

REGISTERED COMPANY NUMBER: 05822301 (England and Wales)
REGISTERED CHARITY NUMBER: 1116773

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2018
FOR
HALOW PROJECT



HALOW PROJECT

**CONTENTS OF THE FINANCIAL STATEMENTS
for the Year Ended 31 December 2018**

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 9
Independent Examiner's Report	10
Statement of Financial Activities	11
Balance Sheet	12 to 13
Cash Flow Statement	14
Notes to the Cash Flow Statement	15
Notes to the Financial Statements	16 to 26

HALOW PROJECT

**REFERENCE AND ADMINISTRATIVE DETAILS
FOR THE YEAR ENDED 31 DECEMBER 2018**

TRUSTEES	Martin Ronald Day Susan Marie Georgie Hill Matthew Mcarthur Richard Iain Meins Timothy Michael Oliver John Stevens Christopher David Maund Evans
COMPANY SECRETARY	Richard Iain Meins
REGISTERED OFFICE	Carroll House 11 Quarry Street Guildford Surrey GU1 3UY
REGISTERED COMPANY NUMBER	05822301 (England and Wales)
REGISTERED CHARITY NUMBER	1116773
INDEPENDENT EXAMINER	Darren Harding ACA FCCA DChA Richard Place Dobson Services Limited Chartered Accountants 1 - 7 Station Road Crawley West Sussex RH10 1HT

HALOW PROJECT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2018

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 31 December 2018. 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

Principal activities

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

The **halow project** is a registered charity dedicated to creating opportunities and supporting young people aged 16-35 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 is a registered charity providing opportunities and support for young people to access social activities, community-based learning and work like experiences. Our work is funded through a mixed model of fees, fundraising and enterprise.

During 2018 **halow project** supported 200 young people and their families across our services and activities; Social Activities, A Reason To Get Up and Building Futures.

In total **halow project** provided 36,695 of care during 2018.

Our social enterprise, **halow care**, is a not-for-profit community interest company which runs alongside the **halow project**. **halow care** provides 1:1 support for young people through our **halow** Buddy Service and Supported Living Service. We aim that any surplus from these services should support our charitable activities.

HALOW PROJECT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2018

OBJECTIVES AND ACTIVITIES

halow project business priorities for 2018

Our Mission for 2018 – 2020 is

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 2018 were

1. all services to continue to be high quality, innovative, person-centred and to exceed expectations of the young people themselves, families, commissioners and the local community.
2. To ensure the Social Activities programme is suitable for all age groups with over 100 participants
3. To achieve a fully subscribed 3 year rolling Building Futures programme with excellent outcomes for all
4. To ensure 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
5. To ensure a staff team, volunteers and governance board with identified skills to support the delivery of the business plan
6. To ensure a well-equipped and modern work space for our staff and visiting stakeholders

The Trustee Directors are pleased to report progress in all areas identified in 2018.

The delivery of **halow's** quality services and programmes for people with a learning disability in Surrey in 2018 has been financially complex due to a combination of internal restructuring required for our Fundraising Team, and also severe financial restrictions on commissioning from Surrey County Council. However, it is a credit to our teams that we were able to deliver services for more young people than in previous years and to end the year in a much-improved financial position.

All services to continue to be high quality, innovative, person centred and to exceed expectations of the young people themselves, families, commissioners and the local community.

In 2018 the quality drive and values work continued across all areas. The Quality, Values and Standards 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.

Managers led the actions for improvement and reporting to the Quality Sub Committee, and received training on Supervision (including performance management) and Coaching.

HALOW PROJECT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2018

OBJECTIVES AND ACTIVITIES

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.

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 2018 and a range of activities for 16-19yr olds, 20+ group and all ages. We also saw an increase in take up in our activities with 137 young people accessing Social Activities in 2018.

For the first 6 months of the year we focussed on our activities and marketing. A change in staffing in the Summer meant that we reduced activities by one fortnightly session but began working with our trusts fundraiser on exploring new funding for further expansion.

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.

