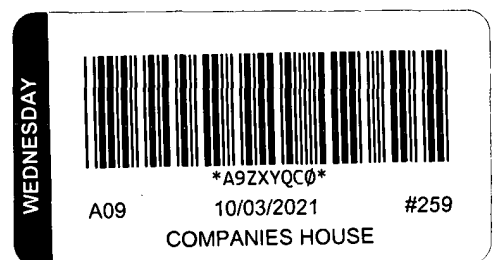


Charity Registration No. 1116773

Company Registration No. 05822301 (England and Wales)

HALOW PROJECT
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2020



HALOW PROJECT

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr J Stevens Mr M Day Ms S Hill Mr M McArthur Mr R Meins Mr T Oliver Mr C Evans	
Secretary	Mr R Meins	
Non-statutory Directors	Campbell Livingston Graham O'Connor	Director of Business Services and halow care Director of halow project services
Charity number	1116773	
Company number	05822301	
Registered office	Carroll House 11 Quarry Street Guildford Surrey United Kingdom GU1 3UY	
Independent examiner	Azets Audit Services Mount Manor House 16 The Mount Guildford Surrey United Kingdom GU2 4HN	

HALOW PROJECT

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HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE PERIOD ENDED 31 MARCH 2020

The Trustees present their report and financial statements for the period ended 31 March 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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

Principal Activities

The principal activity of the charity in the year under review was to provide benefit to young people with a learning disability in Surrey and the surrounds.

halow project is a registered charity dedicated to creating opportunities and supporting young people aged 16+ with a learning disability so that they are able to live independent, meaningful, fulfilled lives and become more involved in their local community.

The young people we work with want the opportunity to:

- Build relationships
- Become part of the community
- Find meaningful employment
- Have a home of their own

halow project provides access to social activities, community-based learning and work-like experiences funded through a mixed model of fees, fundraising and enterprise.

From January 2019 to March 2020, **halow project** supported 169 young people across our services:

- Social Activities
- A Reason to Get Up
- Building Futures

In total, **halow project** delivered 51,010 (2018 - 36,695) hours of social and learning activities over the 15-month report period; this was a pro-rata increase of 11% on the January to December 2018 period.

Our sister company social enterprise, **halow care**, is a not-for-profit community interest company which runs alongside the **halow project**. It provides 1:1 support for young people through our **halow Buddy Service** and **halow Supported Living Service**. We aim that any surplus generated from these services should support and enhance our charitable activities. In this 15-month period, **halow care** flexibly provided 47,522 hours of care to 59 individuals in their homes &/or communities.

HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2020

halow project Business Priorities for 2019-20

Our Mission for 2018 – 2020 was:

To develop innovative and responsive services across both organisations, led by a skilled, supported and committed workforce, to meet the needs of young people with a learning disability to live, learn, socialise and work in the community.

Our business objectives for 2019-20 were:

- To continue to deliver high quality, innovative, and person-centred services and to exceed expectations of the young people themselves, families, commissioners and the local community.
- To ensure the Social Activities programme is suitable for all age groups with over 100 participants.
- To achieve a fully subscribed 3 year rolling Building Futures programme with excellent outcomes for all.
- To achieve a long-term meaningful daytime delivery through A Reason To Get Up to include opportunities to access work experience, placement and paid roles as appropriate through our "Disability Works" campaign.
- To ensure a staff team, volunteers and governance board with identified skills to support the delivery of the business plan.
- To provide a well-equipped and modern workspace for our staff and visiting stakeholders.

Each year this report is a chance to reflect on the many achievements that our young people and the company have achieved in that time. We are grateful to all those who have been a part of this organisation and we hope you will continue to join us in meeting the ongoing challenges of nurturing and enabling independence in young people with a learning disability in Surrey and surrounding districts.

Feedback from young people and families on **halow** staff continues to be good, remarking on the positive relationships formed, the progress made towards their goals and the safety and happiness of young people accessing **halow** services.

The Trustees (Company Directors) are pleased to report progress in 2019/20 in all areas identified and it is a credit to our teams that we were able to deliver services for more young people than in previous years, have invested further in the quality of our services, and end the year in a much-improved financial position.

HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

1. To continue to deliver high quality, innovative, and person-centred services and to exceed expectations of the young people themselves, families, commissioners and the local community.

