

Charity Registration No. 1012204

Company Registration No. 2721597 (England and Wales)

P.A.K.S.

**DIRECTORS' AND TRUSTEES' REPORT
AND FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 31 MARCH 2021

P.A.K.S.

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees and Directors	P R Tomlinson M Moyle G Grewcock E D Rowe
Key management personnel	S Sheppard
Charity number	1012204
Company number	2721597
Principal address	115 Gadsby Street Attleborough Nuneaton Warwickshire CV11 4NZ
Registered office	115 Gadsby Street Attleborough Nuneaton Warwickshire CV11 4NZ
Auditor	Leonard Wilson & Co Colinton House Leicester Road Bedworth Warwickshire CV12 8AB
Bankers	Lloyds Bank Plc 17-23 Coventry Street Nuneaton Warwickshire CV11 5TD Santander UK Plc 2 Triton Square Regent's Place London NW1 3AN

P.A.K.S.

CONTENTS

	Page
Trustees' report	1 - 4
Independent auditor's report	5 - 7
Statement of financial activities	8
Balance sheet	9
Statement of cash flows	10
Notes to the financial statements	11 - 18

P.A.K.S.

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

The trustees present their annual report and financial statements for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charitable company's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019).

Objectives and activities

The charitable company's objective and its principal activity to benefit the public continues to be that of providing a quality service for clients with learning difficulties, enabling them to fully integrate into the community. The charitable company also offers day-care services providing structured activities and outings for clients with learning difficulties.

The policies adopted in furtherance of these objectives continues to be renting suitable properties, fully equipping and staffing them as appropriate to provide domiciliary services. There has been no change in these policies during the year.

The main objective continued to be maintaining and improving its good quality level of service to the charitable company's clients. To enable the charitable company to achieve this objective all the employees are NVQ qualified.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charitable company should undertake.

Achievements and performance

The trustees consider that the performance of the charitable company this year has met the objectives outlined above.

The charitable company has continued to maintain its high quality standard of care within a happy and safe environment.

This has been a challenging year for the trustees, management, staff and residents due to the operational changes following COVID-19 guidelines. The trustees and management have monitored and adapted the charitable company's operational changes to protect and ensure the safety of all its staff, residents and visitors.

Based on knowledge and experience these operational changes have been managed appropriately and have mitigated the impacts to the charitable company. The restricted reserves includes the local government grants to assist with COVID-19 related financial costs incurred by the charitable company implementing these operational changes.

The trustees and management are satisfied with the current year's financial and operational performance. The charitable company's total unrestricted reserves have decreased from £232,466 in 2020 to £190,167 in 2021. There are numerous factors which have contributed to the current year's deficit which include a reduction in income due to a temporary change in resident levels and costs incurred due to the restructuring of the residents' housing as part of improving operational activities.

P.A.K.S.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

Financial review

Future developments

The trustees and management anticipate a small surplus income over expenditure for the 2022 financial year which will ensure the charitable company maintains its future reserves therefore providing financial stability for the foreseeable future.

Since March 2021 the management has restructured the residents' housing as part of improving operational activities, although the charitable company has incurred additional associated costs in doing so, it is anticipated that future cost savings and operational improvements will be seen over future periods.

Reserves policy

It is the policy of the charitable company that unrestricted funds which have not been designated for a specific use should be maintained at a level of £100,000 to cover any future deficits for two financial years. The trustees considers that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charitable company's current activities while negotiations are being finalised with the local council.

Principal funding resources

The principal funding resources received by the charitable company comprises of contract income with Warwickshire County Council and other local Health Authorities.

Investment policy

The charitable company only invests its available funds in interest-bearing deposit accounts with the company's main banker.

Risk management

The trustees have assessed the major risks to which the charitable company is exposed.

The trustees and management are satisfied with the systems that are in place to mitigate exposure to the non-financial risks.

Structure, governance and management

Governing document

The charitable company is a registered charity and is constituted as a company limited by guarantee and is therefore governed by a memorandum and articles of association.

