertainty

In the application of the charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities which are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors which are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Income

Donations represent income from general donations. These are accounted for when received or when there is certainty that they will be received.

Grants represent income from government, other statutory bodies and charities. Grants are accounted for on an accruals basis.

Rental income is accounted for on an accruals basis.

Event income is accounted for in the year in which the event is held.

Interest receivable is accounted for on an accruals basis.

Expenditure

All expenditure is accounted for on an accruals basis and is inclusive of irrecoverable VAT. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that settlement will be required and the obligation can be measured reliably.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

2. ACCOUNTING POLICIES - continued

Expenditure

As described in the Report of the Trustees, the Charity's principal activity is the support of people with mental and physical health difficulties, including those with special needs, through the development of skills and work placement training. All costs incurred in the training and development of these skills are allocated between cost of raising funds, direct charitable expenditure and support costs.

Expenditure is classified under the following activity headings:

- Costs of raising funds, comprising the costs relating to donations, grants and their associated support costs.
- Expenditure on charitable activities, comprising the costs of delivering services and other activities undertaken to further the purposes of the charity and their associated support costs.
- Other expenditure, comprising those items not falling into any other heading.

Allocation of support costs

Support costs are those costs which assist the work of the charity but are not directly related to charitable activities. Support costs include general property maintenance, insurance, salaries and administrative expenses. These costs are allocated between costs of raising funds and provision of training and activities on the following basis:

	Basis of allocation:
Property and general maintenance	Square footage
Insurance	Payroll (FTE)
General salaries, recruitment and pension costs	Payroll (FTE)
Administrative costs	Payroll (FTE)

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- Straight line over 3 years
Motor vehicles	- Straight line over 5 years

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

3. DONATIONS AND LEGACIES

	31.3.22	31.3.21
	£	£
Donations	166,789	157,145
Grants	<u>287,102</u>	<u>473,153</u>
	<u>453,891</u>	<u>630,298</u>

Grant income is as follows:

	Unrestricted	Restricted	Total	Total
	£	£	31.3.22	31.3.21
	£	£	£	£
Grants received - donations and legacies (as above)	130,160	156,942	287,102	473,153
Grants received - provision of training and activities (note 6)	<u>20,000</u>	<u>237,545</u>	<u>257,545</u>	<u>137,060</u>
	<u>£150,160</u>	<u>£394,487</u>	<u>£544,647</u>	<u>£610,213</u>

Details of restricted grant income are given in note 19 to these accounts.

Details of unrestricted grant income are as follows:

	31.3.22	31.3.21
	£	£
Four Acre Trust	10,000	25,000
Garfield Weston Foundation	25,000	30,000
The Edward Gostling Foundation	25,000	10,000
Surrey County Council	-	50,000
Guildford Borough Council	20,000	25,000
Job Retention Scheme Grant	-	15,161
Kickstart Grants - Salary	21,910	-
Other < £10,000	<u>48,250</u>	<u>100,780</u>
	<u>£150,160</u>	<u>£255,941</u>

4. OTHER TRADING ACTIVITIES

	31.3.22	31.3.21
	£	£
Miscellaneous income	1,457	768
Training and counsellor supervision fees	<u>28,401</u>	<u>15,383</u>
	<u>29,858</u>	<u>16,151</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

5. INVESTMENT INCOME

	31.3.22	31.3.21
	£	£
Rents received	14,400	13,730
Deposit account interest	<u>239</u>	<u>103</u>
	<u><u>14,639</u></u>	<u><u>13,833</u></u>

6. INCOME FROM CHARITABLE ACTIVITIES

	31.3.22	31.3.21
	£	£
Development and training projects	113,089	170,890
Grants	<u>257,545</u>	<u>137,060</u>
	<u><u>370,634</u></u>	<u><u>307,950</u></u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Raising funds	95,982	45,917	141,899
Provision of training and activities	<u>427,471</u>	<u>321,851</u>	<u>749,322</u>
	<u><u>523,453</u></u>	<u><u>367,768</u></u>	<u><u>891,221</u></u>

8. SUPPORT COSTS

	Management £
Raising funds	45,917
Provision of training and activities	<u>321,851</u>
	<u><u>367,768</u></u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