In 2019-20 the quality drive and values work continued across all areas. The Quality, Values and Standards (QVS) Sub Committee continued to monitor audits and action plans in each service in **halow project**. Staff were consulted and received further reflective training in the **halow** values at the Staff Away Days in April and October 2019.

Managers led the actions for improvement and reporting to the QVS Sub Committee and received further management team training on 3 occasions, part of which was also done in conjunction with the Board of Trustees.

Surveys were undertaken in all areas to gain feedback from young people and families on the range of services.

Mental Health Awareness training and Mental Health First Aid training was implemented for staff to strengthen the skills base of our staff.

A task force was set up to explore what exceptional person-centred care could like for **halow** young people and how it could become a reality. Several meetings were held and recommendations were produced which will feed into the 2020-21 business objectives.

2. To ensure the Social Activities programme is suitable for all age groups with over 100 participants

The Social Activities programme had a visible presence in schools, colleges, residential settings and at transition events across the county in 2019-20 and a range of activities for 16-19yr olds, 20+ group and all ages. We also saw a 15% increase in take up of our activities with 159 individual young people accessing Social Activities throughout 2019-20.

We have focused this year on developing some new opportunities within the service. This has been both to further enrich our existing offerings in term times and educational holidays, but also starting new sports and music groups in the local area. This has also led us to add in some more age bound groups, to help younger people engage with a regular 16-19 youth club, and under 25s social group.

The quality audits of the service continued to provide good feedback on our existing offer especially around the range of activities, particularly in holiday times, and the value of a regular structure of social activities for young people to take part in and to provide respite for parents.

The Social Activities team also now benefits from the new role of a cross-project worker. This is a full-time role providing adaptable support in Social Activities, Building Futures, and A Reason To Get Up.

Social Activities have also led on a partnership with a West Sussex based charity – Think18 – to prepare and deliver 12 monthly youth clubs for new West Sussex based young people – the first occurring in September 2019. This family-focused charity has obvious parallels to **halow's** roots and offers **halow** the opportunity to explore the West Sussex market. In conjunction with Think18, eighteen support assessments were completed and the youth club in Petersfield was well attended.

Volunteers are vital in the delivery of these services and throughout the year we have maintained required volunteer levels and good longstanding relationships with many of our volunteers. We are grateful to them all for the many hours of support they provide.

Social Activities continues to be a well regarded and for some young people a lifeline connecting them to other support as and when needed. Our Social Activities team were able to offer support in a number of areas of crisis for young people outside the delivery of activities through the engagement of young people in this programme.

HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

3. To achieve a fully subscribed 3 year rolling Building Futures programme with excellent outcomes for all

Building Futures has continued to go from strength to strength in 2019-20. Surrey County Council commissioners were very impressed with the outcomes of all years of the programme, and senior representatives attended our End of Year Award Ceremony in July 2019. The programme was also selected as 1 of 4 finalists in the national Children and Young People Now Awards 2019 in the learning award category. 3 young people joined us at the ceremony in London as halow ambassadors.

We worked with commissioners, social work teams, brokers, transition consultants, schools and colleges to ensure families would be aware of this programme for 2019-20 and beyond. The 2018-19 academic year programme year saw 24 young people benefit from the Building Futures programme. The 2019-20 academic year has attracted a record number of 27 participants.

The programme has been further enriched and embedded into the fabric of Guildford, with:

- new work experience partners including Guildford Parks and Recreation service, Aspire, and SATRO mobile classrooms;
- new community partner organisations including Guildford Time Bank and Wild Learning; and
- new community venues including GLive, the Electric Theatre, YMCA Guildford, and Guildford United Reformed Church.

We were delighted to link with these new supporters and the huge range of existing partners we have in this area. Partnerships with community organisations are vital to halow's ongoing success and we are extremely grateful to the many venues, services and local charities that work with us to help deliver the programme.

Building Futures has also seen a significant increase in trust fundraising income, which is essential for the high-quality work that we do.

4. To achieve a long-term meaningful day time delivery through A Reason To Get Up groups - to include opportunities to access work experience, placement and paid roles as appropriate through our "Disability Works" campaign

The four daytime A Reason To Get Up (ARTGU) activity groups – IT Crowd, Fit Club, Crafty Creations and Cook & Grow – continue to develop, linking in with local venues, partners and services. Numbers grew across our daytime activities in 2019/20, to the point where we have established a waiting list until we were able to add to the staff team. Following the departure of our ARTGU project worker, we first recruited a cross project worker to support ARTGU, Building Futures, and Social Activities. With numbers continuing to grow, we then also recruited a dedicated ARTGU project worker for 3 days a week. There were 54 young people accessing daytime activities in 2019-20.

