

REGISTERED COMPANY NUMBER: 03325809 (England and Wales)
REGISTERED CHARITY NUMBER: 1061545

**REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR
ENDED 31ST MARCH 2019
FOR**

**LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

Ellis Atkins, Chartered Accountants
1 Paper Mews
330 High Street
Dorking
Surrey
RH4 2TU

LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)

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FOR THE YEAR ENDED 31ST MARCH 2019

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**LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2019**

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 31st March 2019. 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 2015).

OBJECTIVES AND ACTIVITIES

Objects of the charity

The provision of training and other facilities to help young people and teenagers from the county of Surrey develop their physical and mental capacities, so that they may grow to realise their full potential.

Activities of the charity

The charity supports projects that aim to:-

- a) identify young people in Surrey, mainly in the 13 to 18 years of age range, whose relationships have broken down and whose experiences have left them with feelings of despair and alienation and no sense of purpose and fulfilment,
- b) enable these young people to meet hitherto unmet challenges in their lives by working alongside them and offering encouragement, trust and support and
- c) encourage and build on young people's strengths and abilities and enable them to realise their full potential as members of the community.

Public benefit

The trustees confirm that they have referred to the guidance contained in the Charity Commissioner's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities.

The trustees are satisfied that the charity continues to meet the required public benefit test through its objectives and activities.

**LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2019**

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Achievements and performance in 2018-19

We have just completed the third year of our contract with Surrey and Borders NHS Trust to deliver 1:1 support to children and young people referred to the Surrey Mindsight CAMHS service. 2018/19 has seen significant service expansion. We have recruited and trained four new practitioners and opened a new delivery venue in central Guildford to provide a more convenient location for families from the west of the county. Consequently, our waiting lists and waiting times have reduced significantly. We are now very pleased to report that children and young people are now waiting around just eight weeks for a service. We are currently delivering around 85 1:1 sessions every week. Our current target was to provide 2646 sessions in 2018/19 and we completed the year ahead of forecast.

This year we began to offer group sessions (Understanding Autism) to parents whose children show signs of ASD ie pre diagnosis. The course lasts four weeks in total and aims to empower parents who have concerns about their child. It helps parents to gain a clearer understanding of ASD, their child's strengths and difficulties and to explore some positive parenting strategies. This has been very successful and we are now planning to offer on a regular basis throughout 2019/20.

Client satisfaction reports continue to be most encouraging. On a satisfaction scale with 5 as the highest level of satisfaction 88% of participants ranked us as 4 or higher and 98% of all those asked said they would recommend Learning Space to others.

This contract will run an additional two years until March 2021.

This year our I21SPACE mentoring project commissioned by Surrey County Council has supported 102 young people across Reigate and Banstead and Tandridge. Our programme works with children, young people and families to draw on strengths, set goals and support opportunities. We have excellent relationships with all secondary schools across the boroughs and our outreach offer enables children and young people who are unable to access mainstream, specialist services and social opportunities to build a safe and trusting relationship with their mentor over time.

Outcomes have been positive and include improved access to school and learning, better relationships with adults and peers, young people better able to manage feelings and emotions, improved levels of personal resilience and self-confidence.

This contract is due to end December 2019.

In addition to these two contracts we have continued to deliver a weekly support service to ten schools - mixture of primary and secondary.

FINANCIAL REVIEW

Financial Review for 2018-19

The results for the year show that the Charity made a surplus for the year of £50,353 which is an increase on last year's surplus of £41,882.

The reserves of the Charity also increased from £138,738 as at 31st March 2018 to £189,091 as at 31st March 2019.

The results for the year reflect the additional counselling services carried out by Learning Space through its contract with Surrey & Borders NHS Trust.

Reserves policy

The charity has established that reserves should be held which amount to four months operational costs.

As at 31st March 2019, the charity can confirm that this objective has been met.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity's governing document is its Memorandum and Articles of Association dated 17th February 1997 and as amended on 29th November 2000 and 25th May 2005.

Organisational structure

Learning Space is governed by its Board of Trustees, which meets three times each year. It delegates day to day authority to the Management Committee.