8. SUPPORT COSTS - continued

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

			31.3.22	31.3.21
	Raising funds	Provision of training and activities	Total activities	Total activities
	£	£	£	£
General salaries, recruitment and pension costs	25,314	128,458	153,772	132,190
Property and general maintenance	5,290	100,506	105,796	99,561
Insurance	1,044	5,297	6,341	5,644
Advertising	-	-	-	74
Administrative costs	<u>14,269</u>	<u>87,590</u>	<u>101,859</u>	<u>53,567</u>
	<u>45,917</u>	<u>321,851</u>	<u>367,768</u>	<u>291,036</u>

In the year ended 31 March 2021, the policy for allocation of support costs was not followed. The total support costs of £291,036 were all allocated to 'Provision of training and activities' and no allocation was made to 'Raising funds'. Had the policy been applied, the allocation would have been as follows:

	£
Raising funds	33,574
Provision of training and activities	<u>257,462</u>
	<u>291,036</u>

The error was not deemed to have a material impact on the accounts, therefore no prior year adjustment has been made.

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22	31.3.21
	£	£
Depreciation - owned assets	14,702	12,546
Surplus on disposal of fixed assets	<u>(977)</u>	<u>-</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

10. TRUSTEES' REMUNERATION AND BENEFITS

The Trustees did not receive any remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

The total remuneration paid to Key Management Personnel, including Employer's National Insurance, was £58,918 (2021: £59,113). Retirement benefits are accruing for one member of Key Management Personnel (2021: one).

Trustees' expenses

The Charity purchased Directors and Officers Insurance for the benefit of the Trustees at a cost of £1,036 (2021: £1,020).

A Trustee was reimbursed £200 for a recruitment advert placed on behalf of the Charity.

11. STAFF COSTS

	2022	2021
	£	£
Salaries	554,769	463,365
Employer's National Insurance	36,013	30,022
Pension	10,390	8,820
Recruitment	10,230	1,564
	<u>£611,402</u>	<u>£503,771</u>

Staff costs are allocated between activities as follows:

	2022	2021
	£	£
Raising funds	89,426	78,627
Provision of training and activities	368,204	292,709
Support costs	153,772	132,435
	<u>£611,402</u>	<u>£503,771</u>

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

	31.3.22	31.3.21
Staff	<u>35</u>	<u>30</u>

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

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	398,500	231,798	630,298
Charitable activities			
Provision of training and activities	116,790	191,160	307,950
Other trading activities	16,151	-	16,151
Investment income	<u>13,833</u>	<u>-</u>	<u>13,833</u>
Total	<u>545,274</u>	<u>422,958</u>	<u>968,232</u>
EXPENDITURE ON			
Charitable activities			
Raising funds	76,264	12,929	89,193
Provision of training and activities	279,856	357,946	637,802
Other	<u>2,400</u>	<u>-</u>	<u>2,400</u>
Total	<u>358,520</u>	<u>370,875</u>	<u>729,395</u>
Net gains on investments	<u>351</u>	<u>-</u>	<u>351</u>
NET INCOME	187,105	52,083	239,188
Transfers between funds	<u>22,933</u>	<u>(22,933)</u>	<u>-</u>
Net movement in funds	210,038	29,150	239,188
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>161,236</u>	<u>57,541</u>	<u>218,777</u>
TOTAL FUNDS CARRIED FORWARD	<u>371,274</u>	<u>86,691</u>	<u>457,965</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

13. TANGIBLE FIXED ASSETS

	Plant and machinery £	Motor vehicles £	Totals £
COST			
At 1 April 2021	114,767	67,270	182,037
Additions	17,413	-	17,413
Disposals	(1,199)	-	(1,199)
At 31 March 2022	<u>130,981</u>	<u>67,270</u>	<u>198,251</u>
DEPRECIATION			
At 1 April 2021	101,011	67,270	168,281
Charge for year	14,702	-	14,702
Eliminated on disposal	(799)	-	(799)
At 31 March 2022	<u>114,914</u>	<u>67,270</u>	<u>182,184</u>
NET BOOK VALUE			
At 31 March 2022	<u>16,067</u>	<u>-</u>	<u>16,067</u>
At 31 March 2021	<u>13,756</u>	<u>-</u>	<u>13,756</u>

