

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 2020
FOR
SOUTH WEST ACTION FOR LEARNING AND
LIVING OUR WAY LIMITED**



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

**CHAIR OF THE TRUSTEES REPORT
FOR THE YEAR ENDED 31 MARCH 2020**

At the December 2019 Annual General Meeting, Chris Winpenny reported that SWALLOW was in sound financial shape, there were plans for strengthening and developing the support and services we offer to Members, and the future was bright. Within two months, however, everything had changed, and the foreseeable future had become COVID.

The financial year covered by this report ended soon after the first full UK lockdown began on March 23rd, and the impact of the virus on SWALLOW finances will not be reported until next year's Annual General Meeting – though the figures then will reflect a difficult year. But the last few pre-COVID months, between the last AGM and the financial year end 31st March 2020, were full of promising activity.

By January 2020, the Community Café had been running for nearly 5 years, but the café team did not rest on those laurels: they began the New Year thinking up a host of new ideas. One of these, a week of cupcake decorating classes in February half-term, was a great opportunity for children to have fun and get creative. Other ideas included monthly Sunday lunches to decrease social isolation; coffee mornings for carers, loyalty cards. Meanwhile, Base House was almost full, as were most of the courses and other activities for Members.

We held our Annual Evaluation Day (when members, parents, and carers and staff of SWALLOW come together to review the past year and work together on plans for the future) in March, just before the first lockdown began. It produced the usual buzz of ideas and positive energy about SWALLOW. Unfortunately, many of the wonderful ideas had to be put on hold due to the pandemic.

By March the Trustees were meeting remotely via Zoom (and have continued to do so), SWALLOW's whole method of working was being reviewed to make sure every element of it was COVID-safe, for both staff and members and their families. As a result, we have been able to continue providing support to Members, and Base House has continued to operate, albeit on a very reduced basis. We have a programme of regular testing for staff and members.

Our courses and group activities had to close temporarily, but we began to provide some activities remotely. We set up regular 'zoom' calls for members to join in with group activities and, interactive exercises to keep them in touch with friends and reduce social isolation and anxiety. The Community Café began to serve a limited takeaway menu. We have also been offering one-to-one sessions which include cookery, crafts and exercise (all adhering to Government guidelines). We were able to take possession of two new flats at Beauchamp Place, and support the members who took on those tenancies in moving in and getting settled.

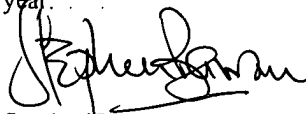
Another consequence of COVID, sadly, has been that Emma Rawlings found that the demands of the pandemic in her own workplace meant that she could not for the time being continue to act as Chair of the SWALLOW Board of Trustees, and I was asked to replace her. I am happy to report that both Emma and Chris Winpenny (whom she replaced as Chair at the 2019 AGM) continue to be Trustees.

Inevitably, COVID has had a dramatic impact in our ability to raise money, but we have still been supported by the local community and some key charitable trusts, we have also been very careful with our resources trying to save money wherever we can to allow us to continue to be able to support members where they need us.

One gleam of light in the general gloom looking ahead, comes from the discussions which have begun with The Hive in Peasedown St. John, a large community centre where we intend to provide café services when circumstances permit.

The prospect of the vaccination programme is also a bright ray of light and we know that, however much the virus has changed our lives this year, we will create a positive and creative 'new normal' during the year to come, and I look forward to working with the other Trustees, the staff, members, the local authority, and the many donors on whom we depend – and to whom we are deeply grateful – to make that new normal the best possible world for our members.

We were sad to say farewell to Judith Walker who resigned as Trustee, and to all those who have left SWALLOW this year.



Stephen Barran
Chair of the Trustees

SOUTH WEST ACTION FOR LEARNING AND LIVING OUR WAY LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

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 2020. 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 2019).

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

Our income from donations has been down against the previous year, largely due to the fact that the previous year we benefited from a number of out of the ordinary donations. It also reflects the tough fundraising environment that we are in and the fact that every penny raised is extremely valuable. The money raised did enable us to subsidise new activities and to help people whose needs fall outside the net of state support. We are extremely grateful for the ongoing support of a key number of trust and foundations as well as our loyal individual donors who continue to support SWALLOW.

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 2020**

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 £335,943 and £447,924, 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 2020, Unrestricted Reserves, as defined, amounted to £442,644 compared to a target range of three to four month's running costs, ie £335,943 to £447,924.

