

REGISTERED COMPANY NUMBER: 03034328 (England and Wales)
REGISTERED CHARITY NUMBER: 1045893

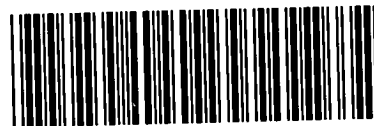
**REPORT OF THE TRUSTEES AND
AUDITED FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31 MARCH 2019
FOR**

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**



Chartered Accountants &
Financial Advisors

TUESDAY



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COMPANIES HOUSE

YOUR LOCAL TRUSTED ADVISORS

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

	Page
Chair of the Trustees Report	1
Report of the Trustees	2 to 8
Report of the Independent Auditors	9 to 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 23
Detailed Statement of Financial Activities	24 to 26

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

As I mentioned in my last report, 2018 was SWALLOW's 25th Anniversary which culminated in a Celebration Ball which was hugely enjoyed by Members, and their Guests. 2018 was also the year when our expenditure on our charitable activities exceeded £1m and I am delighted to report a further 10% increase this year.

This year we had hoped to be able to offer two more supported housing opportunities but the development has been delayed until 2020. We already have the prospective tenants ready to move in. Elsewhere, we continue to expand our services and have started a preparation day at the Café on a Monday and new cookery sessions at Base House. Wherever possible, we continue to react to what our members want and to be able to do this we have been busy fundraising with a concert with the Mendip Male Voice Choir and a Zumbathon.

This year we have also been able to invest in efficiency through support from St John's Foundation. As a result, we have implemented new rota software, Care Planner, appointed a Quality and Impacts Officer and given additional training to our team of seniors. We have also been able to recruit a Finance Senior, funded initially by an anonymous trust.

This year we have been overwhelmed by support from the local community, ranging from individuals holding cream-tea events, people running in the Bath Half Marathon and cycling in Bike Bath. We have also developed a close relationship with our nearest neighbour, Sun Chemicals. The SWALLOW café makes soup for their weekly staff lunches and they have also sponsored our football team and our first Café Calendar and printed a new banner for the Café.

As mentioned last year John Cullum DL became our first Patron and this year he hosted our 'Tree of Friendship' event for supporters, members and staff which was a great success.


The development of work skills is one of the most important services we provide for our members and an increasing number are now becoming part of the local workforce. We have members working in a local Hummus factory, at the Bookbarn, at Farrington's Farm Shop and St Nicholas Church.

On a sad note this year has seen the passing several good friends of SWALLOW including our landlord Alex Hann – they will all be greatly missed.

This year we have welcomed Judith Walker and Sue Hawkey to the Trustee Board. They will greatly enhance the range of relevant skills and experience available to the Board; my thanks to them and the other Trustees for their support.

Again I must repeat that SWALLOW's success is entirely due to the brilliant management and staff team led by our Chief Executive, Bev Craney; my sincere thanks to them all.

This is my final report as Chair of the Trustees. I have been a Trustee of SWALLOW for 20 years much of that time as Treasurer and for the last six years Chairman. SWALLOW is a wonderful organisation and it has been both a pleasure and a privilege to be part of its journey. I will be staying on as a Trustee and will continue to contribute and support my successor in every way I can.



**C P WINPENNY
CHAIR OF TRUSTEES**

SOUTH WEST ACTION FOR LEARNING AND LIVING OUR WAY LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

OBJECTIVES AND ACTIVITIES

Objectives and principal activities

The charity's objects and principal activities are to benefit all local teenagers and adults with learning disabilities, providing supported housing, education and related services.

The main activities of the organisation are:

1. Supported housing
2. Outreach support in the community
3. Independent living skills training
4. Therapeutic courses and day activities
5. Supported employment and employment training, including craft and horticulture activities and the SWALLOW Community Café
6. Healthy living and fitness activities
7. Social activities to reduce social isolation
8. Information and advice
9. Youth Group for 13-18 year olds to aid transition from school to the adult world.

Each year the Trustees review the charity's objectives and activities to ensure that they continue to reflect our aims. In carrying out this review the Trustees have considered the Charity Commission's general guidance on public benefit.

All of our activities welcome all teenagers and adults with learning disabilities regardless of personal background, faith, gender or personal circumstances. We do make some charges towards activities, but these are often subsidised and concessions are offered where possible to those on low incomes to make them affordable to all.