14. FIXED ASSET INVESTMENTS

	Shares in group undertakings £	Listed investments £	Totals £
MARKET VALUE			
At 1 April 2021	1	100,351	100,352
Additions	-	100,000	100,000
Revaluations	-	13,095	13,095
At 31 March 2022	<u>1</u>	<u>213,446</u>	<u>213,447</u>
NET BOOK VALUE			
At 31 March 2022	<u>1</u>	<u>213,446</u>	<u>213,447</u>
At 31 March 2021	<u>1</u>	<u>100,351</u>	<u>100,352</u>

There were no investment assets outside the UK. Cost or valuation at 31 March 2022 is represented by:

	Shares in group undertakings £	Listed investments £	Totals £
Valuation in 2022	<u>1</u>	<u>213,446</u>	<u>213,447</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

14. FIXED ASSET INVESTMENTS - continued

If the listed investments had not been revalued they would have been included at the following historical cost:

	31.3.22	31.3.21
	£	£
Cost	<u>200,000</u>	<u>100,000</u>

The listed investments were valued on an open market basis on 31 March 2022 by Charities Ethical Investment Fund.

The company's investments at the balance sheet date in the share capital of companies include the following:

Oakleaf Enterprise Trading Limited

Registered office: 101 Walnut Tree Close, Guildford, Surrey, England, GU1 4UQ

Nature of business: Dormant company

	% holding		31.3.22	31.3.21
			£	£
Class of share:	100			
Ordinary £1				
Aggregate capital and reserves		1	1	1

15. STOCKS

	31.3.22	31.3.21
	£	£
Stocks	<u>3,189</u>	<u>-</u>

16. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade debtors	29,666	8,913
Other debtors	9,205	-
VAT	-	2,086
Prepayments and accrued income	<u>38,873</u>	<u>28,246</u>
	<u>77,744</u>	<u>39,245</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.22	31.3.21
	£	£
Trade creditors	27,672	33,627
Social security and other taxes	8,833	9,613
VAT	2,973	-
Credit balances on trade debtors	1,460	1,803
Amounts owed to subsidiary	1	1
Accruals and deferred income	<u>134,166</u>	<u>4,600</u>
	<u><u>175,105</u></u>	<u><u>49,644</u></u>

18. LEASING AGREEMENTS

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

	31.3.22	31.3.21
	£	£
Within one year	62,345	83,127
Between one and five years	<u>-</u>	<u>20,782</u>
	<u><u>62,345</u></u>	<u><u>103,909</u></u>

The operating lease commitments relate to a lease for the charity's premises. The lease began on 1 September 2018, with a non-cancellable period of 3 years, followed by a 9 month rolling break clause. The operating lease commitments shown above reflect the minimum payments due for the 9 month rolling break clause in the current year.

The rent costs charged to the Statement of Financial Activities in the year ended 31 March 2022 were £83,127 (2021: £75,540).

