



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2021		31	03	2022

Section A Reference and administration details

Charity name The Gap-Wales

Other names charity is known by

Registered charity number (if any) 1172283

Charity's principal address
 42 Stow Hill
 Newport
Postcode NP20 1JG

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Andrew Cleverly	Chair		
2	Bob Jones	Vice chair		
3	Helen Gordon			
4	Paul Laughlin	Finance		
5	Shain Dibaj			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

--	--	--

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation
Trustee selection methods (eg. appointed by, elected by)	People involved in establishing the work before becoming a charity, supplemented by interested parties with business and charity governance experience

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

--

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

To relieve the needs of those granted refugee status and those seeking asylum and their dependants living in Newport, South Wales and the surrounding area.

To advance the education of the public in general on the subject of human trafficking

To benefit the residents of Baneswell, Newport and the neighbourhood by providing facilities in the interests of social welfare for recreation & leisure time

The charity commenced operation on 1st September 2017, taking over 2 existing projects. The trustees have met quarterly and in their governance of the charity have had regard to the guidance issued by the Charity Commission on public benefits.

The main activities of the charity have been concerned with relieving the needs of those granted refugee status and those seeking asylum (RAS) and their dependants. These activities can be summarised as follows.

- a) Providing advocacy and support for refugee and asylum seekers to access mainstream services
- b) Developing and utilising the skills of refugees and asylum seekers through volunteering
- c) Promoting social inclusion and emotional well-being through social activities
- d) Reducing social exclusion by developing English language skills

The work of education around the issues of human trafficking remains a small aspect of the charity's work and is currently on hold.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The pandemic necessitated an adaptation of our service delivery to asylum seekers and refugees. The need for support with accommodation, employment and accessing medical services increased significantly during this period. The charity employed 2 full time and 3 part time (FTE 3.2) for this period, and provided advocacy support and activities for 5 days a week. Activities were Covid risk assessed as required, subject to reduced numbers and only ran when permitted by Covid restrictions:

- a) Bike repair activity -165 bikes given away and 297 repairs carried out by volunteers. The more bikes that are given away, the number of repairs rise
- b) Gardening allotment activity
- c) Women's sewing activity
- d) ESOL classes in partnership with Adult Learning Wales
- e) Football session in partnership with Newport Live

Advice, advocacy and support for an average of 10.25 RAS each day, accessing accommodation, education and employment, liaising with health services, arranging appointments, accessing ESOL provision, budgeting and understanding the asylum system.

The charity worked closely with a number of local partner agencies, including the Newport offices of the Welsh Refugee Council, Clearsprings Asylum accommodation provider, NHS Health Inclusion Service, Taff Lighthouse accommodation project, Newport Live, Barnardo's, Newport City Council and others.

In addition, in partnership with a local Housing Association, the charity manage a 3 bed flat as short term temporary supported accommodation for newly granted single refugees. Refugees stay here for up to 6 months whilst receiving housing support to prepare them for their move on into their permanent accommodation.

Brief statement of the charity's policy on reserves

The charity aims to keep 10% of it's forecasted spend available as reserves but aspires to increase this amount to 25%

Details of any funds materially in deficit

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The charity's principal source of funds has been through grant aid, with 3 year grants from Tudor Trust, National Lottery and Gwent Police Crime Commissioner, Lloyd's TSB charitable trust, providing mostly staffing costs. In addition, the charity received part time Housing Support Grant funding for this 12 month period from Newport Council through it's Supporting People funding. This ended at the end of the financial year Other smaller grants for resources were accessed to deliver the charity's outcomes. We also receive regular small monthly donations from individuals, and one off gifts from local community groups. We continue to develop a fundraising and income strategy to improve our long term sustainability.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Andrew Paul Cleverly	
Position (eg Secretary, Chair, etc)	Chair	
Date	3/1/23	

THE GAP WALES

Accounts for the year ended 31st March 2022

THE GAP WALES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2022

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

Accounting Convention

The financial statements have been prepared under the historical cost convention. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) and the Charities Act 1993.

Incoming Resources

Income is received by way of grants, donations and gifts and is included in incoming resources.

Resources Expended

Resources expended are included in the Profit and Loss on an accruals basis, inclusive of any Value Added Tax which cannot be recovered.

Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from Income Tax and Capital Gains Tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates

Fund Accounting

- Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the charitable objectives.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- Restricted funds are funds which have been given for particular purposes. The restriction being placed by the donor. The restricted funds are individually identified on the face of the profit and loss account.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE GAP WALES
YEAR ENDED 31ST MARCH 2022**

The report relates to financial statements set out on page 1 & 2

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) Accounts have not been kept in accordance with section 386 of the Companies Act 2006
- (2) The accounts do not accord with such records.
- (3) Where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
- (4) Any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Susan Lewis FCCA
6 Park Road
Newbridge
Newport. NP11 4RF

Date: 19th October 2022

Profit and Loss

The Gap Wales

For the year ended 31 March 2022

	<u>31 March 2022</u>	<u>31 March 2021</u>
INCOME		
Donations	14,660	4,454
Earned Income	7,235	5,091
Fundraising	3,222	3,554
Gift Aid	876	397
Housing Project Income	27,642	3,237
Monthly Supporters	3,072	2,768
Other Revenue	500	0
Grant Funding - Restricted		
- All Churches Trust Ltd	2,400	0
- GAVO	1,450	0
- Housing Justice Cymru	4,905	0
- Lloyds Bank Foundation	0	5,000
- Magic Little Grants	0	500
- Police Crime Commissioner	16,438	7,500
- Children in Need	0	29,360
- Tudor Trust	25,000	34,000
- National Lottery - Bike Project	0	9,500
- NACCOM	0	10,000
- National Lottery	32,732	8,125
- C F in Wales	0	5,000
- Newport City Council	16,097	1,440
	156,229	129,926
TOTAL INCOME	156,229	129,926
EXPENSES		
Advertising & Marketing	291	0
Audit & Accountancy fees	325	325
Bike project	2,714	5,659
Cleaning	4,280	1,593
Covid Response	915	6,804
Creche Costs	0	710
Donations to Participants	1,124	1,247
Employers National Insurance	2,008	1,649
General Expenses	758	262
Housing Expenses	488	3,339
Housing Project Rent	6,872	0
Insurance	1,047	1,058
Interest Paid	7	0
IT Software and Consumables	1,286	395
Legal Expenses	300	0
Light, Power, Heating	1,011	271
Pensions Costs	1,619	1,430
Postage, Freight & Courier	203	131
Printing & Stationery	370	105
Project Expenses	4,200	1,170
Rates	1,020	290
Refreshments	281	24
Rent of Premises	7,200	8,375
Repairs & Maintenance	0	744
Salaries	82,898	79,130
Staff and Volunteer Welfare	234	300
Staff Training	324	90
Subscriptions	965	1,006
Telephone & Internet	743	458
Travel - National	409	73
Volunteer Expenses	1,000	0
Water	637	0
Total Administrative Costs	125,529	116,638
Operating Profit	30,700	13,288
Other Income		
Other Income / Expenses for Participants	743	1,495
Profit for the Year	29,957	11,793

Balance Sheet**The Gap Wales**

As at 31 March 2022

	<u>31 March 2022</u>	<u>31 March 2021</u>
Fixed Assets		
Tangible Assets		
Computer Equipment	3,558	3,558
Furniture & Fittings	849	849
Office Equipment	3,998	3,998
Tools	146	146
Total Tangible Assets	8,552	8,552
	8,552	8,552
Current Assets		
Cash at bank and in hand		
Petty Cash	568	619
The Gap - Wales (Sanctuary)	96,632	71,574
Total Cash at bank and in hand	97,200	72,193
	97,200	72,193
Creditors: amounts falling due within one year		
HMRC - PAYE, NIC & Pension	4,981	4,336
Wages Payable - Payroll	85	5,680
	5,066	10,016
Net Current Assets (Liabilities)	92,134	62,177
Net Assets	100,686	70,729
Capital and Reserves		
Current Year Earnings	29,957	11,793
Retained Earnings	70,729	58,935
Total Capital and Reserves	100,686	70,729

THE GAP WALES

Accounts for the year ended 31st March 2022

THE GAP WALES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31ST MARCH 2022

ACCOUNTING POLICIES

The following accounting policies have been used consistently in dealing with items which are considered material in relation to the financial statements.

Accounting Convention

The financial statements have been prepared under the historical cost convention. In preparing the financial statements the charity follows best practice as laid down in the Statement of Recommended Practice Accounting and Reporting by Charities (revised 2005) and the Charities Act 1993.

Incoming Resources

Income is received by way of grants, donations and gifts and is included in incoming resources.

Resources Expended

Resources expended are included in the Profit and Loss on an accruals basis, inclusive of any Value Added Tax which cannot be recovered.

