

**PROMISE WORKS LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**FINANCIAL STATEMENTS**  
**30 NOVEMBER 2016**

Charity Number 1145692

CHARITY COMMISSION  
FIRST CONTACT

17 JUL 2017

ACCOUNTS  
RECEIVED

**PROMISE WORKS LIMITED  
COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 30 NOVEMBER 2016**

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# **PROMISE WORKS LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 30 NOVEMBER 2016**

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The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the company for the year ended 30 November 2016.

### **REFERENCE AND ADMINISTRATIVE DETAILS**

<b>Registered charity name</b>	Promise Works Limited
<b>Charity registration number</b>	1145692
<b>Company registration number</b>	07665606
<b>Registered office</b>	Tilham Farm Baltonsborough Glastonbury BA6 8QA

### **The trustees**

The trustees who served the company during the period were as follows:

K Robinson (Resigned March 2017)  
R M Davey (Resigned January 2017)  
P T Knight (Resigned January 2017)  
L H Barnett  
C E Mather (Resigned March 2017)  
A W Shepherd  
R H H Peto (Appointed August 2016)  
D A Millington (Appointed August 2016)  
K A O'Donnell (Appointed August 2016)

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Promise Works Limited (PROMISEworks) is a charitable company (company number 07665606; charity registration number 1145692) governed by Articles of Association for a Charitable Company dated 1 November 2011.

### **OBJECTIVES AND ACTIVITIES**

The objects of the charity are:-

(1) to help vulnerable children, young people and families in Somerset and nationally by providing practical and emotional support and (2) the advancement of education by the provision of training, educational programmes and information to a range of voluntary, public and professional individuals, groups and organisations for the public benefit.

# **PROMISE WORKS LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT *(continued)***

### **YEAR ENDED 30 NOVEMBER 2016**

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#### **PUBLIC BENEFIT**

The charity funds services and support to the most vulnerable and at risk children and young people in Somerset, including those who are in the care of the local authority or who are classed as in need as defined in the Children Act 1989. The charity does not fund services and support which are within the statutory duty of the local authority.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities.

#### **ACHIEVEMENTS AND PERFORMANCE**

PROMISEworks' priority has been to ensure continuing adequate funding of existing mentoring relationships and thereby protect and improve the long term life chances of our young beneficiaries.

During the 2015/16 financial year, Promise Mentoring & Advocacy (PMA) announced that from April 2017 it would re-focus so that it only provides advocacy services and independent visitors for young people, rather than mentors. In recognition of this, PMA was rebranded as 'Route1'.

In response to the change of Route1's focus, PROMISEworks' Trustees agreed that from April 2017, the charity would start to provide direct mentoring support for some of the young people who will no longer be eligible for support from Route/1. A development team was set up, focusing on fundraising (to build the necessary financial reserves to make long-term support commitments to young people) and establishing the operational framework necessary to run a direct mentoring service. This has involved developing the necessary new policies and protocols; specifying the resources, staffing and infrastructure required; and recruiting new trustees with specific skills to transform PROMISEworks from a fundraising charity to an operational service provider.

PROMISEworks continued to provide specific financial support for young people being mentored by PMA/Route/1 who suffer from Mental Health issues. Whilst the need for support was still great, the financial demand was reduced because many mentors did not claim expenses and bore some of these costs themselves.

As previously reported, a change in PMA's strategic direction meant that grants received in 2014/15 from Lloyds Bank Trust, Santander Foundation and from The Cyril & Eve Jumbo Charitable Trust had to be returned to grantors as they could not be used for the purposes for which they were granted.

The trustees thank the volunteers who have helped the charity during the year and those who have contributed encouragement and financial support, especially PMA/Route/1 staff and volunteers, The Cyril & Eve Jumbo Charitable Trust, Somerset Community Foundation, Donna Pyatt and her sponsors plus many other individual and community donors and fundraisers.

The charity currently has no employees.

# **PROMISE WORKS LIMITED COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 30 NOVEMBER 2016**

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### **FINANCIAL REVIEW**

#### **Financial Controls**

The charity has the customary internal controls on receipts and payments. All payments have to be authorised by trustees. Online banking payments require input and authorisation and cheques require signature by two authorised signatories. Expenses may be reimbursed to trustees where costs are incurred in their role as trustee in the normal course of charity business.