One of the Learning Space practitioners also attends the Management Committee meeting to represent the organisation's employees.

**LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2019**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Trustee selection method

Trustees are selected from interested local persons representing community professions, for example the police, clergy, medical professionals and counselling services.

Risk management

The role of the Trustees

- To ensure that appropriate risk management is embedded throughout the charity
- To communicate the charity's approach to risk and set standards of conduct expected of staff
- To ensure risk management is included in the development of business plans, budgets and when considering strategic decisions
- To approve major decisions affecting the charity's risk profile or exposure
- To satisfy itself that everyday risks are being actively managed and controlled

The role of the LS Manager

- To ensure that risk management policy is implemented throughout the organisation
- To anticipate and consider emerging risks and to keep under review the assessed level of likelihood and impact of existing key risks
- Provide regular and timely information to the trustees on the status of risks and their mitigation
- To implement adequate corrective action in responding to significant risks

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

03325809 (England and Wales)

Registered Charity number

1061545

Registered office

Dean House Farm
Church Road
Newdigate
Dorking
Surrey
RH5 5DL

Trustees

Rev J Nelson Porter	Chairman	
Gill North		- resigned 14.3.19
Canon David Eaton		
Susan Light		
Claire Parry		
Jayne Mockler		- appointed 24.4.18
Alison Hopkins		- appointed 3.9.18

Company Secretary

Rev J Nelson Porter

Independent examiner

R Parish
ACA
Ellis Atkins, Chartered Accountants
1 Paper Mews
330 High Street
Dorking
Surrey
RH4 2TU

**LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2019**

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers


Santander
301 St Vincent Street
Glasgow
G2 5HN

MEMBERS' GUARANTEE

The members of the Charity have each undertaken to contribute a maximum of £10 to the assets of the Charity in the event of the same being wound up while he or she is a member or within twelve months of their ceasing to be a member.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 15th November 2019 and signed on its behalf by:


.....
Rev J Nelson Porter Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

Independent examiner's report to the trustees of Learning Space (a company limited by guarantee) ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31st March 2019.

Responsibilities and basis of report

As the charity's 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 your 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 ACA 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



R Parish
ACA
Ellis Atkins, Chartered Accountants
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Date: 18th November 2019

**LEARNING SPACE
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**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31ST MARCH 2019**

	Notes	Unrestricted fund £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	180	-	180	-
Charitable activities	4				
Counselling services		324,447	-	324,447	269,331
Investment income	3	279	-	279	119
Total		324,906	-	324,906	269,450
 EXPENDITURE ON					
Charitable activities	5				
Counselling costs		274,553	-	274,553	227,568
NET INCOME		50,353	-	50,353	41,882
 RECONCILIATION OF FUNDS					
Total funds brought forward		106,827	31,911	138,738	96,856
 TOTAL FUNDS CARRIED FORWARD		157,180	31,911	189,091	138,738

The notes form part of these financial statements

**LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET
AT 31ST MARCH 2019**

	Notes	Unrestricted fund £	Restricted funds £	31/3/19 Total funds £	31/3/18 Total funds £
FIXED ASSETS					
Tangible assets	11	1,948	-	1,948	925
CURRENT ASSETS					
Debtors	12	24,049	-	24,049	10,673
Cash at bank and in hand		181,567	31,911	213,478	177,385
		<u>205,616</u>	<u>31,911</u>	<u>237,527</u>	<u>188,058</u>
CREDITORS					
Amounts falling due within one year	13	(50,384)	-	(50,384)	(50,245)
NET CURRENT ASSETS		<u>155,232</u>	<u>31,911</u>	<u>187,143</u>	<u>137,813</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>157,180</u>	<u>31,911</u>	<u>189,091</u>	<u>138,738</u>
NET ASSETS		<u>157,180</u>	<u>31,911</u>	<u>189,091</u>	<u>138,738</u>
FUNDS	14				
Unrestricted funds				157,180	106,827
Restricted funds				<u>31,911</u>	<u>31,911</u>
TOTAL FUNDS				<u>189,091</u>	<u>138,738</u>

The notes form part of these financial statements

**LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

**BALANCE SHEET - CONTINUED
AT 31ST MARCH 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2019.

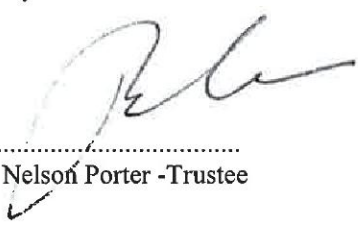
The members have not required the company to obtain an audit of its financial statements for the year ended 31st March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) 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.