The ARTGU programme also reduced from a 49 week per year offer to 47 weeks per year, giving the young people more opportunity to attend halow Social Activities in holiday periods and allowing more administration time and focus on quality.

Working on individual and group goals in the sessions, these groups provide an excellent range of focused daytime activities which young people can access on an ad hoc or regular basis to help them lead fun and active lives. Rolling programmes have been established so that the groups grow and develop through a changing plan for activities within the groups across the year.

HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2020

In 2019-20 young people have:

- produced blogs, developed computer games and built a website;
- achieved personal fitness and wellbeing goals;
- produced an excellent range of arts and crafts some of which have featured in exhibitions at Watts Gallery, The Lightbox and Guildford Museum, as well as our Christmas craft markets; and
- grown vegetables, managed a local kitchen garden for a nursing home, and learned to cook an array of chutneys and dishes.

halow's Disability Works campaign helps young people across all our programmes to develop their skills, confidence and talents to enable them to start the daunting process of finding a job. The campaign has continued to be embedded into both ARTGU and Building Futures during 2019/20 and new opportunities for young people have included:

- a bespoke work experience day at Philips Electronics, leading to 2 part time paid roles for **halow** young people;
- a multi-stage work experience offering with Waitrose in Guildford, starting with group visits and small group work experience in Building Futures, leading on to short work experience placements for Year C young people and a bespoke recruitment opportunity that has led to a further 2 **halow** young people in paid roles at Waitrose;
- a bespoke work experience day at UNUM; and
- we also held work experience days for young people at Inchcape Toyota in Guildford and OMNI in London.

33 young people engaged in the above opportunities and a total of 60 young people benefited from the whole Disability Works campaign.

5. To ensure a staff team, volunteers and governance board with identified skills to support the delivery of the business plan

During 2019-20 the values work mentioned earlier has been further embedded into **halow**. From recruitment, and through induction training and two staff away days across all teams, our values base has firmly landed in 2019-2020. Our continued commitment to training also saw the implementation of some of our new training plans with a focus on quality, such as our behaviour management training which was delivered on two occasions by a local partner with key relatable knowledge applicable to our services.

The Trustees met in February 2019 for governance refresher training, service updates and to consider the Big Vision for **halow** over the next ten years. The Deputy Director role was embedded into the organisation, and meant that the Director, Deputy Director, and Board of Trustees could begin to focus on the work needed to implement the Big Vision for **halow**.

Our HR, Staff Welfare & Recruitment Sub Committee met to monitor the working through of various contractual consultations and updates to our service for staff. We also launched a new strand of this governance, our 'exceptional person-centred care' taskforce. This group met 4 times to focus on a root and branch approach to what exceptional person-centred care means to **halow**.

HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

Unfortunately, the Director then left **halow** due to ill health in October 2019. The Deputy Director was appointed Interim Director, with some key consultant support from an experienced Business Services Manager. This required a focus on service delivery and a further review of management structure which resulted in the appointment of the Interim Director as the permanent Director of Project Services, and the recruitment of a second Director, whose role commenced in January 2020, to lead on Business Services and **halow care**. Volunteering remains a core part of our work, and we are always pleased to work with local businesses as part of their corporate social responsibilities. Thank you to UNUM, Stevens and Bolton, Philips, Waitrose Guildford, Inchcape Toyota Guildford, OMNI partners and CV Strategy Pro.

6. To provide a well-equipped and modern workspace for our staff and visiting stakeholders

We have been able to use our reception area for recruitment fairs and parents' coffee mornings also, inviting more visitors in to use this space and get to know the charity.

Feedback from young people and families on **halow** staff continues to be good, remarking on the positive relationships formed, the progress made towards their goals and the safety and happiness of young people accessing **halow** project services.

Statement of compliance with Charity Commission guidance

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

The Impact of Covid-19

As the reporting year came to an end, it was just the beginning of the global pandemic caused by Covid-19. The threat to our young people, our staff, and even the very future of the charity, were taken very seriously by the Trustees and senior management team and many hours were devoted to solving issues and steering a way through the storm. We responded quickly and effectively, making clear, reasoned decisions and doing everything in our power to protect everyone from harm, whether physical, mental or financial.