Volunteers

SWALLOW has a dedicated team of volunteers who support the work of the charity in a variety of roles. Our Trustee Board and our members on the Management Committee all give their time for free and we have a growing number of people helping in all areas of our work, making a vital contribution.

ACHIEVEMENT AND PERFORMANCE

Charitable activities

The aim of the charity is to maximise the support offered to teenagers and adults with learning disabilities, and to give them the skills and opportunities that they need to live full and independent lives. SWALLOW uses its resources to achieve these aims. The Chairman's Report outlines the main achievements of the organisation this year.

Fundraising activities

Voluntary income remains crucial for SWALLOW to be able to continue to offer the range of support that our members ask for and to grow new services in new areas in response to growing need. The donations that we receive from charitable trusts and foundations, as well as from companies and individuals, are often used to start new activities and enhance the support that we provide, as well as allowing us to develop the organisation in line with our members' wishes and needs.

FINANCIAL REVIEW

Principal funding sources

Most of the funding for SWALLOW services comes on an individual basis through personalised budgets for teenagers and adults with learning disabilities, which are set and approved by Bath and North East Somerset Council (B&NES), but what support each individual buys from providers is decided by that member in discussions with his/her carer. Some funding for supported housing comes from B&NES Supported Living funds. This funding is directly related to the tenants and the support needs for which they have been assessed. SWALLOW also receives a grant from the local authority, through Virgin Care, to cover a small part of the costs of Base House. The rest of the cost is raised from voluntary sources such as charitable trusts, companies, fundraising events and individual donations.

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

FINANCIAL REVIEW

Investment policy and performance

The Board of Trustees are currently in the process of reviewing the investment policy. They are reviewing the current arrangements in light of the growth of the available funds and the low interest paid on Bank Deposit Accounts.

Reserves policy

The Trustees have reviewed the need for reserves in line with the guidance issued by the Charity Commission and have determined the following policy, which will be reviewed annually:

The Trustees recognise that there is a voluntary income risk in the current economic climate, a social enterprise income risk in current market conditions, the ongoing changes within public sector funding and reduced donations arising from the volatility of the stock markets and other uncertainty. They have therefore reviewed the reserves policy.

From discussions at the Trustee Board, it has been decided that SWALLOW may maintain reserves for a variety of purposes including, but not limited to, the following:

- a) To enable the services provided to teenagers and adults with learning disabilities to continue during any period of disruption in the charity's income;
- b) To cover set up costs for new service initiatives, prior to income being received;
- c) To cover necessary ongoing costs and finance any legal obligations if a major source of funding ceases, either voluntarily or compulsorily, causing parts of the business to cease.

Unrestricted Reserves

As part of its annual budget-setting, the Trustees will consider the level of unrestricted reserves it is appropriate for the charity to keep to meet its obligations, to hedge against possible risks and to fund its future plans. The Trustees have agreed that for the current year unrestricted reserves should be in the range of between £313,678 and £365,957, which represents 3 to 4 months of annual expenditure. The Trustees will continue to monitor the unrestricted reserves during the financial year.

Restricted Reserves

Restricted reserves are held when money raised in the previous year for specific charitable activities remains unspent at the year end and is carried over to be spent in future years.

Accounting

This year we have again undertaken a full audit of the Charity's accounts, as the income threshold of £1million set by the Charity Commission has been exceeded.

Review

At 31 March 2019, Unrestricted Reserves, as defined, amounted to £389,061 compared to a target range of three to four month's running costs, ie £313,678 to £365,957.

Review of the charity's financial position

Overall income and expenditure increased during this financial year, due to increasing numbers of people requiring help and support. The charity, through good financial planning and cost control, managed to produce a surplus, which will help to grow the unrestricted reserves that are vital for the ongoing stability of the organisation. Donations and voluntary income increased by 44%, allowing the charity to subsidise activities and help those outside the net of state support.

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

FUTURE STRATEGY

The support that SWALLOW provides to its members, teenagers and adults with learning disabilities, remains vital and effective and much needed. The Charity wants to be able to continue to grow to be able to respond to those who need our help, whilst at no time compromising its key principles of quality and being user led.

With the support of key charitable funders we have been able to invest in our infrastructure and in our management team, to make sure that we are as robust as possible, to address any challenges that face us and take advantage of opportunities as they arise.