Directors and trustees

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

P R Tomlinson

M Moyle

G Grewcock

E D Rowe

Appointment of Trustees

All of the trustees are directors of the charitable company. Details of the trustees can be found above. The Board has the power to appoint additional trustees if it considers fit to do so. None of the trustees has any beneficial interest in the company.

Organisation

The charitable company is organised so that the trustees meet regularly to manage its affairs. There is one administrator and two managerial staff who manage the day to day administration of the charitable company. The remaining staff are employed directly to carry out the objectives of the charitable company.

P.A.K.S.

TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

Trustee induction and training

All new trustees are required to attend a series of trustee meetings prior to being appointed. New trustees are invited to a social meeting to be introduced to the managers, the senior members of staff and the residents. Trustees are given written and verbal information regarding the charitable company and the context within which it operates. Literature regarding the trustees' role and responsibilities obtained from the Charities Commission is also given to each new trustee.

Related parties

None of our trustees (directors) receive remuneration or any other benefit from their work with the charity. Any connection between a trustee or senior manager of the charity must be disclosed to the full board of trustees in the same way as any other contractual relationship with a related party. In the current year no such related party transactions were reported.

Statement of trustees' responsibilities

The trustees, who are also the directors of P.A.K.S. for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and 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.

Auditor

In accordance with the company's articles, a resolution proposing that Leonard Wilson & Co be reappointed as auditor of the company will be put at a General Meeting.

P.A.K.S.

**TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT)
FOR THE YEAR ENDED 31 MARCH 2021**

Disclosure of information to auditor

The trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees and Directors.

P R Tomlinson
Trustee/Director
5 November 2021

P.A.K.S.

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEES OF P.A.K.S.

Opinion

We have audited the financial statements of P.A.K.S. (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the 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, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2021 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; 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 *Auditor's 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

P.A.K.S.

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE TRUSTEES OF P.A.K.S.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

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 purpose 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.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor 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 an auditor's report 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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

P.A.K.S.

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE TRUSTEES OF P.A.K.S.**

Use of our report

This report is made solely to the charity'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 charity'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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Ian Turner FCA (Senior Statutory Auditor)
for and on behalf of Leonard Wilson & Co**

8 November 2021

**Chartered Accountants
Statutory Auditor**

Colinton House
Leicester Road
Bedworth
Warwickshire
CV12 8AB

Leonard Wilson & Co is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

P.A.K.S.

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total Unrestricted funds 2021 £	Total Unrestricted funds 2020 £
	Notes				
<u>Income from:</u>					
Donations and Government grants receivable	3	500	39,567	40,067	-
Charitable activities	4	984,402	-	984,402	1,011,468
Investments	5	266	-	266	901
Total income		<u>985,168</u>	<u>39,567</u>	<u>1,024,735</u>	<u>1,012,369</u>
<u>Expenditure on:</u>					
Charitable activities	6	1,032,664	19,932	1,052,596	1,010,284
Net (outgoing)/incoming resources before transfers		<u>(47,496)</u>	<u>19,635</u>	<u>(27,861)</u>	<u>2,085</u>
Gross transfers between funds		5,197	(5,197)	-	-
Net (expenditure)/income for the year/ Net movement in funds		<u>(42,299)</u>	<u>14,438</u>	<u>(27,861)</u>	<u>2,085</u>
Fund balances at 1 April 2020		232,466	-	232,466	230,381
Fund balances at 31 March 2021		<u><u>190,167</u></u>	<u><u>14,438</u></u>	<u><u>204,605</u></u>	<u><u>232,466</u></u>

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

All income and expenditure derive from continuing activities.

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

P.A.K.S.

BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	10		44,809		30,468
Current assets					
Debtors	11	82,065		76,850	
Cash at bank and in hand		162,760		208,305	
		<u>244,825</u>		<u>285,155</u>	
Creditors: amounts falling due within one year	12	<u>(85,029)</u>		<u>(83,157)</u>	
Net current assets			159,796		201,998
Total assets less current liabilities			<u>204,605</u>		<u>232,466</u>
Income funds					
Restricted funds		14,438		-	
		<u>14,438</u>		<u>-</u>	
Unrestricted funds			14,438		-
			190,167		232,466
			<u>204,605</u>		<u>232,466</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements under the requirements of the Companies Act 2006, for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 5 November 2021

P R Tomlinson
Trustee

Company Registration No. 2721597

P.A.K.S.

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	15		(22,340)		78,576
Investing activities					
Purchase of tangible fixed assets		(25,404)		(3,228)	
Proceeds on disposal of tangible fixed assets		1,933		-	
Investment income received		266		901	
Net cash used in investing activities			(23,205)		(2,327)
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(45,545)		76,249
Cash and cash equivalents at beginning of year			208,305		132,056
Cash and cash equivalents at end of year			<u>162,760</u>		<u>208,305</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

Charity information

P.A.K.S. is a private company limited by guarantee incorporated in England and Wales. The registered office is 115 Gadsby Street, Attleborough, Nuneaton, Warwickshire, CV11 4NZ.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charitable company's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The charitable company is a Public Benefit Entity as defined by FRS 102.

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

1.2 Going concern

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

1.3 Charitable funds

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

1.4 Income

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

1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure is classed under the following headings:

Expenditure on charitable activities comprises of those costs incurred by the charity in the delivery of its activities and services undertaken to further the purposes of the charity and their associated support costs.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include office costs, finance, payroll and governance costs which support the charitable activities.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

P.A.K.S.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost net of depreciation.

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

Leasehold improvements	4% Straight line basis
Fixtures and fittings	25% Reducing balance basis
Motor vehicles	25% Reducing balance basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

1.7 Impairment of fixed assets

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

1.8 Cash and cash equivalents

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

1.9 Financial instruments

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

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are measured at transaction price.

Basic financial liabilities

Basic financial liabilities, including creditors are classified as debt, recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less.

1.10 Employee benefits

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

1.11 Retirement benefits

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

1.12 Restricted income and expenditure

Restricted funds includes restricted government COVID-19 grants receivable that can only be used for expenditure as per the terms of the grant.

P.A.K.S.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and Government grants receivable

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Donations	500	-	500	-
Government COVID-19 grants receivable	-	39,567	39,567	-
	<u>500</u>	<u>39,567</u>	<u>40,067</u>	<u>-</u>

4 Charitable activities

	2021 £	2020 £
Fees receivable from charitable activities	<u>984,402</u>	<u>1,011,468</u>

5 Investments

	2021 £	2020 £
Interest receivable	<u>266</u>	<u>901</u>

P.A.K.S.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

6 Charitable activities

	Charitable Expenditure Heading 1 2021 £	Charitable Expenditure Heading 2 2021 £	Total 2021 £	Charitable Expenditure Heading 1 2020 £
Staff costs	705,544	11,427	716,971	692,157
Depreciation and profit/loss on disposal	7,397	1,733	9,130	4,908
Food and sundry residence costs	45,269	1,185	46,454	48,278
Rent and rates	70,184	-	70,184	65,977
Light and heat	12,083	-	12,083	14,629
Repairs and maintenance	22,333	-	22,333	14,870
Motor and travelling expenses	3,772	3,102	6,874	11,336
Equipment rental and licences	-	2,485	2,485	-
	<u>866,582</u>	<u>19,932</u>	<u>886,514</u>	<u>852,155</u>
Share of support costs (see note 7)	157,634	-	157,634	150,953
Share of governance costs (see note 7)	8,448	-	8,448	7,176
	<u>1,032,664</u>	<u>19,932</u>	<u>1,052,596</u>	<u>1,010,284</u>
Analysis by fund				
Unrestricted funds - general	1,032,664	-	1,032,664	1,010,284
Restricted funds	-	19,932	19,932	-
	<u>1,032,664</u>	<u>19,932</u>	<u>1,052,596</u>	<u>1,010,284</u>