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.

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

2018 saw the end of the first pilot Year C for Building Futures. Surrey Commissioners were very impressed with the outcomes of all years of the programme, and representatives attended our End of Year Award Ceremony in July. September 2018 saw the first time we had a three-year programme commissioned by Surrey County Council. We are pleased to welcome young people from across Surrey onto this course, from London Borough of Sutton and also from Hampshire for the first time. In particular, Year C allows us to further develop outcomes for young people around employability skills and moving on into paid part time jobs.

2017-2018 programme year saw 26 young people benefit from the Building Futures programme.

We worked with commissioners, social work teams, brokers, schools and colleges to ensure families would be aware of this programme for 2018 and beyond.

HALOW PROJECT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2018

OBJECTIVES AND ACTIVITIES

Partnerships with community organisations are vital for this programme as for our other work and we are grateful to the many venues, services and local charities that work with us to help deliver the programme.

To ensure 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 day time 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 to a point whereby we have established a waiting list until we are able to recruit in 2019. There were 55 young people accessing daytime activities in 2018.

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.

In 2018 Young people have produced blogs, developed games, 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 and The Lightbox, as well as our Christmas craft markets; grown vegetables managing a local kitchen garden for a nursing home and learned to cook an array of chutneys and dishes.

In November 2018 we were able to hold a celebration event for our Disability Works campaign which is now two years old and has in that time helped 55 young people develop CVs, interview skills and attend work taster days. 8 young people have held work experience placements and several young people have achieved paid part time work. Our main partners Waitrose Guildford and Philips continue to support the campaign, act as Ambassadors for this campaign and currently employ young people through this campaign. This celebration event was held at the House of Parliament and was hosted by Anne Milton MP.

We are now in discussions with two other companies about partnerships for 2019.

HALOW PROJECT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2018

OBJECTIVES AND ACTIVITIES

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

During 2018 the Values work mentioned earlier has been very much part of this work. Our continued commitment to training saw the implementation of some of our new training plans.

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 accessed training for line managers in Supervision and Coaching as well as arranging Staff Away Days in April and October for staff updates and training.

The Trustees met in February 2018 for governance refresher training, service updates and to consider the Big Vision for halow over the next ten years. As a result of these discussions a development of the management structure was put in place to prepare the organisation for growth. Late in the year the posts of Deputy Director and Building Futures Assistant Manager were added to the team.

In early 2018 the trustees co-opted Chris Evans to join the board as an adviser with a view to becoming a Trustee Director for halow project. Chris undertook many visits and full induction into the Board and services. Board development and recruitment continues in 2019.

Volunteering remains a core part of our work, and we are always pleased to work with corporate CSR volunteering.

To ensure a well-equipped and modern work space for our staff and visiting stakeholders

2018 saw continued efforts to ensure a comfortable work space greatly added to by our partners Gidden Place who provided a number of branded signage items which greatly improved our work space for staff and visitors alike.

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.

Thank you to all our young people, families, staff, volunteers, commissioners, funders and supporters for your support for our work this year.

Each year this report is a chance to reflect on the many achievements our young people and the charity has seen in that time. We are grateful to all those who have been a part of this charity and we hope you will

HALOW PROJECT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2018

OBJECTIVES AND ACTIVITIES

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.

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.

Financial review

The financial accounts for the year ended December 2018 show a net surplus of £9,490 (2017: £48,656) as shown on the Statement of Financial Activities on Page 11.

The cash flow statement shows an increase in cash and cash equivalents of £119,429 during the year which in large part reflects repayment of the debt from an interested party of £104,172 being paid over in the year.

Income overall increased by £8,948 (2%) over 2017. This increase was largely derived from the further planned expansion of our flagship Building Futures programme, and planned increases in the A Reason to Get Up programme. Fundraising income was less strong than in some previous years as a result of staff turnover. Main fundraising activities during the year included **halow's** annual bike ride raising in excess of £77,000, a dinner at the House of Commons and the annual karting event which raised approximately £22,000. **halow** also continued to engage with more grant making trusts and companies as part of its fundraising activities, and overall this generated £83,471 versus the 2017 figure of £28,518.