Here is an outline of our plans for the year ahead:

Supported Housing - we are working on developing new opportunities in the next few years in collaboration with the two housing associations that we work with. We know that there is more demand for housing than we can currently offer. Any growth in this area is dependent on the Charity's ability to maintain quality at all times.

Outreach - we continue to work very hard to try to respond to all those who need our flexible one to one support.

Base House - is SWALLOW's training house in Midsomer Norton, teaching teenagers and adults with learning disabilities independent living skills. It provides a unique experience for those who attend and changes future aspirations towards independent living whilst also providing some respite for families. Demand outstrips supply and we are working towards a second Base House.

Employment - many SWALLOW members want to contribute to the local community through the world of work. We support them to gain experience through our craft based and horticulture sessions, as well as helping them to search out and apply for external positions. We also aim to offer members employment within SWALLOW wherever possible.

The number of SWALLOW members working in the local area, with our support, continues to grow and orchid's a shining example that we share with the employers involved.

The SWALLOW Community Café - now offers trainees the opportunity to take part in a preparation day on Mondays. We make soup for a local company and also a local village network. We are hoping to offer more takeaway products, so that customers who may not have time to stop and enjoy the cafe surroundings can "grab and go".

Social Activities - our members love to meet up with friends and have fun, they tell us what they want to do and we try to make it happen. The wide and varied calendar of events, including Ladies' and Men's nights, Fun Club and Boogie nights, continues to be extremely popular.

Courses and Sports Activities - SWALLOW offers a range of courses and day activities which are mostly full. In order to build capacity, we are investigating a new activity day in Midsomer Norton as well as a monthly healthy living session, incorporating a fitness activity and healthy cooking.

Youth Activities - our weekly youth group is at full capacity and we are hoping that additional sessions may be funded.

Consultancy - SWALLOW are now offering advice and support to other organisations with regard to best practice in providing support to people with a learning disability.

Supporting the staff team - we believe that it is vital for SWALLOW to have a motivated and skilled staff team. Without our staff being fully engaged and committed to our values and ethos we would not be able to achieve everything that we do or what our members have planned for the future. We will continue to invest in staff development and training at all levels and have introduced the Care Certificate, which is completed as part of our induction plan for support staff new to social care. We have recently raised some money for team building training for our growing team of seniors. This is a three year commitment to strengthen and enhance the team, so that they can lead the organisation to achieve even more.

SOUTH WEST ACTION FOR LEARNING AND LIVING OUR WAY LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2019

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The organisation is a charitable company limited by guarantee, incorporated and registered as a charity on 17 March 1995. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10. The total number of such guarantees at 31 March 2019 was 152 (2018 134).

Recruitment and appointment of the Board of Trustees

Members of the Board of Trustees, who are Directors for the purpose of company law and Trustees for the purpose of charity law, are elected at the AGM to serve for a period of 3 years after which they must be re-elected at the next AGM.

As the charity is user-led and works with teenagers and adults with learning disabilities, it is important that the Trustee Board members have empathy and understanding of the needs of SWALLOW's members. Trustees are recruited, as required, through a variety of media, both local and national. The aim is to recruit individuals with a broad range of skills to complement those we already have within the Trustee Board.

Trustees are asked to provide a list of their skills and update it each year so that skills gaps can be identified. Potential Trustees are given an NCVO pack outlining the roles and responsibilities of Trustees as well as attending a preliminary meeting to ensure that Trustees are aware of the commitment involved.

Organisational structure

The Trustee Board meets every six weeks and is responsible for the strategic direction, financial viability and overall well-being of the Charity. Its aim is to ensure that the resources of the Charity are applied to the maximum benefit of the members. The Chief Executive, Fundraising and Finance Manager and the HR Manager also attend the Board Meetings.

As SWALLOW is a user-led organisation, we also have a Management Committee made up of fifteen members. This group also meets six weekly and advises and guides the Trustee Board on members' wishes and needs. At least one Trustee attends each meeting and reports back to the Trustee Board.

The day to day running of the organisation is the responsibility of the Chief Executive. Reporting to the Chief Executive are the Fundraising and Finance Manager, the Registered Manager, who oversees our Supported Housing, Base House and Outreach, as well as the HR Manager and the Courses Senior Support worker.