#### **Reserves Policy**

The charity aims to maintain free reserves which are available for its general purposes, i.e. funds which are not restricted, designated or otherwise committed, at a level which is reasonably likely to sustain its activities over an appropriate period.

#### **Designated Funds**

The trustees may earmark unrestricted funds for specific charitable purposes in accordance with the charity's objectives. Trustees retained a designated Hardship Fund for the benefit of children and young people living in poverty and to help fund their immediate short term needs for food, shelter, clothing, heat, light & power and other basic and essential needs.

#### **Risk Assessment**

The trustees regularly review the risks to which the charity is exposed and minimise these risks through implementation of such controls and procedures as they deem appropriate to the probability and severity of risk. The charity has a safeguarding policy.

### **INDEPENDENT EXAMINER**

Nigel Harris has been re-appointed as independent examiner for the ensuing year.

### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Registered office:  
Tilham Farm  
Baltonsborough  
Glastonbury  
BA6 8QA

Signed on behalf of the trustees



A W Shepherd  
Trustee

22nd June 2017  
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# **PROMISE WORKS LIMITED COMPANY LIMITED BY GUARANTEE**

## **INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF PROMISE WORKS LIMITED**

**YEAR ENDED 30 NOVEMBER 2016**

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I report on the accounts of the company for the year ended 30 November 2016 which are set out on pages 6 to 12.

### **RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER**

The trustees (who are also the directors of Promise Works Limited for the purposes of company law) are responsible for the preparation of the accounts.

The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 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 Commission. An examination includes a review of the accounting records kept by the company 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.

**PROMISE WORKS LIMITED  
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF PROMISE WORKS  
LIMITED (continued)**

**YEAR ENDED 30 NOVEMBER 2016**

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**INDEPENDENT EXAMINER'S STATEMENT**

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Nigel Harris BA(Hons) CTA ATT MloEE  
Independent examiner

Cooper House  
Lower Charlton Estate  
Shepton Mallet  
Somerset BA4 5QE

...22/6/17...

**PROMISE WORKS LIMITED**  
**COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)**

**YEAR ENDED 30 NOVEMBER 2016**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>INCOME FROM:</b>					
Donations and legacies	4	3,507	3,179	6,686	33,048
Other trading activities	5	4,474	–	4,474	4,088
Investments	6	49	–	49	32
<b>TOTAL INCOME</b>		<b>8,030</b>	<b>3,179</b>	<b>11,209</b>	<b>37,168</b>
<b>EXPENDITURE ON:</b>					
Raising funds	7	(236)	–	(236)	(236)
Charitable activities	8/9	(971)	(4,853)	(5,824)	(31,560)
<b>TOTAL EXPENDITURE</b>		<b>(1,207)</b>	<b>(4,853)</b>	<b>(6,060)</b>	<b>(31,796)</b>
<b>NET MOVEMENT IN FUNDS</b>		<b>6,823</b>	<b>(1,674)</b>	<b>5,149</b>	<b>5,372</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		14,513	4,950	19,463	14,091
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>21,336</b>	<b>3,276</b>	<b>24,612</b>	<b>19,463</b>

The Statement of Financial Activities includes all gains and losses in the year and therefore statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 9 to 12 form part of these financial statements.



**PROMISE WORKS LIMITED**  
**COMPANY LIMITED BY GUARANTEE**

**BALANCE SHEET**

**30 NOVEMBER 2016**

	Note	2016 £	2015 £
<b>CURRENT ASSETS</b>			
Cash at bank		25,361	40,705
<b>LIABILITIES</b>			
Creditors falling due within one year	11	<u>(749)</u>	<u>(21,242)</u>
<b>NET CURRENT ASSETS</b>		<b>24,612</b>	19,463
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<b>24,612</b>	19,463
<b>NET ASSETS</b>		<b>24,612</b>	19,463
<b>THE FUNDS OF THE CHARITY:</b>			
Restricted income funds	12	3,276	4,950
Unrestricted income funds	13	<u>21,336</u>	<u>14,513</u>
<b>TOTAL CHARITY FUNDS</b>		<b>24,612</b>	19,463

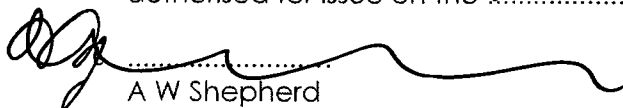
For the year ended 30 November 2016 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The trustees acknowledge their responsibilities 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.