Expenditure on raising funds was £54,402 lower than in 2017. As income from fundraising activities reduced by only £19,702, this reflects a pleasing increase in margins on fundraising activity, with the cost to income ratio falling from 50% to 34%. 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.

HALOW PROJECT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2018

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 month's 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.

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 trustees, who are also the directors for the purpose of company law, and who served during the year were:

Mr M Day
Mr T Oliver
Mr J Stevens
Mrs S Hill
Mr R Meins
Mr M McArthur
Mr C Evans (appointed 10 September 2018)

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. The Trustees are not subject to retirement by rotation. The Trustees are formally elected to the Board of Trustees at a full meeting of the Trustees.

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 management team that met every two months in 2018. It is responsible for the strategic direction and policy of the charity. At present the committee 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 Director. The Trustee Directors are responsible for ensuring that the charity delivers the services specified and has responsibility for day to day operational management.

HALOW PROJECT

REPORT OF THE TRUSTEES for the Year Ended 31 December 2018

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 Management Committee regularly discusses the major risks to which the charity is exposed. Systems and procedures have been established to mitigate the risks the charity faces. A strategic fundraising plan developed in 2014 focuses on diversity of funding and activities to mitigate these risks, should they occur. This strategy 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.

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 25/06/2019 and signed on its behalf by:



.....
J Stevens

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HALOW PROJECT

Independent examiner's report to the trustees of Halow Project ('the Charitable Company')

I report to the charity trustees on my examination of the accounts of the Charitable Company for the year ended 31 December 2018.

Responsibilities and basis of report

As the charity's trustees of the Charitable 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 Charitable 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

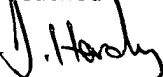
Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of Institute of Chartered Accountants England and Wales which is one of the listed bodies

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:

1. accounting records were not kept in respect of the Charitable 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



Darren Harding ACA FCCA DChA
Richard Place Dobson Services Limited
Chartered Accountants
1 - 7 Station Road, Crawley, West Sussex RH10 1HT

Date: 10/07/19

HALOW PROJECT
**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
for the Year Ended 31 December 2018**

					31.12.18	31.12.17
		Unrestricted	Designated	Restricted	Total funds	Total funds
	Notes	fund	fund	funds		
		£	£	£	£	£
INCOME FROM						
Charitable activities	3					
Building Futures		210,408	-	-	210,408	196,627
Social Activities		17,796	-	-	17,796	22,169
A Reason To Get Up		33,980	-	-	33,980	14,738
Fundraising activities	2	251,528	-	29,100	280,628	300,330
Total		513,712	-	29,100	542,812	533,864
EXPENDITURE ON						
Raising funds	4	95,772	-	-	95,772	150,174
Charitable activities	5					
Building Futures		207,754	-	25,840	233,594	232,053
Social Activities		77,884	-	-	77,884	82,143
A Reason To Get Up		65,786	-	3,260	69,046	67,009
Information And Awareness Raising		57,026	-	-	57,026	51,141
Total		504,222	-	29,100	533,322	582,520
NET INCOME/ (EXPENDITURE)		9,490	-	-	9,490	(48,656)
RECONCILIATION OF FUNDS						
Total funds brought forward		181,741	-	-	181,741	230,397
TOTAL FUNDS CARRIED FORWARD		191,231	-	-	191,231	181,741