Induction and training of new trustees

New Trustees undertake an extensive and comprehensive induction and training programme, which includes:

1. Meetings with the Chair of Trustees, the Chief Executive and other senior members of staff
2. Visits to the Head Office, Redfield Road, The Hawthorns and Base House and the SWALLOW Community Café
3. Attending a Management Committee (members) meeting
4. Information pack including the governing documents and policies and procedures, recent financial information and strategic documents and action plan

Risk review

The Trustee Board, in compliance with the SORP, conducts an annual review of the major risks to which the charity is exposed. A risk register has been established and, where appropriate, systems or procedures have been established to mitigate the risks faced and a sub-committee of the Trustee Board has been formed to review the risk register on a regular basis and report back to the Board.

The organisation continually looks to review and monitor services in line with local authority and Care Quality Commission requirements, to ensure the highest quality is maintained.

In considering the major risks to the charity, the Trustees have recognised that the most influential one would be the loss of funding to its core business. In this respect, the Trustees are implementing a policy of diversification and are extending the activities of the Charity to include other related projects and opportunities for people with learning disabilities wanting to live independent lives. This will help the Charity to strengthen its financial position and continue to achieve the original objectives of the Constitution.

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03034328 (England and Wales)

Registered Charity number
1045893

Registered office
The Old Engine House
Old Pit Road
Midsomer Norton
Radstock
BA3 4BQ

Trustees

C P Winpenny
K F Atkinson
A E F Quinn
J W Freeman
E J Rawlings
D M Vaughan
S Barran
J Souter
C Negus
J Walker
S Hawkey

Chair

Deputy Chair

Secretary

- resigned 23.7.18

- resigned 23.7.18

- appointed 17.5.18

- appointed 4.6.18

- appointed 1.3.19

- appointed 8.7.19

Company Secretary
N Tew

Auditors

PG Owen Limited
Chartered Accountants and
Statutory Auditors
124 High Street
Midsomer Norton
Bath
BA3 2DA

Solicitors

Thatcher and Hallam
Island House
Midsomer Norton
BA3 2HJ

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent ME19 4JQ

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

REFERENCE AND ADMINISTRATIVE DETAILS

Patron

J Cullum DL

Hon Vice Presidents

K F Atkinson

A E F Quinn

Senior Management Team

B Craney

J Willcox

M Cox

N Tew

Chief Executive

Registered Manager

Human Resources Manager

Fundraising and Finance Manager

RESULTS

The Net Incoming Resources for the year to 31 March 2019 amounted to £64,830 (2018 £61,583). Restricted Reserves at 31 March 2019 amounted to £32,391 (2018 £35,561) and Unrestricted Reserves amounted to £389,061 (2018 £321,061).

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of South West Action for Learning and Living Our Way Limited for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the trustees are aware, there is no relevant information (as defined by Section 418 of the Companies Act 2006) of which the charitable company's auditors are unaware, and each trustee has taken all the steps that they ought to have taken as a trustee in order to make them aware of any audit information and to establish that the charitable company's auditors are aware of that information.

AUDITORS

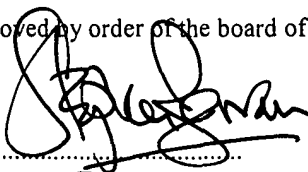
The auditors, PG Owen Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

Approved by order of the board of trustees on 29 November 2019 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'S Barran', written over a dotted line.

S Barran - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

Opinion

We have audited the financial statements of South West Action for Learning and Living Our Way Limited (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland'; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF
SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Our responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Independent Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

PG Owen Ltd.

PG Owen Limited
Chartered Accountants and
Statutory Auditors
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
124 High Street
Midsomer Norton
Bath
BA3 2DA

Date: 2nd December 2019

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

		Unrestricted funds	Restricted fund	2019 Total funds	2018 Total funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	63,833	65,849	129,682	89,995
Charitable activities	5				
Activities to further charity's objectives		1,014,365	72,441	1,086,806	1,026,099
Other trading activities	3	8,508	-	8,508	1,356
Investment income	4	2,070	-	2,070	222
Total		1,088,776	138,290	1,227,066	1,117,672
EXPENDITURE ON					
Raising funds	6	3,138	-	3,138	3,343
Charitable activities	7				
Direct charitable expenditure		897,113	141,460	1,038,573	944,321
Management and administration		120,525	-	120,525	108,425
Total		1,020,776	141,460	1,162,236	1,056,089
NET INCOME/(EXPENDITURE)		68,000	(3,170)	64,830	61,583
RECONCILIATION OF FUNDS					
Total funds brought forward		321,061	35,561	356,622	295,039
TOTAL FUNDS CARRIED FORWARD		389,061	32,391	421,452	356,622