These financial statements were approved by the members of the committee and authorised for issue on the ~~22 June 2017~~ and are signed on their behalf by:

  
A W Shepherd

Company Registration Number: 07665606

**The notes on pages 9 to 12 form part of these financial statements.**

**PROMISE WORKS LIMITED**  
**COMPANY LIMITED BY GUARANTEE**

**CASH FLOW STATEMENT**

**YEAR ENDED 30 NOVEMBER 2016**

	2016 £	2015 £
<b>NET CASH (OUTFLOW)/INFLOW FROM OPERATING ACTIVITIES</b>		
Net incoming resources before transfers	5,149	5,372
Interest receivable	(49)	(32)
(Decrease)/Increase in creditors	(20,493)	20,582
Net cash (outflow)/inflow from operating activities	(15,393)	25,922
<b>RETURNS ON INVESTMENTS AND SERVICING OF FINANCE</b>		
Interest received	49	32
Net cash inflow from returns on investments and servicing of finance	49	32
<b>(DECREASE)/INCREASE IN CASH</b>	(15,344)	25,954
<b>RECONCILIATION OF NET CASH FLOW MOVEMENT TO MOVEMENT IN NET FUNDS</b>		
	2016 £	2015 £
(Decrease)/Increase in cash in the period	(15,344)	25,954
Change in net funds	(15,344)	25,954
Net funds at 1 December 2015	40,705	14,751
Net funds at 30 November 2016	25,361	40,705
<b>ANALYSIS OF CHANGES IN NET FUNDS</b>		
	1 Dec 15 £	30 Nov 16 £
Cash at bank	40,705	25,361

The notes on pages 9 to 12 form part of these financial statements.

# PROMISE WORKS LIMITED COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 30 NOVEMBER 2016

### 1. GENERAL INFORMATION

The charity is a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Woodford House, Woodford Lane, Wells, Somerset, BA5 1QQ.

### 2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Charities Act 2011.

### 3. ACCOUNTING POLICIES

#### Basis of preparation

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

#### Going concern

There are no material uncertainties about the charity's ability to continue.

#### Fixed assets

All fixed assets are initially recorded at cost.

### 4. INCOME FROM DONATIONS AND LEGACIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Donations</b>				
Donations	3,020	–	3,020	11,335
<b>Grants receivable</b>				
The Cyril and Eve Jumbo Charitable Trust	–	–	–	5,000
Somerset Community Foundation	–	–	–	7,300
Somerset County Council	–	3,179	3,179	9,000
<b>Other income</b>				
Unity lottery	487	–	487	413
	<u>3,507</u>	<u>3,179</u>	<u>6,686</u>	<u>33,048</u>

**PROMISE WORKS LIMITED**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30 NOVEMBER 2016**

**5. INCOME FROM OTHER TRADING ACTIVITIES**

	Unrestricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£
Fundraising activities	<u>4,474</u>	<u>4,474</u>	<u>4,088</u>

**6. INCOME FROM INVESTMENTS**

	Unrestricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£
Bank interest receivable	<u>49</u>	<u>49</u>	32

**7. EXPENDITURE ON RAISING FUNDS**

	Unrestricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£
Donations	216	216	216
Unity Lottery costs	<u>20</u>	<u>20</u>	<u>20</u>
	<u>236</u>	<u>236</u>	<u>236</u>

**8. EXPENDITURE ON CHARITABLE ACTIVITIES**

	Unrestricted Funds	Restricted Funds	Total Funds 2016	Total Funds 2015
	£	£	£	£
Assisting vulnerable young people	187	4,853	5,040	30,720
Support costs	53	—	53	140
Governance costs	<u>731</u>	<u>—</u>	<u>731</u>	<u>700</u>
	<u>971</u>	<u>4,853</u>	<u>5,824</u>	<u>31,560</u>