The notes form part of these financial statements

HALOW PROJECT

BALANCE SHEET At 31 December 2018

		Unrestricted fund	Designated fund	Restricted funds	31.12.18 Total funds	31.12.17 Total funds
	Notes	£	£	£	£	£
FIXED ASSETS						
Tangible assets	11	19,600	-	-	19,600	18,865
CURRENT ASSETS						
Debtors	12	60,000	-	-	60,000	172,187
Cash at bank and in hand		172,190			172,190	52,761
		<u>232,190</u>	<u>-</u>	<u>-</u>	<u>232,190</u>	<u>224,948</u>
CREDITORS						
Amounts falling due within one year	13	(60,559)	-	-	(60,559)	(62,072)
NET CURRENT ASSETS		<u>171,631</u>	<u>-</u>	<u>-</u>	<u>171,631</u>	<u>162,876</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>191,231</u>	<u>-</u>	<u>-</u>	<u>191,231</u>	<u>181,741</u>
NET ASSETS		<u>191,231</u>	<u>-</u>	<u>-</u>	<u>191,231</u>	<u>181,741</u>
FUNDS	15					
Unrestricted funds:						
General fund					191,231	181,741
Restricted funds					-	-
TOTAL FUNDS					<u>191,231</u>	<u>181,741</u>

The notes form part of these financial statements

HALOW PROJECT

BALANCE SHEET - CONTINUED
At 31 December 2018

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2018.


The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2018 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 special provisions of Part 15 of the Companies Act 2006 relating to charitable small companies.

The financial statements were approved by the Board of Trustees on 25/06/2019 and were signed on its behalf by:


.....
J Stevens

The notes form part of these financial statements

HALOW PROJECT

CASH FLOW STATEMENT for the Year Ended 31 December 2018

		31.12.18 £	31.12.17 £
Cash flows from operating activities:	Notes		
Cash generated from operations	1	<u>128,204</u>	<u>(104,203)</u>
Net cash provided by (used in) operating activities		<u>128,204</u>	<u>(104,203)</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>(8,775)</u>	<u>(23,347)</u>
Net cash provided by (used in) investing activities		<u>(8,775)</u>	<u>(23,347)</u>
Change in cash and cash equivalents in the reporting period		119,429	(127,550)
Cash and cash equivalents at the beginning of the reporting period		<u>52,761</u>	<u>180,311</u>
Cash and cash equivalents at the end of the reporting period		<u>172,190</u>	<u>52,761</u>

The notes form part of these financial statements

HALOW PROJECT

NOTES TO THE CASH FLOW STATEMENT for the Year Ended 31 December 2018

1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.12.18	31.12.17
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)		
	9,490	(48,656)
Adjustments for:		
Depreciation charges	7,583	8,643
Loss on disposal of fixed assets	457	-
Decrease in debtors	112,187	6,823
Decrease in creditors	<u>(1,513)</u>	<u>(71,013)</u>
Net cash provided by (used in) operating activities	<u>128,204</u>	<u>(104,203)</u>

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2018

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 incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the income can be quantified with reasonable accuracy.

Donations, gifts and legacies are included in full in the Statement of Financial Activities when receivable. Legacies are recognised when the charity becomes unconditionally entitled to them.

Investment income is included when received.

Income from charitable activities and activities for generating funds include fundraising event income and grants receivable. Fundraising event income is recognised when received, whilst grants are credited to the Statement of Financial Activities in the year in which the charity becomes entitled to them.

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.

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.

Charitable activities

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services 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.

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2017

1. ACCOUNTING POLICIES - continued

Key Judgements and Accounting Estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported for assets and liabilities as at the balance sheet date and the amounts reported for revenues and expenses during the year. However, the nature of estimation means that actual outcomes could differ from those estimates.

The main judgement and accounting estimates included in the accounts are:

- Deferral of grant income - Income is recognised when halow project is entitled to the income and this will be based on the work being completed and there is no requirement to repay the grant.
- Provisions - Management has made estimates and established provisions in respect of potential liabilities as at the balance sheet date.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. FUNDRAISING ACTIVITIES

	Unrestricted funds	Restricted funds	31.12.18 Total funds	31.12.17 Total funds
	£	£	£	£
Volunteer-led fundraising	122,748	-	122,748	170,458
Trusts	38,250	29,100	67,350	26,900
Companies	16,121	-	16,121	42,818
Private individuals, schools, universities and other bodies	11,112	-	11,112	18,495
Gift Aid	15,342	-	15,342	14,510
Fundraising events	46,712	-	46,712	24,959
Trading	1,231	-	1,231	2,160
Investment income and interest receivable	12	-	12	30
	<u>251,528</u>	<u>29,100</u>	<u>280,628</u>	<u>300,330</u>