Review of the charity's financial position

In the year to March 2020, we were able to increase our overall income through greater numbers of people coming to us for support and an expansion of the services that we offer. Through good financial planning and cost control we were able to produce a surplus, which at the year-end contributed to the unrestricted reserves that are so important to the financial stability of the organisation – and which will help us to respond to the challenges of 2020/2021.

Looking forward into the next financial year there is a much more mixed picture.

SOUTH WEST ACTION FOR LEARNING AND LIVING OUR WAY LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

FUTURE STRATEGY

This year has been one of enormous challenges for the whole of society, and for those that SWALLOW support, people with learning difficulties, have been amongst the hardest hit. Not only being more vulnerable to the negative and lasting physical effects of Coronavirus, but also the effects that the pandemic has had on the mental health of our members.

During this time SWALLOW has continued to provide vital and effective support, being flexible to members' needs and situations and helping, wherever possible, to maintain 'normality' in our members' lives.

We have seen a number of our members withdraw from our services, shielding and isolating, but we have kept in touch with them and helped them to communicate with other members to reduce loneliness and isolation that they might be feeling.

As we look forward into 2021 we hope that we will see an end to the restrictions that have been placed on everyone, but we will only reduce social distancing when it is safe to do so. We look to a future that might be different but will be brighter, with more hope and joy.

Here is an outline of our plans for the year ahead, which is dependent on what we are able to do and when:

Supported Housing - we were able to offer two new housing opportunities in 2020 and we hope to work with local housing providers to develop even more in 2021.

Outreach – these flexible and tailor-made packages provide members with the support they need to be able to live their lives to the full – we aim to respond to the growing requests for support in this area.

Base House - is SWALLOW's training house in Midsomer Norton, teaching teenagers and adults with learning disabilities independent living skills. We will aim to maximise its use and continue to develop its role as a route for those transitioning from childrens' to adult services.

Employment – many of our members want to work towards the ultimate goal of paid employment. With our strands of work skills including crafts and horticulture we give them skills that will help them towards that goal. We have developed an online sales platform for items made by our members, and we will continue to expand the products we sell online.

The SWALLOW Community Café – we have been offered an exciting opportunity of an additional venue for a second community café and will be piloting this early in 2021. During the pandemic the café has developed its takeaway service and this will continue. The café trainees have also worked very hard to provide free food for vulnerable families and individuals in the local community and will become even more vital as the economic downturn hits more and more people. We are very grateful for the free food that we received through Fare Share and various supermarkets that help us keep cost to a minimum.

Day Activities and Courses – SWALLOW is continuing to offer a full range of day activities, we have implemented stringent cleaning and distancing regimes and will look to develop new opportunities in response to requests from members.

Supporting the staff team – Our team are always exceptionally diligent, but this year has been particularly challenging. Our team continue to experience unprecedented pressure as a result of the COVID-19 pandemic. Teamwork has become both, more significant and more challenging. Fortunately, we have witnessed instances of people working in areas where they may not have done under 'normal' conditions. We are extremely proud and grateful for their response. For the next financial year, we will offer further training and support for our team to ensure that they are able to respond and continue to be resilient through these ever-challenging times.

SOUTH WEST ACTION FOR LEARNING AND LIVING OUR WAY LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2020

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 2020 was 155 (2019 152).

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 Manager.

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 2020**

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
J W Freeman
E J Rawlings
D M Vaughan
S Barran, Chair
J Souter
C Negus
J Walker (resigned 5th October 2020)
S Hawkey (appointed 8th July 2019)

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 2020**

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 2020 amounted to £53,943 (2019 £64,830). Restricted Reserves at 31 March 2020 amounted to £32,751 (2019 £32,391) and Unrestricted Reserves amounted to £442,644 (2019 £389,061).

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 Report of the Trustees and 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

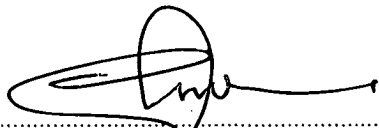
The auditors, PG Owen Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2020**

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

Approved by order of the board of trustees on 22nd February 2021 and signed on its behalf by:

A handwritten signature in black ink, appearing to read 'C P Winpenny', written over a horizontal dotted line.