This included: temporarily ceasing face-to-face delivery of our activities and quickly reimagining and delivering them as quality online sessions with no break in service; introducing ever more stringent infection control procedures throughout our services; increasing mental health support for our most vulnerable young people and staff, and introducing additional rapid response counselling support for our young people to access, all funded by **halow**. We also utilised the furlough scheme to safeguard jobs and created innovative new ways to fundraise when our annual events calendar was decimated.

Everyone at **halow** wishes to thank all our young people, families, staff, volunteers, commissioners, funders and supporters for your support for our work this year and we would particularly like to thank Surrey County Council for their engaging and committed approach in continuing to support us during the pandemic.

HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2020

Future Plans

Public Benefit

The charity's Trustees have referred to the guidance in the Charity Commission's general guidance on Public Benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, they have considered how planned activities will contribute to the aims and objectives they have set.

Business Objectives for 2020-21

Despite our excellent results in 2019-20, there are still many more young people with learning disabilities who could benefit from halow's unique blend of services and support and we are keen to expand. The Trustees are determined to grow halow's reach and impact and the appointment of a second senior executive (the two working as joint CEOs) in January 2020 started the process of reviewing every aspect of the organisation to ready itself for the next phase in its development. In addition, at the end of the reporting year, it was decided to merge halow care CIC with its charitable sister company halow project. All halow care staff and services were transferred to halow project on 1 April 2020.

2020-21 will therefore see a number of changes in priorities in readiness for future growth of the charity.

1. Continue to deliver high quality, innovative, and person-centred services and to exceed expectations of the young people themselves, families, commissioners and the local community.
2. Build the foundations to implement our Exceptional Person-Centred Care (EPC) strategy.

Our aim is to develop new, individual person-centred plans, and introduce into them ambitious planned outcomes across 7 areas: Health & Wellbeing; Independent Living Skills; Relationships; Personal Hygiene; Education / Employment / Occupation; Community & Social; and Citizenship / Rights & Responsibilities.

To support the establishment and delivery of these outcomes, our plans include: employing a Recruitment and Training Coordinator; recruiting and embedding Senior Buddies in the Supported Living Service; significantly increasing the capacity and capability of the whole Care Team; and creating a specific EPC-delivery fundraising budget.
3. Ensure the smooth transition of staff into the expanded charity and further strengthen the values-based approach to recruitment, training and delivery.
4. Continue to grow all daytime group services - Building Futures, Social Activities, A Reason To Get Up - by delivering to more young people and through increased service variety and enrichment.
5. Thoroughly review all areas of the business to maximise efficiency and effectiveness and look at further development opportunities.
6. Launch a new pathway of the Building Futures programme, funded through local authority SEND route, rather than Adult Social Care resulting in 2 separate year A groups and 4 concurrent year groups overall.
7. Continue to respond effectively to the Covid-19 pandemic.
8. Investigate and introduce new central technology solutions to further aid efficiency and growth.

HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

Financial review

The financial accounts for the fifteen months to March 2020 show a net surplus of £167,514 (year to December 2018: £9,490) as shown on the Statement of Financial Activities on Page 11.

The balance sheet shows an increase in cash and cash equivalents of £99,013 during the period.

Income overall increased pro rata by 42% over the year to December 2018. Our core programme delivery expanded by some 26%, while fundraising activities delivered a 72% increase compared to what had been a disappointing year in 2018. This reflected the beneficial effects of a stable fundraising team, augmented by the Trustees' decision to invest in an external Trusts Fundraiser, which has yielded a very pleasing 153% return on investment. Other fundraising activity of note included halow's annual bike ride where income for the year to December 2019 exceeded the prior year by some £36k, a new rally event which raised in excess of £54k, a supporter-led Goodwood event raising over £31k, and a repeat of the supporter-led Ace car quiz raising £24k. We are deeply grateful to our many supporters for all their efforts.

Expenditure on raising funds included a 9% reduction pro rata on staff costs (including recruitment costs). Other direct costs (excluding expenditure on the external Trusts Fundraiser) were contained at 2018 levels except the costs of the new fundraising events detailed above. Because organised fundraising events are a major part of our fundraising activities, our underlying cost to income ratio will always be higher than some charities are able to achieve.

Reserves policy

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six months' expenditure. The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

halow project built reserves during the period to the equivalent of 7 months' expenditure at the year end. No funds were designated. This figure, however, which was above the Reserves Policy level, has facilitated the incorporation of sister company halow care on 1 April 2020 which had lower reserves. The combined reserves position of both organisations on 31 March 2020 represented 2.8 months' of combined expenditure.

The Trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Structure, governance and management

Governing document

The charity is a company limited by guarantee, incorporated on 19 May 2006 and registered as a charity. The company was established under a Memorandum of Association which defined the objects and powers of the charitable company and is governed under its Articles of Association.

The members of the Trustees, who are also the directors for the purpose of company law, and who served during the period and up to the date of signature of the financial statements were:

Mr J Stevens
Mr M Day
Ms S Hill
Mr M McArthur
Mr R Meins
Mr T Oliver
Mr C Evans

HALOW PROJECT

TRUSTEES REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2020

Recruitment and appointment of new trustees

Current Trustees are already familiar with the practical work of the charity. Prior to the appointment as a new Trustee, the candidate is met by individual Trustees and officers of the charity to ensure that he/she is fully aware of the requirements and the statutory duties of a Trustee, and to ensure that the person is suitable to hold such an appointment.

Organisational structure

halow project has a Board that met every two months in 2019-20. It is responsible for the strategic direction and policy of the charity. At present the Board has 7 members from a variety of professional backgrounds relevant to the work of the charity. A number of sub-committees and a scheme of delegation is in place and day to day responsibility rests with the Directors. The Directors are responsible for ensuring that the charity delivers the services specified and have responsibility for day-to-day operational management.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Board regularly discusses the major risks to which the charity is exposed. Systems and procedures have been established to mitigate the risks the charity faces. The annual fundraising plan focuses on diversity of funding and activities to mitigate these risks, should they occur. This plan is regularly reviewed and updated in line with targets, performance and external climate. Internal cost control risks are minimised by the implementation of procedures for overseeing and authorising major transactions and projects. Safeguarding, quality control and regulatory compliance are also assured through the implementation of effective procedures and checks.

The Trustees report was approved by the Board of Trustees.


.....
Mr J Stevens

Dated:

1/3/21

HALOW PROJECT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HALOW PROJECT

I report to the Trustees on my examination of the financial statements of Halow Project (the charity) for the period ended 31 March 2020.

Responsibilities and basis of report

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

Having satisfied myself that the financial statements of the charity 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 financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

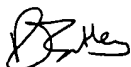
Independent examiner's statement

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of Institute of Chartered Accountants 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 that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.



Mr Robert Southey

FCA
Azets Audit Services
Mount Manor House
16 The Mount
Guildford
Surrey
GU2 4HN
United Kingdom

Dated: 5th March 2021

HALOW PROJECT

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2020

Current financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2018 £
	Notes				
Income from:					
Donations and legacies	2	120,309	112,641	232,950	109,925
Charitable activities					
Building Futures	3	285,245	-	285,245	210,408
Social activities	3	32,209	-	32,209	17,796
A Reason To Get Up	3	45,533	-	45,533	33,980
Fundraising activities	4	365,593	500	366,093	170,703
Total income		848,889	113,141	962,030	542,812
Expenditure on:					
Raising funds	5	175,674	-	175,674	95,772
Charitable activities					
Building Futures	6	261,460	66,440	327,900	233,596
A Reason To Get Up	6	78,331	22,508	100,839	69,046
Social Activities	6	66,662	24,193	90,855	77,884
Information and Awareness Raising	6	99,248	-	99,248	57,024
Total charitable expenditure		505,701	113,141	618,842	437,550
Total resources expended		681,375	113,141	794,516	533,322
Net income for the year/ Net movement in funds		167,514	-	167,514	9,490
Fund balances at 1 January 2019		191,233	-	191,233	181,741
Fund balances at 31 March 2020		358,747	-	358,747	191,231

The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HALOW PROJECT

STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE PERIOD ENDED 31 MARCH 2020

Prior financial year				
		Unrestricted funds 2018 £	Restricted funds 2018 £	Total 2018 £
	Notes			
Income from:				
Donations and legacies	2	80,825	29,100	109,925
Charitable activities				
Building Futures	3	210,408	-	210,408
Social activities	3	17,796	-	17,796
A Reason To Get Up	3	33,980	-	33,980
Fundraising activities	4	170,703	-	170,703
Total income		513,712	29,100	542,812
Expenditure on:				
Raising funds	5	95,772	-	95,772
Charitable activities				
Building Futures	6	207,756	25,840	233,596
A Reason To Get Up	6	65,786	3,260	69,046
Social Activities	6	77,884	-	77,884
Information and Awareness Raising	6	57,024	-	57,024
Total charitable expenditure		408,450	29,100	437,550
Total resources expended		504,222	29,100	533,322
Net income for the year/ Net movement in funds		9,490	-	9,490
Fund balances at 1 January 2018		181,741	-	181,741
Fund balances at 31 December 2018		191,231	-	191,231