The notes form part of these financial statements

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

**BALANCE SHEET
AT 31 MARCH 2019**

		Unrestricted funds	Restricted fund	Total 2019 funds	Total 2018 funds
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	13	14,114	-	14,114	14,130
CURRENT ASSETS					
Debtors	14	96,854	-	96,854	80,540
Cash at bank and in hand		<u>353,470</u>	<u>32,391</u>	<u>385,861</u>	<u>326,536</u>
		450,324	32,391	482,715	407,076
CREDITORS					
Amounts falling due within one year	15	(75,377)	-	(75,377)	(64,584)
NET CURRENT ASSETS		<u>374,947</u>	<u>32,391</u>	<u>407,338</u>	<u>342,492</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>389,061</u>	<u>32,391</u>	<u>421,452</u>	<u>356,622</u>
NET ASSETS		<u>389,061</u>	<u>32,391</u>	<u>421,452</u>	<u>356,622</u>
FUNDS	17				
Unrestricted funds				389,061	321,061
Restricted funds				<u>32,391</u>	<u>35,561</u>
TOTAL FUNDS				<u>421,452</u>	<u>356,622</u>

The notes form part of these financial statements

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

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

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

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 audited under the requirements of Section 144 of the Charities Act 2011.

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

The financial statements were approved by the Board of Trustees on 24 March 2019 and were signed on its behalf by:



S Barran -Trustee

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	2019 £	2018 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>66,673</u>	<u>62,609</u>
Net cash provided by (used in) operating activities		<u>66,673</u>	<u>62,609</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(9,418)	(5,421)
Interest received		<u>2,070</u>	<u>222</u>
Net cash provided by (used in) investing activities		<u>(7,348)</u>	<u>(5,199)</u>
Change in cash and cash equivalents in the reporting period		59,325	57,410
Cash and cash equivalents at the beginning of the reporting period		<u>326,536</u>	<u>269,126</u>
Cash and cash equivalents at the end of the reporting period		<u><u>385,861</u></u>	<u><u>326,536</u></u>

The notes form part of these financial statements

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

**NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2019**

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

	2019 £	2018 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	64,830	61,583
Adjustments for:		
Depreciation charges	9,434	7,207
Interest received	(2,070)	(222)
Increase in debtors	(16,315)	(5,123)
Increase/(decrease) in creditors	<u>10,794</u>	<u>(836)</u>
Net cash provided by (used in) operating activities	<u>66,673</u>	<u>62,609</u>

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

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

Expenditure

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

Tangible fixed assets

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

Improvements to property	- at varying rates on cost
Equipment for houses	- 25% on cost
Office equipment	- 25% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

2. DONATIONS AND LEGACIES

	2019 £	2018 £
Donations - miscellaneous	14,861	8,990
Anonymous donations	24,750	10,000
The Baily Thomas Charitable Fund	-	8,000
The Sperring Charity	6,027	6,480
Bath Half Marathon Sponsorship	4,027	3,816
Bath Half Marathon Fund	630	-
BBC Children in Need	8,882	7,032
The Medlock Charitable Trust	2,000	2,000
The Hobson Charity	-	2,828
Theatre Royal Bath	-	4,725
The Rotary Club of Bath	450	1,500
The Roper Family Charitable Trust	15,000	10,000
Nationwide Charities Trust	636	-
Santander Foundation Discovery Grant	-	4,941
The David Solomons Charitable Trust	1,000	-
B&NES Community Wellness Fund	-	1,000
The People's Postcode Trust	-	1,828
The Winsley Family	753	-
The Hutton Family	10,000	-
The Hartfield Charitable Trust	1,122	-
Westfield Parish Council	1,000	1,000
Tesco Bags of Help	-	1,828
Paulton Skittles League	830	-
Norton Radstock U3A	2,550	-
Bath and West Community Energy	-	1,476
AACP St John's Foundation	8,800	-
Raffle	1,317	1,045
Quartet Community Foundation Express Programme	4,695	1,933
Radstock Co-op Society Limited	-	1,000
Collection at Bath Arsenal FC	-	804
Craft fair donation	2,100	1,500
Quartet Somer Valley Small Grant	-	899
St John's Foundation	18,252	4,370
Midsomer Norton Town Council	-	1,000
	<u>129,682</u>	<u>89,995</u>