P.A.K.S.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

7	Support costs	Support costs £	Governance costs £	2021 £	2020 £	Basis of allocation
	Staff costs	106,003	-	106,003	100,134	
	Office premise expenses	11,482	-	11,482	12,377	
	Insurance	13,124	-	13,124	12,637	
	Professional fees & Subscriptions	11,273	-	11,273	10,339	
	Office equipment rental	3,752	-	3,752	3,984	
	Bank charges	302	-	302	520	
	Printing, postage & stationery	4,502	-	4,502	4,098	
	Telephone	7,196	-	7,196	6,864	
	Accountancy and audit fees	-	8,448	8,448	7,176	Governance costs
		<u>157,634</u>	<u>8,448</u>	<u>166,082</u>	<u>158,129</u>	
	Analysed between Charitable activities	<u>157,634</u>	<u>8,448</u>	<u>166,082</u>	<u>158,129</u>	

This and last year's governance costs are for accountancy and audit fees.

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charitable company during the year.

P.A.K.S.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

9 Employees

Number of employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Direct charitable work	38	40
Administrative work	4	4
	<u>42</u>	<u>44</u>

Employment costs

	2021 £	2020 £
Wages and salaries	757,134	728,129
Social security costs	49,685	48,460
Employer's pension costs	16,155	15,702
	<u>822,974</u>	<u>792,291</u>

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

10 Tangible fixed assets

	Leasehold improvements £	Fixtures and fittings £	Motor vehicles £	Total £
Cost				
At 1 April 2020	41,244	88,085	18,905	148,234
Additions	-	22,009	3,395	25,404
Disposals	-	(4,912)	(18,905)	(23,817)
At 31 March 2021	<u>41,244</u>	<u>105,182</u>	<u>3,395</u>	<u>149,821</u>
Depreciation				
At 1 April 2020	19,800	79,877	18,089	117,766
Depreciation charged in the year	1,650	7,490	849	9,989
Eliminated in respect of disposals	-	(4,654)	(18,089)	(22,743)
At 31 March 2021	<u>21,450</u>	<u>82,713</u>	<u>849</u>	<u>105,012</u>
Carrying amount				
At 31 March 2021	<u>19,794</u>	<u>22,469</u>	<u>2,546</u>	<u>44,809</u>
At 31 March 2020	<u>21,444</u>	<u>8,208</u>	<u>816</u>	<u>30,468</u>

P.A.K.S.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

11 Debtors

	2021	2020
	£	£
Amounts falling due within one year:		
Trade debtors	66,020	63,149
Prepayments	16,045	13,701
	<u>82,065</u>	<u>76,850</u>

12 Creditors: amounts falling due within one year

	2021	2020
	£	£
Other taxation and social security	-	11,178
Trade creditors	85,029	71,979
	<u>85,029</u>	<u>83,157</u>

13 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total Unrestricted funds	
	2021	2021	2021	2020
	£	£	£	£
Fund balances at 31 March 2021 are represented by:				
Tangible assets	44,809	-	44,809	30,468
Current assets/(liabilities)	145,358	14,438	159,796	201,998
	<u>190,167</u>	<u>14,438</u>	<u>204,605</u>	<u>232,466</u>

14 Related party transactions

There were no related party transactions during the year (2020 - none).

No remuneration, benefits or expenses were paid to the Trustees during the year.

P.A.K.S.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

15 Cash generated from operations	2021	2020
	£	£
(Deficit)/surplus for the year	(27,861)	2,085
Adjustments for:		
Investment income recognised in statement of financial activities	(266)	(901)
Depreciation of tangible fixed assets	9,130	4,908
Movements in working capital:		
(Increase)/decrease in debtors	(5,215)	62,894
Increase in creditors	1,872	9,590
Cash (absorbed by)/generated from operations	(22,340)	78,576

16 Analysis of changes in net funds
The charitable company had no debt during the year.