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	371,274	(4,894)	-	366,380
Restricted funds				
Fund for IT Manager post	16,800	(16,800)	-	-
Community Foundation for Surrey - Burnett				
Music fund	6,527	(4,287)	-	2,240
Other < £10,000 each	47,684	9,086	(1,797)	54,973
Fund for Virtual Support Co-ordinator post	7,097	(8,894)	1,797	-
Fund for Business Manager post	3,333	(3,333)	-	-
Fund for Counselling Co-ordinator post	5,250	(5,250)	-	-
Social Enterprise Support Fund	-	8,113	-	8,113
Community Foundation for Surrey - Surrey				
Heartlands NHS Charities	-	1,225	-	1,225
Fund for IT department costs	-	6,000	-	6,000
Worshipful Company of Information				
Technologists' Charity	-	1,307	-	1,307
Community Foundation for Surrey - Mamie				
Mallon Community Fund	-	3,600	-	3,600
Community Foundation for Surrey - Surrey				
Supported Employment fund	-	3,000	-	3,000
	<u>86,691</u>	<u>(6,233)</u>	<u>-</u>	<u>80,458</u>
TOTAL FUNDS	<u>457,965</u>	<u>(11,127)</u>	<u>-</u>	<u>446,838</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	456,548	(474,537)	13,095	(4,894)
Restricted funds				
Fund for IT Manager post	-	(16,800)	-	(16,800)
Community Foundation for Surrey - Burnett Music fund	-	(4,287)	-	(4,287)
Catalyst - Safe Haven Project	56,500	(56,500)	-	-
Fund for Upholstery Trainer posts	11,467	(11,467)	-	-
Other < £10,000 each	75,358	(66,272)	-	9,086
National Lottery Community Fund	87,606	(87,606)	-	-
Fund for Virtual Support Co-ordinator post	-	(8,894)	-	(8,894)
Fund for Business Manager post	-	(3,333)	-	(3,333)
Fund for Counselling Co-ordinator post	17,333	(22,583)	-	(5,250)
Catalyst - Community Connections project	55,000	(55,000)	-	-
Social Enterprise Support Fund	9,931	(1,818)	-	8,113
Fund for Horticulture costs (Zurich)	20,000	(20,000)	-	-
OAH social enterprise fund	20,007	(20,007)	-	-
YASH set up fund	10,000	(10,000)	-	-
Community Foundation for Surrey - Surrey Heartlands NHS Charities	18,621	(17,396)	-	1,225
Fund for IT department costs	10,000	(4,000)	-	6,000
Worshipful Company of Information Technologists' Charity	3,550	(2,243)	-	1,307
Community Foundation for Surrey - Mamie Mallon Community Fund	3,600	-	-	3,600
H R Taylor Charitable Trust - Everyone Choir	1,000	(1,000)	-	-
Community Foundation for Surrey - Allianz/Dancer	8,978	(8,978)	-	-
Prince of Wales' Charitable Foundation - Horticulture	1,500	(1,500)	-	-
Community Foundation for Surrey - Surrey Supported Employment fund	3,000	-	-	3,000
	<u>413,451</u>	<u>(419,684)</u>	<u>-</u>	<u>(6,233)</u>
TOTAL FUNDS	<u>869,999</u>	<u>(894,221)</u>	<u>13,095</u>	<u>(11,127)</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

19. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	161,236	187,105	22,933	371,274
Restricted funds				
Fund for Fundraising & Partnership post	2,500	(2,500)	-	-
Fund for IT Manager post	16,181	619	-	16,800
Community Foundation for Surrey - Burnett				
Music fund	8,797	(2,270)	-	6,527
Other < £10,000 each	30,063	40,554	(22,933)	47,684
Fund for Virtual Support Co-ordinator post	-	7,097	-	7,097
Fund for Business Manager post	-	3,333	-	3,333
Fund for Counselling Co-ordinator post	-	5,250	-	5,250
	<u>57,541</u>	<u>52,083</u>	<u>(22,933)</u>	<u>86,691</u>
TOTAL FUNDS	<u>218,777</u>	<u>239,188</u>	<u>-</u>	<u>457,965</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	545,274	(358,520)	351	187,105
Restricted funds				
Fund for Fundraising & Partnership post	-	(2,500)	-	(2,500)
Fund for IT Manager post	22,400	(21,781)	-	619
Guildford Borough Council	20,000	(20,000)	-	-
Fund for Horticulture costs	10,000	(10,000)	-	-
Community Foundation for Surrey - Burnett Music fund	-	(2,270)	-	(2,270)
Catalyst - Safe Haven Project	56,500	(56,500)	-	-
The Community Foundation for Surrey - Client Services core costs	25,000	(25,000)	-	-
Other < £10,000 each	124,158	(83,604)	-	40,554
National Lottery Community Fund	26,500	(26,500)	-	-
Fund for Virtual Support Co-ordinator post	15,840	(8,743)	-	7,097
Fund for Business Manager post	20,000	(16,667)	-	3,333
Fund for Counselling Co-ordinator post	10,500	(5,250)	-	5,250
Community Foundation for Surrey - Counselling costs	10,000	(10,000)	-	-
Catalyst - Community Connections project	55,000	(55,000)	-	-
Social Enterprise Support Fund	27,060	(27,060)	-	-
	<u>422,958</u>	<u>(370,875)</u>	<u>-</u>	<u>52,083</u>
TOTAL FUNDS	<u>968,232</u>	<u>(729,395)</u>	<u>351</u>	<u>239,188</u>

- **Notes to the Financial Statements - continued**
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