3. OTHER TRADING ACTIVITIES

	2019 £	2018 £
Membership income	1,008	1,356
Consultancy fees	<u>7,500</u>	-
	<u>8,508</u>	<u>1,356</u>

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

4. INVESTMENT INCOME

	2019	2018
	£	£
Bank interest	<u>2,070</u>	<u>222</u>

5. INCOME FROM CHARITABLE ACTIVITIES

	Activity	2019	2018
		£	£
Domiciliary support	Activities to further charity's objectives	537,319	515,717
Housing benefit & rent	Activities to further charity's objectives	115,029	108,215
Work skills	Activities to further charity's objectives	121,348	112,012
Fun club	Activities to further charity's objectives	19,355	15,436
Grants	Activities to further charity's objectives	72,441	72,441
Fitness club	Activities to further charity's objectives	3,355	3,101
Music workshop	Activities to further charity's objectives	2,192	1,935
Arts and crafts	Activities to further charity's objectives	36,622	41,565
Base house stays	Activities to further charity's objectives	72,375	68,108
Drama and yoga course	Activities to further charity's objectives	40,258	29,632
Young people income	Activities to further charity's objectives	1,254	1,353
Courses	Activities to further charity's objectives	28,845	24,323
Café takings	Activities to further charity's objectives	<u>36,413</u>	<u>32,261</u>
		<u>1,086,806</u>	<u>1,026,099</u>

Grants received, included in the above, are as follows:

	2019	2018
	£	£
B&NES Funding	25,354	25,354
B&NES Supporting People	<u>47,087</u>	<u>47,087</u>
	<u>72,441</u>	<u>72,441</u>

6. RAISING FUNDS

Other trading activities

	2019	2018
	£	£
Fundraising events	<u>3,138</u>	<u>3,343</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Direct charitable expenditure	341,818	696,755	1,038,573
Management and administration	-	120,525	<u>120,525</u>
	<u>341,818</u>	<u>817,280</u>	<u>1,159,098</u>

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

8. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Direct charitable expenditure	696,755	-	-	696,755
Management and administration	-	112,178	8,347	120,525
	<u>696,755</u>	<u>112,178</u>	<u>8,347</u>	<u>817,280</u>

	2019 £	2018 £
Management	112,178	100,124
Accountancy & legal fees	3,547	3,501
Auditors' remuneration	<u>4,800</u>	<u>4,800</u>
	<u>120,525</u>	<u>108,425</u>

9. NET INCOME/(EXPENDITURE)

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

	2019 £	2018 £
Auditors' remuneration	4,800	4,800
Depreciation - owned assets	<u>9,434</u>	<u>7,207</u>

10. TRUSTEES' REMUNERATION AND BENEFITS

No remuneration was paid to the Board of Trustees in the period.

Trustees' expenses

During the year ended 31 March 2019 trustees' expenses amounted to £nil (2018 £nil).

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

11. STAFF COSTS

	2019 £	2018 £
Wages and salaries	809,903	745,145
Social security costs	49,930	47,155
Other pension costs	<u>21,342</u>	<u>15,025</u>
	<u>881,175</u>	<u>807,325</u>

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

	2019	2018
Support staff	35	30
Projects staff	15	19
Administration/support staff	<u>14</u>	<u>13</u>
	<u>64</u>	<u>62</u>

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

Staff costs were as follows:

	Support £	Projects £	Administration £	2019 £	2018 £
Wages and salaries	629,569	140,847	39,487	809,903	745,145
Social security costs	39,166	7,702	3,062	49,930	47,155
Pension costs	<u>18,173</u>	<u>3,169</u>		<u>21,342</u>	<u>15,025</u>
	<u>686,908</u>	<u>151,718</u>	<u>42,549</u>	<u>881,175</u>	<u>807,325</u>

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	30,491	59,504	89,995
Charitable activities			
Activities to further charity's objectives	953,658	72,441	1,026,099
Other trading activities	1,356	-	1,356
Investment income	<u>222</u>	<u>-</u>	<u>222</u>
Total	985,727	131,945	1,117,672