**9. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE**

	Activities undertaken directly	Support costs	Govern- ance costs	Total Funds 2016	Total Funds 2015
	£	£	£	£	£
Assisting vulnerable young people	<u>5,040</u>	<u>53</u>	<u>731</u>	<u>5,824</u>	<u>31,560</u>

**PROMISE WORKS LIMITED**  
**COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 30 NOVEMBER 2016**

**10. STAFF COSTS AND EMOLUMENTS PARTICULARS OF EMPLOYEES**

No salaries or wages have been paid to employees, including the members of the committee, during the year.

**11. LIABILITIES: Creditors falling due within one year**

	2016 £	2015 £
Other creditors	-	20,550
Accruals	<u>749</u>	<u>692</u>
	<b>749</b>	<b>21,242</b>

Included in other creditors in the accounts to 30 November 2015 were grant funds from Lloyds Bank Trust, Santander and The Cyril & Eve Jumbo Trust refunded to the grantors in 2015/16. Changes in PMA's strategic direction meant that PROMISEworks was unable to apply the funds to the restricted purposes for which they were granted.

**12. RESTRICTED INCOME FUNDS**

	Balance at 1 Dec 2015 £	Incoming resources £	Outgoing resources £	Balance at 30 Nov 2016 £
Mental Health Fund	<u>4,950</u>	<u>3,179</u>	<u>(4,853)</u>	<u>3,276</u>

The Mental Health Fund comprises donations from the Cyril & Eve Jumbo Charitable Trust and Somerset Community Foundation and supports young people in Somerset with mental health problems. (N.B. C&E Jumbo gave £5k and SCF £2.5k in 2014/15)

**13. UNRESTRICTED INCOME FUNDS**

	Balance at 1 Dec 2015 £	Incoming resources £	Outgoing resources £	Balance at 30 Nov 2016 £
Designated Fund -				
Hardship fund	609	-	-	609
General Funds	<u>13,904</u>	<u>8,030</u>	<u>(1,207)</u>	<u>20,727</u>
	<b>14,513</b>	<b>8,030</b>	<b>(1,207)</b>	<b>21,336</b>

The Hardship fund is money designated by the Trustees for the benefit of children and young people living in poverty and to help fund their immediate short term needs for food, shelter, clothing, heat, light & power and other basic and essential needs.

# PROMISE WORKS LIMITED COMPANY LIMITED BY GUARANTEE

## MANAGEMENT INFORMATION

YEAR ENDED 30 NOVEMBER 2016

### 14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Net current assets £	Total £
<b>Restricted Income Funds:</b>		
Mental Health Funding	3,276	3,276
<b>Unrestricted Income Funds:</b>		
Designated Funds	609	609
General Funds	20,727	20,727
	<u>21,336</u>	<u>21,336</u>
<b>Total Funds</b>	<b>24,612</b>	<b>24,612</b>

### 15. RELATED PARTY TRANSACTIONS

In the year £nil (2015 - £52) was re-imbursed to the Trustees to cover expenses incurred.

There were no other transactions with the Trustees or related parties during the period.

### 16. COMPANY LIMITED BY GUARANTEE

The Charity is a company limited by guarantee and has no share capital. The liability of each member in the event of winding-up is limited to £10.

### 17. FUND ANALYSIS COMPARATIVE FIGURES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £
<b>INCOME FROM:</b>			
Donations and legacies	11,748	21,300	33,048
Other trading activities	4,088	–	4,088
Investments	32	–	32
<b>TOTAL INCOME</b>	<u>15,868</u>	<u>3,179</u>	<u>37,168</u>
<b>EXPENDITURE ON:</b>			
Raising funds	(236)	–	(236)
Charitable activities	(4,096)	(19,300)	(31,560)
<b>TOTAL EXPENDITURE</b>	<u>(12,496)</u>	<u>(1,728)</u>	<u>(31,796)</u>
<b>NET MOVEMENT IN FUNDS</b>	<b>3,372</b>	<b>1,451</b>	<b>5,372</b>