



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	01	04	2020		31	03	2021

## Section A Reference and administration details

<b>Charity name</b>	The Gap-Wales
<b>Other names charity is known by</b>	
<b>Registered charity number (if any)</b>	1172283
<b>Charity's principal address</b>	42 Stow Hill
	Newport
	<b>Postcode</b> 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	Juanita Armstead			
6	Shain Dibaj			
7				
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### 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)**

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**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

**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)**

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 has largely remained on hold during the pandemic

**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.

**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 3.1 ) for this period, and provided advocacy support and activities for 5 days a week.

Activities were risk assessed, subject to reduced numbers and only ran when permitted by Covid restrictions:

:

- a) Bike repair activity –200 bikes given away and 180 repaired by volunteers
- 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 8 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 and Red Cross, Clearsprings Asylum accommodation provider, NHS Asylum Nurse, Lighthouse accommodation project, Newport Live, Barnardo's, Newport City Council and others.

In addition, in partnership with a local Housing Association, the charity rented a 3 bed flat in Dec 20 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.

## Section E

## Financial review

**Brief statement of the charity's policy on reserves**

The charity aims to keep 10% of it's forecasted spend available as reserves.

**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, BBC Children In Need, Gwent Police Crime Commissioner, Lloyd's TSB and the Lottery Community fund, providing mostly staffing costs. 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 are developing 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

<b>Signature(s)</b>	<input type="text"/>	
<b>Full name(s)</b>	Andrew Paul Cleverly	
<b>Position (eg Secretary, Chair, etc)</b>	Chair	
<b>Date</b>	04/01/22	

# **THE GAP WALES**

Accounts for the year ended 31st March 2021

# Profit and Loss

The Gap Wales

For the year ended 31 March 2021

	<u>31 Mar 2021</u>	<u>31 Mar 2020</u>
<b>INCOME</b>		
Donations	4,454	3,958
Earned Income	5,091	3,193
Fundraising	3,554	2,373
Gift Aid	397	0
Housing Project Income	3,237	0
Monthly Supporters	2,768	2,322
Other Revenue	0	4,663
<b>Grant Funding - Restricted</b>		
- Little Butterfly foundation	0	5,000
- Lloyds Bank Foundation	5,000	10,000
- Magic Little Grants	500	500
- Police Crime Commissioner	7,500	7,500
- Children in Need	29,360	38,497
- Tudor Trust	34,000	30,000
- National Lottery - Bike Project	9,500	4,300
- NACCOM	10,000	0
- National Lottery	8,125	0
- C F in Wales	5,000	0
- Newport City Council	1,440	0
	<b>129,926</b>	<b>112,306</b>
<b>TOTAL INCOME</b>	<b>129,926</b>	<b>112,306</b>
<b>EXPENSES</b>		
Advertising & Marketing	0	324
Audit & Accountancy fees	325	325
Bike project	5,659	5,843
Cleaning	1,593	781
Covid Response	6,804	0
Creche Costs	710	3,907
Donations to Participants	1,247	1,591
Employers National Insurance	1,649	2,206
General Expenses	562	1,534
Housing Expenses	3,339	0
Insurance	1,058	718
Interest Paid	0	10
IT Software and Consumables	395	727
Light, Power, Heating	271	0
Loan Account	0	504
Pensions Costs	1,430	1,112
Postage, Freight & Courier	131	63
Printing & Stationery	105	466
Project Activity Expenses	877	7,415
Rates	290	0
Refreshments	24	2,168
Rent	8,668	7,243
Repairs & Maintenance	744	39
Salaries	79,130	62,647
Staff Training	90	197
Subscriptions	1,006	578
Telephone & Internet	458	196
Travel - National	73	613
Volunteer Expenses	0	1,238
<b>Total Administrative Costs</b>	<b>116,638</b>	<b>102,446</b>
<b>Operating Profit</b>	<b>13,288</b>	<b>9,860</b>
<b>Other Income</b>		
Other Income / Expenses for Participants	1,495	(585)
<b>Profit for the Year</b>	<b>11,793</b>	<b>10,445</b>

# Balance Sheet

The Gap Wales

As at 31 March 2021

	<u>31 Mar 2021</u>	<u>31 Mar 2020</u>
<b><u>Fixed Assets</u></b>		
<b><u>Tangible Assets</u></b>		
Computer Equipment	3,558	2,009
Furniture & Fittings	849	76
Office Equipment	3,998	561
Tools	146	146
<b>Total Tangible Assets</b>	<b>8,552</b>	<b>2,792</b>
	<b>8,552</b>	<b>2,792</b>
<b><u>Current Assets</u></b>		
<b><u>Cash at bank and in hand</u></b>		
Petty Cash	619	212
The Gap - Wales (Sanctuary)	71,574	59,591
<b>Total Cash at bank and in hand</b>	<b>72,193</b>	<b>59,803</b>
	<b>72,193</b>	<b>59,803</b>
<b><u>Creditors: amounts falling due within one year</u></b>		
HMRC - PAYE, NIC & Pension	4,336	3,660
Wages Payable - Payroll	5,680	0
	<b>10,016</b>	<b>3,660</b>
<b>Net Current Assets (Liabilities)</b>	<b>62,177</b>	<b>56,144</b>
<b>Net Assets</b>	<b>70,729</b>	<b>58,935</b>
<b><u>Capital and Reserves</u></b>		
Current Year Earnings	11,793	10,445
Retained Earnings	58,935	48,491
<b>Total Capital and Reserves</b>	<b>70,729</b>	<b>58,935</b>



# THE GAP WALES

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31ST MARCH 2021

#### 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 2021**

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: 28th October 2021

# **THE GAP WALES**

Accounts for the year ended 31st March 2021

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