The statement of financial activities includes all gains and losses recognised in the period.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

HALOW PROJECT

BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2018 £	£
Fixed assets					
Tangible assets	11		18,113		19,600
Current assets					
Debtors	12	145,427		60,000	
Cash at bank and in hand		271,203		172,190	
		<u>416,630</u>		<u>232,190</u>	
Creditors: amounts falling due within one year	13	<u>(75,996)</u>		<u>(60,559)</u>	
Net current assets			340,634		171,631
Total assets less current liabilities			<u>358,747</u>		<u>191,231</u>
Income funds					
Unrestricted funds			358,747		191,231
			<u>358,747</u>		<u>191,231</u>

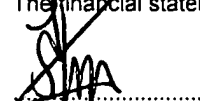
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the period ended 31 March 2020.

The Trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the 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 company.

The members have not required the company to obtain an audit of its financial statements for the period in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 18/02/21.



Mr J Stevens
Trustee

Company Registration No. 05822301

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2020

1 Accounting policies

Charity information

halow project is a private company limited by guarantee incorporated in England and Wales. The registered office is Carroll House, 11 Quarry Street, Guildford, Surrey, GU1 3UY, United Kingdom.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

The financial statements have been prepared for the 15 month period to 31 March 2020. As a result the comparative amounts presented in the financial statements for the year ended 31 December 2018 are not entirely comparable.

1.2 Going concern

At the time of approving the financial statements, the Trustees has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.5 Expenditure

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure is inclusive of VAT.

Costs of generating funds comprise the costs associated with attracting donations and legacies and the cost of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and service for its beneficiaries. It includes both costs that can be allocated directly to such services and those costs of an indirect nature necessary to support them.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% on cost
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.10 Taxation

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

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

2 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020 £	2020 £	2020 £	2018 £	2018 £	2018 £
Donations and gifts	76,502	2,200	78,702	42,575	-	42,575
Grants receivable	43,807	110,441	154,248	38,250	29,100	67,350
	<u>120,309</u>	<u>112,641</u>	<u>232,950</u>	<u>80,825</u>	<u>29,100</u>	<u>109,925</u>
Donations and gifts						
Donations	7,664	2,200	9,864	11,112	-	11,112
Corporate donations	48,961	-	48,961	16,121	-	16,121
Gift aid	19,877	-	19,877	15,342	-	15,342
	<u>76,502</u>	<u>2,200</u>	<u>78,702</u>	<u>42,575</u>	<u>-</u>	<u>42,575</u>

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2020

3 Charitable activities

	Building Futures 2020 £	Social activities 2020 £	A Reason To Get Up 2020 £	Total 2020 £	Building Futures 2018 £	Social activities 2018 £	A Reason To Get Up 2018 £	Total 2018 £
Income from charitable activities	285,245	32,209	45,533	362,987	210,408	17,796	33,980	262,184

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

4 Fundraising activities

	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2018 £
Volunteer-led fundraising	259,201	500	259,701	122,748
Fundraising events	104,300	-	104,300	46,712
Trading	2,092	-	2,092	1,243
Fundraising activities	<u>365,593</u>	<u>500</u>	<u>366,093</u>	<u>170,703</u>

5 Raising funds

	Unrestricted funds 2020 £	Unrestricted funds 2018 £
<u>Fundraising costs</u>		
Fundraising activities	51,585	25,743
Fundraising events	36,468	5,829
Staff costs	39,055	35,338
Support costs	44,671	25,801
Fundraising costs	<u>171,779</u>	<u>92,711</u>
<u>Trading costs</u>		
Trading	2,161	1,100
Support costs	1,734	1,961
Trading costs	<u>3,895</u>	<u>3,061</u>
	<u>175,674</u>	<u>95,772</u>