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 on ~~15th November 2019~~ and were signed on its behalf by:


.....
Rev J Nelson Porter -Trustee


.....
Canon David Eaton -Trustee

**LEARNING SPACE
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2019**

1. 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 2015)', 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.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

The following specific policies are applied to particular categories of income:-

1. Donations and similar incoming resources are only included in the SOFA when the charity has unconditional entitlement to the resources.
2. Investment income is included in the accounts when receivable.
3. Where incoming resources have related expenditure the incoming resources and related expenditure are reported gross in the SOFA.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

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

Computer equipment	- 25% on reducing balance
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Taxation

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

Fund accounting

The unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for other purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

Charitable company

The charitable company, Learning Space, (charity number 1061545, company number 03325809), is a company limited by guarantee and has no share capital.

2. DONATIONS AND LEGACIES

	31/3/19	31/3/18
	£	£
Donations	180	-

**LEARNING SPACE
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

3. INVESTMENT INCOME

	31/3/19	31/3/18
	£	£
Deposit account interest	<u>279</u>	<u>119</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	31/3/19	31/3/18
	£	£
School Service Agreements	69,354	66,358
LPF & CAMHS fees	254,718	202,598
Training fees	375	375
	<u>324,447</u>	<u>269,331</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 6)	Totals
	£	£	£
Counselling costs	<u>255,352</u>	<u>19,201</u>	<u>274,553</u>

6. SUPPORT COSTS

	Management	Governance costs	Totals
	£	£	£
Counselling costs	<u>18,701</u>	<u>500</u>	<u>19,201</u>

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

Management

	31/3/19	31/3/18
	Counselling costs	Total activities
	£	£
Rent	4,320	4,320
Insurance	1,210	1,153
Training and fees	3,711	1,238
Telephone	2,082	1,399
Travel expenses	5,456	4,763
Light and heat	394	572
Rates	878	1,188
Depreciation of tangible assets	650	308
	<u>18,701</u>	<u>14,941</u>

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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

7. NET INCOME/(EXPENDITURE)

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

	31/3/19	31/3/18
	£	£
Depreciation - owned assets	650	308
Independent Examiner's fee	500	500
	<u>650</u>	<u>500</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

The following trustees received remuneration from the charity during 2018/19:-

Gill North - manager	£41,082
Susan Light - treasurer	£ 2,080
Claire Parry - administrator	£ 6,885
Jayne Mockler - counsellor	£ 900

On 14th March 2019, Gill North resigned as a trustee of the charity but remains as manager. Also, on 22nd May 2019, Claire Parry resigned as an administrator but remains a trustee.

No other trustees received remuneration or benefits for the year ended 31st March 2019 nor for the year ended 31st March 2018.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2019 nor for the year ended 31st March 2018.

9. STAFF COSTS

	31/3/19	31/3/18
	£	£
Wages and salaries	230,510	193,745
Social security costs	14,550	13,372
Other pension costs	2,081	966
	<u>247,141</u>	<u>208,083</u>

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

	31/3/19	31/3/18
Charitable activities	14	11
	<u>14</u>	<u>11</u>

No employees received employee benefits in excess of £60,000.