C P Winpenny - 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 2020 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 2020 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 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 (Accounts and Reports) Regulations 2008 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

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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 Part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 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:

26th February 2021

**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 2020**

	Notes	Unrestricted funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	55,621	48,141	103,762	129,682
Charitable activities	5				
Activities to further charity's objectives		1,067,669	72,441	1,140,110	1,086,806
Other trading activities	3	33,224	-	33,224	8,508
Investment income	4	<u>1,830</u>	<u>-</u>	<u>1,830</u>	<u>2,070</u>
Total		1,158,344	120,582	1,278,926	1,227,066
 EXPENDITURE ON					
Raising funds	6	2,851	-	2,851	3,138
Charitable activities	7				
Direct Charitable expenditure		982,814	120,222	1,103,036	1,038,573
Management and administration		<u>119,096</u>	<u>-</u>	<u>119,096</u>	<u>120,525</u>
Total		<u>1,104,761</u>	<u>120,222</u>	<u>1,224,983</u>	<u>1,162,236</u>
 NET INCOME		53,583	360	53,943	64,830
 RECONCILIATION OF FUNDS					
Total funds brought forward		<u>389,061</u>	<u>32,391</u>	<u>421,452</u>	<u>356,622</u>
 TOTAL FUNDS CARRIED FORWARD		<u><u>442,644</u></u>	<u><u>32,751</u></u>	<u><u>475,395</u></u>	<u><u>421,452</u></u>

The notes form part of these financial statements

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

**BALANCE SHEET
31 MARCH 2020**

	Notes	Unrestricted funds £	Restricted fund £	2020 Total funds £	2019 Total funds £
FIXED ASSETS					
Tangible assets	13	14,650	-	14,650	14,114
CURRENT ASSETS					
Debtors	14	89,379	-	89,379	96,854
Cash at bank and in hand		<u>411,606</u>	<u>32,751</u>	<u>444,357</u>	<u>385,861</u>
		500,985	32,751	533,736	482,715
CREDITORS					
Amounts falling due within one year	15	(72,991)	-	(72,991)	(75,377)
NET CURRENT ASSETS		<u>427,994</u>	<u>32,751</u>	<u>460,745</u>	<u>407,338</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>442,644</u>	<u>32,751</u>	<u>475,395</u>	<u>421,452</u>
NET ASSETS		<u>442,644</u>	<u>32,751</u>	<u>475,395</u>	<u>421,452</u>
FUNDS	17				
Unrestricted funds				442,644	389,061
Restricted funds				<u>32,751</u>	<u>32,391</u>
TOTAL FUNDS				<u>475,395</u>	<u>421,452</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

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 145 of the Charities Act 2011.

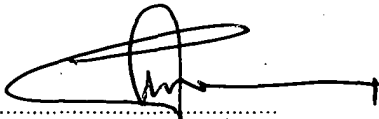
The notes form part of these financial statements

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

**BALANCE SHEET - continued
31 MARCH 2020**

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 and authorised for issue on 22nd February 2021 and were signed on its behalf by:

A handwritten signature in black ink, appearing to be 'C P Winpenny', written over a dotted line.

C P Winpenny - Trustee

The notes form part of these financial statements

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

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2020**

	Notes	2020 £	2019 £
Cash flows from operating activities			
Cash generated from operations	1	<u>65,336</u>	<u>66,673</u>
Net cash provided by operating activities		<u>65,336</u>	<u>66,673</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(8,670)	(9,418)
Interest received		<u>1,830</u>	<u>2,070</u>
Net cash used in investing activities		<u>(6,840)</u>	<u>(7,348)</u>
		<hr/>	<hr/>
Change in cash and cash equivalents in the reporting period		58,496	59,325
Cash and cash equivalents at the beginning of the reporting period		<u>385,861</u>	<u>326,536</u>
Cash and cash equivalents at the end of the reporting period		<u>444,357</u>	<u>385,861</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 2020**

**1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING
ACTIVITIES**

	2020 £	2019 £
Net income for the reporting period (as per the Statement of Financial Activities)	53,943	64,830
Adjustments for:		
Depreciation charges	8,134	9,434
Interest received	(1,830)	(2,070)
Decrease/(increase) in debtors	7,476	(16,315)
(Decrease)/increase in creditors	<u>(2,387)</u>	<u>10,794</u>
Net cash provided by operations	<u>65,336</u>	<u>66,673</u>

2. ANALYSIS OF CHANGES IN NET FUNDS

	At 1.4.19 £	Cash flow £	At 31.3.20 £
Net cash			
Cash at bank and in hand	<u>385,861</u>	<u>58,496</u>	<u>444,357</u>
	<u>385,861</u>	<u>58,496</u>	<u>444,357</u>
Total	<u>385,861</u>	<u>58,496</u>	<u>444,357</u>

The notes form part of these financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020**

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 2019)', 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	- 25% 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 2020**