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

6 Charitable activities

	Building Futures	A Reason To Get Up	Social Activities	Information and Awareness Raising	Total 2020	Total 2018
	2020 £	2020 £	2020 £	2020 £	£	£
Staff costs	181,959	58,806	50,075	21,029	311,869	255,962
Direct costs	74,225	16,721	19,687	31,814	142,447	83,160
	<u>256,184</u>	<u>75,527</u>	<u>69,762</u>	<u>52,843</u>	<u>454,316</u>	<u>339,122</u>
Share of support costs (see note 7)	69,037	24,366	20,305	44,671	158,379	91,473
Share of governance costs (see note 7)	2,679	946	788	1,734	6,147	6,955
	<u>327,900</u>	<u>100,839</u>	<u>90,855</u>	<u>99,248</u>	<u>618,842</u>	<u>437,550</u>
Analysis by fund						
Unrestricted funds	261,460	78,331	66,662	99,248	505,701	408,450
Restricted funds	66,440	22,508	24,193	-	113,141	29,100
	<u>327,900</u>	<u>100,839</u>	<u>90,855</u>	<u>99,248</u>	<u>618,842</u>	<u>437,550</u>

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

6 Charitable activities

(Continued)

For the period ended 31 December 2018

	Building Futures	A Reason To Get Up	Social Activities	Information and Awareness Raising	Total 2018
	£	£	£	£	£
Staff costs	142,758	42,482	51,695	19,027	255,962
Direct costs	47,935	13,945	11,045	10,235	83,160
	<u>190,693</u>	<u>56,427</u>	<u>62,740</u>	<u>29,262</u>	<u>339,122</u>
Share of support costs (see note 7)	39,872	11,549	14,252	25,800	91,473
Share of governance costs (see note 7)	3,031	1,070	892	1,962	6,955
	<u>233,596</u>	<u>69,046</u>	<u>77,884</u>	<u>57,024</u>	<u>437,550</u>
Analysis by fund					
Unrestricted funds	207,756	65,786	77,884	57,024	408,450
Restricted funds	25,840	3,260	-	-	29,100
	<u>233,596</u>	<u>69,046</u>	<u>77,884</u>	<u>57,024</u>	<u>437,550</u>

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

7 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2018 £
Staff costs	112,293	-	112,293	63,979	-	63,979
Depreciation	13,540	-	13,540	7,583	-	7,583
Operating lease charges	21,434	-	21,434	15,044	-	15,044
Premises costs	18,441	-	18,441	12,406	-	12,406
Computer costs	10,968	-	10,968	5,950	-	5,950
Printing, postage and telephone	8,840	-	8,840	4,427	-	4,427
Staff welfare and expenses	12,296	-	12,296	5,277	-	5,277
Insurance	2,818	-	2,818	1,544	-	1,544
Sundry expenses	2,295	-	2,295	786	-	786
Bank charges	125	-	125	144	-	144
Bad debts	-	-	-	134	-	134
Examination fees	-	3,162	3,162	-	1,847	1,847
Legal and professional	-	191	191	-	1,663	1,663
HR consultancy	-	4,528	4,528	-	5,406	5,406
	<u>203,050</u>	<u>7,881</u>	<u>210,931</u>	<u>117,274</u>	<u>8,916</u>	<u>126,190</u>
Analysed between						
Fundraising	44,671	-	44,671	25,801	-	25,801
Trading	-	1,734	1,734	-	1,961	1,961
Charitable activities	158,379	6,147	164,526	91,473	6,955	98,428
	<u>203,050</u>	<u>7,881</u>	<u>210,931</u>	<u>117,274</u>	<u>8,916</u>	<u>126,190</u>

Support costs are apportioned on the basis of floor space for premises costs and headcount for all other support costs

8 Net movement in funds

2020
£

2018
£

Net movement in funds is stated after charging/(crediting)

Independent examiner fees	3,162	1,847
Depreciation of owned tangible fixed assets	13,540	7,583
Operating lease charges	21,434	15,044

9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the period.

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2020

10 Employees

Number of employees

The average monthly number of employees during the period was:

	2020 Number	2018 Number
Administrative	2	2
Fundraising	3	3
Operational	11	11
Management	1	1
	<u>17</u>	<u>17</u>

Employment costs

	2020 £	2018 £
Wages and salaries	416,874	323,317
Social security costs	35,554	26,460
Other pension costs	10,789	5,502
	<u>463,217</u>	<u>355,279</u>

There were no employees whose annual remuneration was £60,000 or more.