The trustees consider the aggregate employment benefits of the key management personnel for 2019 to be £41,082 (2018 - £40,593)

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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Charitable activities			
Counselling services	269,331	-	269,331
Investment income	119	-	119
Total	<u>269,450</u>	<u>-</u>	<u>269,450</u>
EXPENDITURE ON			
Charitable activities			
Counselling costs	227,568	-	227,568
Total	<u>227,568</u>	<u>-</u>	<u>227,568</u>
NET INCOME	41,882	-	41,882
RECONCILIATION OF FUNDS			
Total funds brought forward	64,945	31,911	96,856
TOTAL FUNDS CARRIED FORWARD	<u><u>106,827</u></u>	<u><u>31,911</u></u>	<u><u>138,738</u></u>

11. TANGIBLE FIXED ASSETS

	Computer equipment £
COST	
At 1st April 2018	8,093
Additions	1,673
At 31st March 2019	<u>9,766</u>
DEPRECIATION	
At 1st April 2018	7,168
Charge for year	650
At 31st March 2019	<u>7,818</u>
NET BOOK VALUE	
At 31st March 2019	<u><u>1,948</u></u>
At 31st March 2018	<u><u>925</u></u>

**LEARNING SPACE
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/19	31/3/18
	£	£
Trade debtors	22,274	9,051
Other debtors	525	525
Prepayments	1,250	1,097
	<u>24,049</u>	<u>10,673</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/19	31/3/18
	£	£
Social security and other taxes	4,809	5,531
VAT	12,243	6,547
Fees received in advance	31,048	35,025
Other creditors	1,784	2,142
Accrued expenses	500	1,000
	<u>50,384</u>	<u>50,245</u>

14. MOVEMENT IN FUNDS

	At 1/4/18	Net movement in funds	At 31/3/19
	£	£	£
Unrestricted funds			
General fund	106,827	50,353	157,180
Restricted funds			
Restricted Fund	31,911	-	31,911
	<u>138,738</u>	<u>50,353</u>	<u>189,091</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	324,906	(274,553)	50,353
	<u>324,906</u>	<u>(274,553)</u>	<u>50,353</u>

**LEARNING SPACE
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1/4/17 £	Net movement in funds £	At 31/3/18 £
Unrestricted Funds			
General fund	64,945	41,882	106,827
Restricted Funds			
Restricted Fund	31,911	-	31,911
TOTAL FUNDS	<u>96,856</u>	<u>41,882</u>	<u>138,738</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	269,450	(227,568)	41,882
TOTAL FUNDS	<u>269,450</u>	<u>(227,568)</u>	<u>41,882</u>

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

	At 1/4/17 £	Net movement in funds £	At 31/3/19 £
Unrestricted funds			
General fund	64,945	92,235	157,180
Restricted funds			
Restricted Fund	31,911	-	31,911
TOTAL FUNDS	<u>96,856</u>	<u>92,235</u>	<u>189,091</u>

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 £	Movement in funds £
Unrestricted funds			
General fund	594,356	(502,121)	92,235
TOTAL FUNDS	<u>594,356</u>	<u>(502,121)</u>	<u>92,235</u>

**LEARNING SPACE
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**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31ST MARCH 2019**

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2019.

**LEARNING SPACE
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**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2019**

	31/3/19 £	31/3/18 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	180	-
Investment income		
Deposit account interest	279	119
Charitable activities		
School Service Agreements	69,354	66,358
LPF & CAMHS fees	254,718	202,598
Training fees	375	375
	<u>324,447</u>	<u>269,331</u>
Total incoming resources	324,906	269,450
EXPENDITURE		
Charitable activities		
Wages	230,510	193,745
Social security	14,550	13,372
Pensions	2,081	966
Room hire	3,677	-
Resource expenses	4,534	4,044
	<u>255,352</u>	<u>212,127</u>
Support costs		
Management		
Rent	4,320	4,320
Insurance	1,210	1,153
Training and fees	3,711	1,238
Telephone	2,082	1,399
Travel expenses	5,456	4,763
Light and heat	394	572
Rates	878	1,188
Depreciation of tangible assets	650	308
	<u>18,701</u>	<u>14,941</u>
Governance costs		
Accountancy	500	500
	<u>274,553</u>	<u>227,568</u>
Total resources expended		
	<u>274,553</u>	<u>227,568</u>
Net income	<u><u>50,353</u></u>	<u><u>41,882</u></u>

This page does not form part of the statutory financial statements