Taxation

As a registered charity the organisation benefits from rates relief and is generally exempt from Income Tax and Capital Gains Tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates

Fund Accounting

- Unrestricted funds comprise those funds which the Trustees are free to use in accordance with the charitable objectives.
- Designated funds are unrestricted funds earmarked by the trustees for particular purposes.
- Restricted funds are funds which have been given for particular purposes. The restriction being placed by the donor. The restricted funds are individually identified on the face of the profit and loss account.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE GAP WALES
YEAR ENDED 31ST MARCH 2022**

The report relates to financial statements set out on page 1 & 2

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- To state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners.

An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records.

It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view, and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (1) Accounts have not been kept in accordance with section 386 of the Companies Act 2006
- (2) The accounts do not accord with such records.
- (3) Where accounts are prepared on an accruals basis, whether they fail to comply with relevant accounting requirements under section 396 of the Companies Act 2006, or are not consistent with the Charities SORP (FRS 102)
- (4) Any matter which the examiner believes should be drawn to the attention of the reader to gain a proper understanding of the accounts.

Susan Lewis FCCA
6 Park Road
Newbridge
Newport. NP11 4RF

Date: 19th October 2022

Profit and Loss

The Gap Wales

For the year ended 31 March 2022

	<u>31 March 2022</u>	<u>31 March 2021</u>
INCOME		
Donations	14,660	4,454
Earned Income	7,235	5,091
Fundraising	3,222	3,554
Gift Aid	876	397
Housing Project Income	27,642	3,237
Monthly Supporters	3,072	2,768
Other Revenue	500	0
Grant Funding - Restricted		
- All Churches Trust Ltd	2,400	0
- GAVO	1,450	0
- Housing Justice Cymru	4,905	0
- Lloyds Bank Foundation	0	5,000
- Magic Little Grants	0	500
- Police Crime Commissioner	16,438	7,500
- Children in Need	0	29,360
- Tudor Trust	25,000	34,000
- National Lottery - Bike Project	0	9,500
- NACCOM	0	10,000
- National Lottery	32,732	8,125
- C F in Wales	0	5,000
- Newport City Council	16,097	1,440
	156,229	129,926
TOTAL INCOME	156,229	129,926
EXPENSES		
Advertising & Marketing	291	0
Audit & Accountancy fees	325	325
Bike project	2,714	5,659
Cleaning	4,280	1,593
Covid Response	915	6,804
Creche Costs	0	710
Donations to Participants	1,124	1,247
Employers National Insurance	2,008	1,649
General Expenses	758	262
Housing Expenses	488	3,339
Housing Project Rent	6,872	0
Insurance	1,047	1,058
Interest Paid	7	0
IT Software and Consumables	1,286	395
Legal Expenses	300	0
Light, Power, Heating	1,011	271
Pensions Costs	1,619	1,430
Postage, Freight & Courier	203	131
Printing & Stationery	370	105
Project Expenses	4,200	1,170
Rates	1,020	290
Refreshments	281	24
Rent of Premises	7,200	8,375
Repairs & Maintenance	0	744
Salaries	82,898	79,130
Staff and Volunteer Welfare	234	300
Staff Training	324	90
Subscriptions	965	1,006
Telephone & Internet	743	458
Travel - National	409	73
Volunteer Expenses	1,000	0
Water	637	0
Total Administrative Costs	125,529	116,638
Operating Profit	30,700	13,288
Other Income		
Other Income / Expenses for Participants	743	1,495
Profit for the Year	29,957	11,793

Balance Sheet**The Gap Wales**

As at 31 March 2022

	<u>31 March 2022</u>	<u>31 March 2021</u>
Fixed Assets		
Tangible Assets		
Computer Equipment	3,558	3,558
Furniture & Fittings	849	849
Office Equipment	3,998	3,998
Tools	146	146
Total Tangible Assets	8,552	8,552
	8,552	8,552
Current Assets		
Cash at bank and in hand		
Petty Cash	568	619
The Gap - Wales (Sanctuary)	96,632	71,574
Total Cash at bank and in hand	97,200	72,193
	97,200	72,193
Creditors: amounts falling due within one year		
HMRC - PAYE, NIC & Pension	4,981	4,336
Wages Payable - Payroll	85	5,680
	5,066	10,016
Net Current Assets (Liabilities)	92,134	62,177
Net Assets	100,686	70,729
Capital and Reserves		
Current Year Earnings	29,957	11,793
Retained Earnings	70,729	58,935
Total Capital and Reserves	100,686	70,729