Included within the above income is £29,100 of restricted income (2017: £12,350)

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2018

3. INCOME FROM CHARITABLE ACTIVITIES

	Activity	31.12.18 £	31.12.17 £
Building Futures income	Building Futures	210,408	196,627
Social activities income	Social Activities	17,796	22,169
A Reason To Get Up income	A Reason To Get Up	33,980	14,738
		<u>262,184</u>	<u>233,534</u>

Included within the above income is £nil of restricted income (2017: £5,200)

4. RAISING FUNDS

Raising donations and legacies

	Direct costs £	Support costs £	31.12.18 Totals £	31.12.17 Totals £
Fundraising activities	44,772	23,490	68,262	125,594
Fundraising events	22,138	4,272	26,410	23,796
Trading	1,100	-	1,100	784
	<u>68,010</u>	<u>27,762</u>	<u>95,772</u>	<u>150,174</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct costs £	Support costs (See note 6) £	Totals £
Building Futures	190,689	42,904	233,593
Social Activities	62,741	15,143	77,884
A Reason To Get Up	56,427	12,619	69,046
Information and awareness raising	29,264	27,762	57,026
	<u>339,122</u>	<u>98,428</u>	<u>437,550</u>

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2018

6. SUPPORT COSTS

	Management	Finance	Governance costs	Totals
	£	£	£	£
Building Futures	37,431	3,346	2,127	42,904
Social Activities	11,859	2,008	1,276	15,143
A Reason To Get Up	10,429	1,339	851	12,619
Information And Awareness Raising	27,762	-	-	27,762
Fundraising	27,762	-	-	27,762
	<u>115,243</u>	<u>6,693</u>	<u>4,254</u>	<u>126,190</u>

7. NET INCOME/(EXPENDITURE)

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

	31.12.18	31.12.17
	£	£
Independent examination	1,846	1,813
Depreciation - owned assets	7,583	8,643
Loss on disposal of fixed assets	<u>457</u>	<u>-</u>

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2018 nor for the year ended 31 December 2017.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2018 nor for the year ended 31 December 2017.

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2018

9. STAFF COSTS

	31.12.18	31.12.17
	£	£
Wages and salaries	412,354	385,222
Social security costs	33,185	33,253
Other pension costs	6,952	3,690
	<u>452,491</u>	<u>422,165</u>

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

	31.12.18	31.12.17
Administrative	2	2
Fundraising	3	2
Operational	11	11
Management	1	1
	<u>17</u>	<u>16</u>

No employees received emoluments in excess of £60,000.

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2018

10. 2017 STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Designated fund £	Restricted funds £	Total funds £
INCOME FROM				
Charitable activities				
Building Futures	196,627	-	-	196,627
Social Activities	22,169	-	-	22,169
A Reason To Get Up	9,538	-	5,200	14,738
Fundraising activities	287,980	-	12,350	300,330
Total	516,314	-	17,550	533,864
EXPENDITURE ON				
Raising funds	150,174	-	-	150,174
Charitable activities				
Building Futures	231,053	-	1,000	232,053
Social Activities	63,968	-	18,175	82,143
A Reason To Get UP	61,809	-	5,200	67,009
Information And Awareness Raising	51,141	-	-	51,141
Total	558,145	-	24,375	582,520
NET INCOME/(EXPENDITURE)	(41,831)	-	(6,825)	(48,656)
Transfers between funds	-	-	-	-
Net movement in funds	(41,831)	-	(6,825)	(48,656)
RECONCILIATION OF FUNDS				
Total funds brought forward	223,572	-	6,825	230,397
TOTAL FUNDS CARRIED FORWARD	181,741	-	-	181,741