2. DONATIONS AND LEGACIES

	2020	2019
	£	£
Donations - miscellaneous	14,246	14,861
Anonymous donations	8,500	24,750
TSB	3,500	-
The Sperring Charity	4,980	6,027
Bath Half Marathon Sponsorship	6,881	4,027
Bath Half Marathon Fund	1,000	630
BBC Children in Need	9,600	8,882
The Medlock Charitable Trust	-	2,000
Combe Down Holidays	920	-
The Rotary Club of Bath	-	450
The Roper Family Charitable Trust	15,000	15,000
Nationwide Charities Trust	-	636
Craft Fair	2,056	-
DJS Wealth	1,097	-
The David Solomons Charitable Trust	-	1,000
The Winsley Family	1,200	753
Mulberry	1,000	-
The Hutton Family	-	10,000
The Hartfield Charitable Trust	-	1,122
Westfield Parish Council	1,200	1,000
Midsomer Norton & Radstock Rotary Club	1,150	830
Norton Radstock U3A	-	2,550
AACP St John's Foundation	-	8,800
Raffle	1,671	1,317
Douglas Arter Foundation	500	-
Quartet Community Foundation Express Programme	4,400	4,695
Stoke Park Friends	1,619	-
B&NES Wellness Fund	1,994	-
Big Westfield and Radstock Dragons Den	500	-
Waitrose	362	-
Sponsored cycle/walk	1,107	2,100
Midsomer Norton Methodists Carols	300	-
St John's Foundation	17,479	18,252
Midsomer Norton Town Council	1,500	-
	<u>103,762</u>	<u>129,682</u>

3. OTHER TRADING ACTIVITIES

	2020	2019
	£	£
Membership income	1,449	1,008
Consultancy fees	<u>31,775</u>	<u>7,500</u>
	<u>33,224</u>	<u>8,508</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020**

4. INVESTMENT INCOME

	2020	2019
	£	£
Bank interest	<u>1,830</u>	<u>2,070</u>

5. INCOME FROM CHARITABLE ACTIVITIES

		2020	2019
	Activity	£	£
Domiciliary support	Activities to further charity's objectives	581,468	537,319
Housing benefit & rent	Activities to further charity's objectives	116,514	115,029
Work skills	Activities to further charity's objectives	135,885	121,348
Fun club	Activities to further charity's objectives	20,810	19,355
Grants	Activities to further charity's objectives	72,441	72,441
Fitness club	Activities to further charity's objectives	3,589	3,355
Music workshop	Activities to further charity's objectives	2,021	2,192
Arts and crafts	Activities to further charity's objectives	36,263	36,622
Base house stays	Activities to further charity's objectives	68,516	72,375
Drama and yoga course	Activities to further charity's objectives	41,120	40,258
Young people income	Activities to further charity's objectives	1,224	1,254
Orchard Hall activities	Activities to further charity's objectives	1,713	-
Courses	Activities to further charity's objectives	28,008	28,845
Café takings	Activities to further charity's objectives	<u>30,538</u>	<u>36,413</u>
		<u>1,140,110</u>	<u>1,086,806</u>

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

	2020	2019
	£	£
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

	2020	2019
	£	£
Fundraising events	<u>2,851</u>	<u>3,138</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020**

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 8) £	Totals £
Direct charitable expenditure	394,132	708,904	1,103,036
Management and administration	-	119,096	119,096
	<u>394,132</u>	<u>828,000</u>	<u>1,222,132</u>

8. SUPPORT COSTS

	Management £	Finance £	Governance costs £	Totals £
Direct charitable expenditure	708,904	-	-	708,904
Management and administration	<u>-</u>	<u>109,304</u>	<u>9,792</u>	<u>119,096</u>
	<u>708,904</u>	<u>109,304</u>	<u>9,792</u>	<u>828,000</u>

	2020 £	2019 £
Management	109,304	112,178
Accountancy & legal fees	4,992	3,547
Auditors' remuneration	<u>4,800</u>	<u>4,800</u>
	<u>119,096</u>	<u>120,525</u>

9. NET INCOME/(EXPENDITURE)

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

	2020 £	2019 £
Auditors' remuneration	4,800	4,800
Depreciation - owned assets	<u>8,134</u>	<u>9,434</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020**

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 2020 trustees' expenses amounted to £nil (2019 £nil)

11. STAFF COSTS

	2020	2019
	£	£
Wages and salaries	876,112	809,903
Social security costs	57,877	49,930
Other pension costs	<u>23,978</u>	<u>21,342</u>
	<u>957,967</u>	<u>881,175</u>

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

	2020	2019
Support staff	38	35
Projects staff	16	15
Administration/support staff	<u>14</u>	<u>14</u>
	<u>68</u>	<u>64</u>

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

Staff costs were as follows:

	Support £	Projects £	Administration £	2020 £	2019 £
Wages and salaries	634,042	199,438	42,632	876,112	809,903
Social security costs	43,232	11,282	3,363	57,877	49,930
Pension costs	<u>21,159</u>	<u>2,819</u>		<u>23,978</u>	<u>21,342</u>
	<u>698,433</u>	<u>213,539</u>	<u>45,995</u>	<u>957,967</u>	<u>881,175</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020**

12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	63,833	65,849	129,682
Charitable activities			
Activities to further charity's objectives	1,014,365	72,441	1,086,806
Other trading activities	8,508	-	8,508
Investment income	<u>2,070</u>	<u>-</u>	<u>2,070</u>
Total	1,088,776	138,290	1,227,066
 EXPENDITURE ON			
Raising funds	3,138	-	3,138
Charitable activities			
Direct charitable expenditure	897,113	141,460	1,038,573
Management and administration	<u>120,525</u>	<u>-</u>	<u>120,525</u>
Total	1,020,776	141,460	1,162,236
 NET INCOME/(EXPENDITURE)	68,000	(3,170)	64,830
 RECONCILIATION OF FUNDS			
Total funds brought forward	321,061	35,561	356,622
 TOTAL FUNDS CARRIED FORWARD	<u>389,061</u>	<u>32,391</u>	<u>421,452</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020**

13. TANGIBLE FIXED ASSETS

	Improvements to property £	Equipment for houses £	Office equipment £	Totals £
COST				
At 1 April 2019	6,162	11,479	26,590	44,231
Additions	<u>-</u>	<u>305</u>	<u>8,365</u>	<u>8,670</u>
At 31 March 2020	<u>6,162</u>	<u>11,784</u>	<u>34,955</u>	<u>52,901</u>
DEPRECIATION				
At 1 April 2019	3,511	9,406	17,200	30,117
Charge for year	<u>1,318</u>	<u>1,117</u>	<u>5,699</u>	<u>8,134</u>
At 31 March 2020	<u>4,829</u>	<u>10,523</u>	<u>22,899</u>	<u>38,251</u>
NET BOOK VALUE				
At 31 March 2020	<u>1,333</u>	<u>1,261</u>	<u>12,056</u>	<u>14,650</u>
At 31 March 2019	<u>2,651</u>	<u>2,073</u>	<u>9,390</u>	<u>14,114</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade debtors	66,218	72,108
Prepayments and accrued income	<u>23,161</u>	<u>24,746</u>
	<u>89,379</u>	<u>96,854</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2020 £	2019 £
Trade creditors	6,891	12,426
Social security and other taxes	12,462	11,587
Other creditors	7,128	5,938
Accrued expenses	<u>46,510</u>	<u>45,426</u>
	<u>72,991</u>	<u>75,377</u>

16. LEASING AGREEMENTS

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

	2020 £	2019 £
Within one year	84,636	78,499
Between one and five years	<u>70,069</u>	<u>64,516</u>
	<u>154,705</u>	<u>143,015</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020**

17. MOVEMENT IN FUNDS

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General Funds	389,061	53,583	442,644
Restricted funds			
Restricted Funds	32,391	360	32,751
TOTAL FUNDS	<u>421,452</u>	<u>53,943</u>	<u>475,395</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Funds	1,158,344	(1,104,761)	53,583
Restricted funds			
Restricted Funds	120,582	(120,222)	360
TOTAL FUNDS	<u>1,278,926</u>	<u>(1,224,983)</u>	<u>53,943</u>

Comparatives for 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>

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2020**

17. MOVEMENT IN FUNDS - continued

Comparative 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)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	<u>1,227,066</u>	<u>(1,162,236)</u>	<u>64,830</u>

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2020.

19. PURPOSE OF RESTRICTED RESERVES

Restricted Reserves amounting to £32,751 are being carried forward to be spent in the year ended 31 March 2020. This is made up as follows:

A donation of £12,605 from St Johns Foundation towards the Investment in Efficiency Project

A donation of £7,937 from an anonymous trust towards the Work Skills Senior.

A donation of £1,000 from the Westfield Parish towards Kitchen expenditure

A donation of £200 from Connaught Lodge towards the Cafe security system

A donation of £2,433 from Children in Need towards the Youth Club

A donation of £833 from the Bath Half Fund towards Healthy Living Sessions

A donation of £4,130 from the Quartet Community Foundation Express Programme towards rent for the activity day

A donation of £1,994 from the B&NES Wellness Fund towards bereavement counselling

A donation of £1,619 from Stoke Park Friends towards Sunday lunches at the Café.