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted fund £	Total funds £
EXPENDITURE ON			
Raising funds	3,343	-	3,343
Charitable activities			
Direct charitable expenditure	823,394	120,927	944,321
Management and administration	<u>108,425</u>	<u>-</u>	<u>108,425</u>
Total	<u>935,162</u>	<u>120,927</u>	<u>1,056,089</u>
NET INCOME/(EXPENDITURE)	50,565	11,018	61,583
RECONCILIATION OF FUNDS			
Total funds brought forward	<u>270,496</u>	<u>24,543</u>	<u>295,039</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>321,061</u></u>	<u><u>35,561</u></u>	<u><u>356,622</u></u>

13. TANGIBLE FIXED ASSETS

	Improvements to property £	Equipment for houses £	Office equipment £	Totals £
COST				
At 1 April 2018	3,762	10,072	20,979	34,813
Additions	<u>2,400</u>	<u>1,407</u>	<u>5,611</u>	<u>9,418</u>
At 31 March 2019	<u>6,162</u>	<u>11,479</u>	<u>26,590</u>	<u>44,231</u>
DEPRECIATION				
At 1 April 2018	1,971	7,326	11,386	20,683
Charge for year	<u>1,540</u>	<u>2,080</u>	<u>5,814</u>	<u>9,434</u>
At 31 March 2019	<u>3,511</u>	<u>9,406</u>	<u>17,200</u>	<u>30,117</u>
NET BOOK VALUE				
At 31 March 2019	<u>2,651</u>	<u>2,073</u>	<u>9,390</u>	<u>14,114</u>
At 31 March 2018	<u>1,791</u>	<u>2,746</u>	<u>9,593</u>	<u>14,130</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade debtors	72,108	60,945
Prepayments and accrued income	<u>24,746</u>	<u>19,595</u>
	<u><u>96,854</u></u>	<u><u>80,540</u></u>

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade creditors	12,426	8,392
Social security and other taxes	11,587	11,630
Other creditors	5,938	4,175
Accrued expenses	<u>45,426</u>	<u>40,387</u>
	<u>75,377</u>	<u>64,584</u>

16. LEASING AGREEMENTS

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

	2019	2018
	£	£
Within one year	78,499	75,967
Between one and five years	<u>64,516</u>	<u>77,321</u>
	<u>143,015</u>	<u>153,288</u>

17. MOVEMENT IN FUNDS

	At 1.4.18	Net movement in funds	At 31.3.19
	£	£	£
Unrestricted funds			
General Funds	321,061	68,000	389,061
Restricted funds			
Restricted Funds	35,561	(3,170)	32,391
TOTAL FUNDS	<u>356,622</u>	<u>64,830</u>	<u>421,452</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General Funds	1,088,776	(1,020,776)	68,000
Restricted funds			
Restricted Funds	138,290	(141,460)	(3,170)
TOTAL FUNDS	<u>1,227,066</u>	<u>(1,162,236)</u>	<u>64,830</u>

**SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**

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

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £
Unrestricted Funds			
General Funds	270,496	50,565	321,061
Restricted Funds			
Restricted Funds	24,543	11,018	35,561
TOTAL FUNDS	<u>295,039</u>	<u>61,583</u>	<u>356,622</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Funds	985,727	(935,162)	50,565
Restricted funds			
Restricted Funds	131,945	(120,927)	11,018
TOTAL FUNDS	<u>1,117,672</u>	<u>(1,056,089)</u>	<u>61,583</u>

18. RELATED PARTY DISCLOSURES

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

19. PURPOSE OF RESTRICTED RESERVES

Restricted Reserves amounting to £32,391 are being carried forward to be spent in the year ended 31 March 2020. This is made up as follows:

A donation of £1,656 from The Hobson Charity towards gardening in the community.

A donation of £10,069 from an anonymous donor towards a Finance Senior and a Fundraiser.

A donation of £2,349 from The Quartet Community Foundation Express Programme towards an Employment Support Co-ordinator.

A donation of £13,791 from St John's Foundation towards Investment in Efficiency Project.

A donation of £1,500 from The Medlock Charitable Trust towards cafe training days.

A donation of £168 from Sun Chemicals towards football kit.

A donation of £2,858 from BBC Children in Need towards the Youth Club.