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2018

11. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 January 2018	53,869
Additions	8,775
Disposals	<u>(14,882)</u>
At 31 December 2018	<u>47,762</u>
DEPRECIATION	
At 1 January 2018	35,004
Charge for year	7,583
Eliminated on disposal	<u>(14,425)</u>
At 31 December 2018	<u>28,162</u>
NET BOOK VALUE	
At 31 December 2018	<u><u>19,600</u></u>
At 31 December 2017	<u><u>18,865</u></u>

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.18 £	31.12.17 £
Trade debtors	7,608	53,218
Amounts owed by participating interests	22,196	111,057
Other debtors	-	608
Prepayments and accrued income	26,015	7,304
Tax	<u>4,181</u>	<u>-</u>
	<u>60,000</u>	<u>172,187</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.18 £	31.12.17 £
Trade creditors	12,212	7,132
Social security and other taxes	9,069	10,866
Other creditors	1,424	773
Accruals and deferred income	<u>37,854</u>	<u>43,301</u>
	<u>60,559</u>	<u>62,072</u>

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2018

14. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.12.18	31.12.17
	£	£
Between one and five years	<u>3,268</u>	<u>16,544</u>

15. MOVEMENT IN FUNDS

RESTRICTED FUNDS

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

2018

	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)	-
Hedley Foundation	-	3,000	(3,000)	-
Borrows Trust	-	2,500	(2,500)	-
Surrey County Council members allocation	-	340	(340)	-
A Reason to Get Up:				
Borrows Trust	-	2,500	(2,500)	-
Surrey County Council members allocation	-	660	(660)	-
Hayman Solicitors	-	100	(100)	-
Total Restricted Funds	-	29,100	(29,100)	-

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2018

15. MOVEMENT IN FUNDS - continued

The Building Futures fund represents monies from four sources:

No Fear Bridge – for Outdoor Learning Sessions
Hedley Foundation – for Outdoor Learning programme
Borrows Trust – for Outdoor Learning programme
Surrey County Council – members' allocation

The A Reason To Get Up fund represents monies from three sources:

Borrows Trust – for the Cook and Grow programme
Surrey County Council – members' allocation
Hayman Solicitors – to purchase seeds for the Cook and Grow Programme

2017

	Balance at 1 January 2017	Movement in funds		Balance at 31 December 2017
	£	Incoming Resources £	Resources expended £	£
<u>Social Activities:</u>				
Surrey County Council –				
Surrey Short Breaks	-	11,350	(11,350)	-
Broughton Family Trust	-	-	-	-
Sport England – Sport for Life	6,325	-	(6,325)	-
<u>Building Futures:</u>				
Unum	-	1,000	(1,000)	-
<u>A Reason to Get Up:</u>				
Surrey County Council – councillor allocation	-	750	(750)	-
Community Foundation of Surrey	-	4,450	(4,450)	-
<u>Capital for Building Futures:</u>				
Percy Bilton Charity	500	-	(500)	-
Total Restricted Funds	6,825	17,550	(24,375)	-

HALOW PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED for the Year Ended 31 December 2018

15. MOVEMENT IN FUNDS – continued

The Social Activities fund represents monies received from two sources:

Surrey Short Breaks - Social Activities aged 16- 19 years

Sport England - Sport for Life programme

The Building Futures fund represents monies from one source:

UNUM Limited - general funding for the programme

The A Reason To Get Up fund represents monies from two sources:

Community Foundation for Surrey - The IT Crowd

Surrey County Council - councillor allocation

The Capital Fund represents monies from one source:

Percy Bilton Charity - to buy two cameras for young people to take photos

16. RELATED PARTY DISCLOSURES

The company was owed £22,196 (2017: £111,057) by **halow care** Community Interest Company at the balance sheet date. **halow project** incurred expenditure of £250,798 (2017: £120,220) on **halow care's** behalf and income of £235,487 (2017: £203,380). **halow project** was repaid amounts owed to it of £104,172 during the year.

17. COMPANY LIMITED BY GUARANTEE

halow project is a company limited by guarantee and accordingly does not have a 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 £8,518.75 (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.