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

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	161,236	182,211	22,933	366,380
Restricted funds				
Fund for Fundraising & Partnership post	2,500	(2,500)	-	-
Fund for IT Manager post	16,181	(16,181)	-	-
Community Foundation for Surrey - Burnett				
Music fund	8,797	(6,557)	-	2,240
Other < £10,000 each	30,063	49,640	(24,730)	54,973
Fund for Virtual Support Co-ordinator post	-	(1,797)	1,797	-
Social Enterprise Support Fund	-	8,113	-	8,113
Community Foundation for Surrey - Surrey				
Heartlands NHS Charities	-	1,225	-	1,225
Fund for IT department costs	-	6,000	-	6,000
Worshipful Company of Information				
Technologists' Charity	-	1,307	-	1,307
Community Foundation for Surrey - Mamie				
Mallon Community Fund	-	3,600	-	3,600
Community Foundation for Surrey - Surrey				
Supported Employment Fund	-	3,000	-	3,000
	<u>57,541</u>	<u>45,850</u>	<u>(22,933)</u>	<u>80,458</u>
TOTAL FUNDS	<u>218,777</u>	<u>228,061</u>	<u>-</u>	<u>446,838</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,001,822	(833,057)	13,446	182,211
Restricted funds				
Fund for Fundraising & Partnership post	-	(2,500)	-	(2,500)
Fund for IT Manager post	22,400	(38,581)	-	(16,181)
Guildford Borough Council	20,000	(20,000)	-	-
Fund for Horticulture costs	10,000	(10,000)	-	-
Community Foundation for Surrey - Burnett Music fund	-	(6,557)	-	(6,557)
Catalyst - Safe Haven Project	113,000	(113,000)	-	-
Fund for Upholstery Trainer posts	11,467	(11,467)	-	-
The Community Foundation for Surrey - Client Services core costs	25,000	(25,000)	-	-
Other < £10,000 each	199,516	(149,876)	-	49,640
National Lottery Community Fund	114,106	(114,106)	-	-
Fund for Virtual Support Co-ordinator post	15,840	(17,637)	-	(1,797)
Fund for Business Manager post	20,000	(20,000)	-	-
Fund for Counselling Co-ordinator post	27,833	(27,833)	-	-
Community Foundation for Surrey - Counselling costs	10,000	(10,000)	-	-
Catalyst - Community Connections project	110,000	(110,000)	-	-
Social Enterprise Support Fund	36,991	(28,878)	-	8,113
Fund for Horticulture costs (Zurich)	20,000	(20,000)	-	-
OAH social enterprise fund	20,007	(20,007)	-	-
YASH set up fund	10,000	(10,000)	-	-
Community Foundation for Surrey - Surrey Heartlands NHS Charities	18,621	(17,396)	-	1,225
Fund for IT department costs	10,000	(4,000)	-	6,000
Worshipful Company of Information Technologists' Charity	3,550	(2,243)	-	1,307
Community Foundation for Surrey - Mamie Mallon Community Fund	3,600	-	-	3,600
H R Taylor Charitable Trust - Everyone Choir	1,000	(1,000)	-	-
Community Foundation for Surrey - Allianz/Dancer	8,978	(8,978)	-	-
Prince of Wales' Charitable Foundation - Horticulture	1,500	(1,500)	-	-
Community Foundation for Surrey - Surrey Supported Employment fund	3,000	-	-	3,000
	<u>836,409</u>	<u>(790,559)</u>	<u>-</u>	<u>45,850</u>
TOTAL FUNDS	<u>1,838,231</u>	<u>(1,623,616)</u>	<u>13,446</u>	<u>228,061</u>

Notes to the Financial Statements - continued
for the Year Ended 31 March 2022

19. MOVEMENT IN FUNDS - continued

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

Fund for IT Manager Post

Previously referred to as 'Lloyds Bank Foundation for England and Wales'. Providing IT training to clients.

Community Foundation for Surrey - Burnett Music fund

Everyone choir.

Catalyst - Safe Haven Project

Drop-in crisis centre.

Fund for Upholstery Trainer posts

Previously referred to as 'Worshipful Company of Drapers'. Providing upholstery training to clients.

National Lottery Community Fund

Pathways to work project. Helping clients back into employment.