11 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 January 2019	47,762
Additions	12,053
	<u>59,815</u>
At 31 March 2020	
Depreciation and impairment	
At 1 January 2019	28,162
Depreciation charged in the period	13,540
	<u>41,702</u>
At 31 March 2020	
Carrying amount	
At 31 March 2020	18,113
	<u>19,600</u>
At 31 December 2018	

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2020

12 Debtors

	2020	2018
	£	£
Amounts falling due within one year:		
Trade debtors	23,119	7,608
Amounts owed by associate undertakings	94,029	22,196
Other debtors	6,674	4,181
Prepayments and accrued income	21,605	26,015
	<u>145,427</u>	<u>60,000</u>

13 Creditors: amounts falling due within one year

	2020	2018
	£	£
Other taxation and social security	10,232	9,069
Trade creditors	10,557	12,212
Other creditors	31,806	1,424
Accruals and deferred income	23,601	37,854
	<u>75,996</u>	<u>60,559</u>

HALOW PROJECT

NOTES TO THE ACCOUNTS

FOR THE PERIOD ENDED 31 MARCH 2020

14 Movement in Funds

	Balance at 1 January 2019	Movement in funds		Balance at 31 March 2020
	£	Incoming resources £	Resources expended £	£
Sexual Health: Community Foundation for Surrey	-	9,158	(9,158)	-
Get Healthy: UNUM	-	9,560	(9,560)	-
Get Healthy: Community Foundation for Surrey	-	6,000	(6,000)	-
Get Ready: Guildford Borough Council	-	5,000	(5,000)	-
Get Ready: Baily Thomas Charitable Trust	-	15,000	(15,000)	-
Get Ready: UNUM	-	1,473	(1,473)	-
Belong: The Edward Gosling Foundation	-	5,000	(5,000)	-
Building Futures: Mrs Smith and Mount Trust	-	4,500	(4,500)	-
Building Futures: St James' Place Foundation	-	2,500	(2,500)	-
Building Futures: Field Family Charitable Trust	-	3,000	(3,000)	-
Building Futures: No Fear Bridge	-	31,800	(31,800)	-
Building Futures: David Williamson Trust	-	500	(500)	-
Building Futures: Toyota Charitable Trust	-	2,000	(2,000)	-
Building Futures: Borrowows Charitable Trust	-	5,000	(5,000)	-
Social Activities: Alchemy Foundation	-	750	(750)	-
Social Activities: Boltini Trust for Music	-	5,000	(5,000)	-
Social Activities: UNUM	-	500	(500)	-
Social Activities: David Solomons Charitable Trust	-	1,000	(1,000)	-
A Reason to Get Up: Friends of Guildford House	-	200	(200)	-
A Reason to Get Up: Borrowows Charitable Trust	-	5,000	(5,000)	-
Training: private donation	-	200	(200)	-
Total Restricted Funds	-	113,141	(113,141)	-

HALOW PROJECT

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2020

14 Movement in Funds

(Continued)

Prior year

	Balance at 1 January 2018	Movement in funds		Balance at 31 December 2018
	£	Incoming resources	Resources expended	£
Building Futures: No Fear Bridge	-	20,000	(20,000)	-
Building Futures: Borrows Charitable Trust	-	2,500	(2,500)	-
Building Futures: Hedley Foundation	-	3,000	(3,000)	-
Building Futures: Surrey County Council members' allocation	-	340	(340)	-
A Reason to Get Up: Borrows Charitable Trust	-	2,500	(2,500)	-
A Reason to Get Up: Surrey County Council members' allocation	-	660	(660)	-
A Reason to Get Up: Hayman Solicitors	-	100	(100)	-
Total Restricted Funds	-	29,100	(29,100)	-

15 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2018 £
Within one year	42,829	3,268
Between two and five years	32,369	-
	75,198	3,268

16 Related party transactions

Transactions with related parties

At the balance sheet date the charity was owed £94,029 (2018: £22,196) from **halow care CIC**. The charity also incurred expenditure of £228,255 (2018: £166,668) on behalf of **halow care CIC** during the period.

HALOW PROJECT

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2020

17 Company limited by guarantee

halow project is a company limited by guarantee and accordingly does not have any share capital. Each director has pledged to contribute £1 in the case the charitable company becomes insolvent.

18 Charges held

A charge is held by Property Investment Holdings Limited for the sum of £8,519 (and such other sums as may be deposited by the company from time to time pursuant to the terms of the said deed) the interest from time to time accrued and any sums from time to time deposited in respect of value added tax.