Fund for Virtual Support Co-ordinator post

Previously referred to as 'MIND - Govt support'. Providing online support activities.

Fund for Business Manager post

Previously referred to as 'The Community Foundation for Surrey - Business Manager'. Managing Oakleaf's social enterprises.

Fund for Counselling Co-ordinator post

Previously referred to as 'The Henry Smith Charity'.

Catalyst - Community Connections Project

Mental health and emotional wellbeing activities.

Social Enterprise Support Fund

Previously referred to as 'UnLtd- The Inclusive Recovery Fund grant'. Funding costs of Oakleaf's social enterprises.

Fund for Horticulture costs (Zurich)

Funding Horticulture team costs.

OAH social enterprise fund

Funding Oakleaf at Home social enterprise.

YASH set up fund

Setting up Young Adult Safe Haven. Drop-in crisis centre for 18-25 year-olds.

Community Foundation for Surrey - Surrey Heartlands NHS Charities

Funding for Outreach Leader post.

Fund for IT department costs

Providing IT training to clients.

Worshipful Company of Information Technologists' Charity

Funding for IT equipment, licences and client qualifications.

**Notes to the Financial Statements - continued
for the Year Ended 31 March 2022**

19. MOVEMENT IN FUNDS - continued

Community Foundation for Surrey - Mamie Mallon Community Fund

Funding for BAME support group.

H R Taylor Charitable Trust - Everyone Choir

Funding for Everyone choir.

Community Foundation for Surrey - Allianz/Dancer

Setting up Young Adult Safe Haven. Drop-in crisis centre for 18-25-year-olds.

Prince of Wales' Charitable Foundation - Horticulture

Funding for Horticulture costs.

Community Foundation for Surrey - Surrey Supported Employment fund

Supporting clients back into employment.

Transfers between funds

There was a transfer made between restricted funds, from the fund 'Other < £10,000 each' to 'Fund for Virtual Support Co-ordinator post'. This was to combine two related grants received from the same organisation and for the same use.

20. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2022 other than those concerning Trustees and Key Management Personnel disclosed in note 10 to these accounts.

21. INDEPENDENT EXAMINER'S FEES

	31.3.22	31.3.21
	£	£
Independent Examiner's fees:		
For Independent Examination	1,200	1,200
For accountancy services	1,800	1,200
	<hr/>	<hr/>
	£3,000	£2,400

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	166,789	157,145
Grants	<u>287,102</u>	<u>473,153</u>
	453,891	630,298
Other trading activities		
Miscellaneous income	1,457	768
Training and counsellor supervision fees	<u>28,401</u>	<u>15,383</u>
	29,858	16,151
Investment income		
Rents received	14,400	13,730
Deposit account interest	<u>239</u>	<u>103</u>
	14,639	13,833
Charitable activities		
Development and training projects	113,089	170,890
Grants	<u>257,545</u>	<u>137,060</u>
	370,634	307,950
Other income		
Gain on sale of tangible fixed assets	<u>977</u>	<u>—</u>
Total incoming resources	869,999	968,232
EXPENDITURE		
Charitable activities		
Salaries	457,630	376,644
Direct costs	16,665	17,008
Client activity costs	27,899	19,576
Marketing	6,557	10,185
Depreciation of tangible fixed assets	<u>14,702</u>	<u>12,546</u>
	523,453	435,959
Other		
Independent Examiner's fee	3,000	2,400

This page does not form part of the statutory financial statements

Detailed Statement of Financial Activities
for the Year Ended 31 March 2022

	31.3.22 £	31.3.21 £
Support costs		
Management		
General salaries, recruitment and pension costs	153,772	132,190
Property and general maintenance	105,796	99,561
Insurance	6,341	5,644
Advertising	-	74
Administrative costs	<u>101,859</u>	<u>53,567</u>
	<u>367,768</u>	<u>291,036</u>
 Total resources expended	 <u>894,221</u>	 <u>729,395</u>
 Net (expenditure)/income before gains and losses	 (24,222)	 238,837
 Realised recognised gains and losses		
Realised gains/(losses) on fixed asset investments	<u>13,095</u>	<u>351</u>
 Net (expenditure)/income	 <u>(11,127)</u>	 <u>239,188</u>

