



*'Supporting adults with learning disabilities
to live active and fulfilling lives'*

Registered No.03068661

Charity No.1047403

**BRANCHING OUT
(A company limited by guarantee)**

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2025

Approved by the Branching Out Board of Trustees 26th September 2025.

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BRANCHING OUT TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The Trustees, who are also Directors for the purposes of company law, present their report and the financial statements of the Charity for the year ended 31 March 2025.

Reference and administrative details of the Charity, its Trustees and Advisers for the year ended 31 March 2025 are as follows:

REGISTERED NUMBER 03068661

CHARITY REGISTRATION NUMBER 1047403

TRUSTEES

Mr J Boyle, Chairperson
Mr J Hummersone, Treasurer
Mr I Hunt
Mrs W Cochrane (Appointed 29.11.2024)
Mr C Walker (Appointed 29.11.2024)
Mr M Duff (Appointed 27.09.2024)
Mrs M Vinall (Appointed 27.09.2024)
Mrs A Hillerby (Resigned 21.11.2024)
Mr B Hayes (Resigned 14.06.2024)
Ms L Visagie (Resigned 12.02.2025)

REGISTERED OFFICE 27 Grange Lane
Littleport
Cambridgeshire
CB6 1HW

INDEPENDENT EXAMINER I Piper FCA
Whitings LLP
George Court
Bartholemews Walk
Ely
Cambridgeshire
CB7 4JW

BANKERS Barclays Bank Plc
28 High Street
Ely
Cambridgeshire
CB7 4LA

BRANCHING OUT TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

Structure, Governance and Management

Structure

Branching Out was founded in 1994 as a registered charity and became a private limited company in 1995. The Directors (who also act as Trustees for the Charity) are listed on page 1. The company operates from leased premises in Littleport, providing training to benefit adults with learning disabilities.

New Articles of Association (the Articles) were approved at an Extraordinary Meeting of Members in September 2025. This has had the effect of moving Branching Out from an 'association' model of governance where members are a wider group (including trustees, staff, volunteers and other representatives) to a 'foundation' model of governance where the Directors (Trustees) are the only members. This change removes the need for an AGM which has been seen as disingenuous and bureaucratic. The Board will ensure that there is regular contact with staff and volunteers during the year. Branching Out is governed by its Board of Trustees and under the new Articles the Board will elect new Trustees as vacancies arise.

Trustees meet 6 times a year to monitor performance, provide support within their areas of expertise and review the strategic direction of the Charity. Day to day management is delegated to the General Manager. Membership of the Board reflects the expertise of the respective Trustees in relation to the activities undertaken by the Charity. Minutes of the meetings are subsequently circulated to the full Board.

The induction process for Trustees includes attendance at an initial meeting of the Board and further in-depth briefings from the General Manager. Further training is arranged to meet the specific needs of individual Trustees.

Details of last year's Annual General Meeting

The 28th (and last) AGM was held on 27th September 2024. The Board of Directors was approved unanimously for another year. The Annual Report and Accounts 2023/24 was adopted unanimously.

Details of this year's Annual General Meeting

Under the new Articles, the Board may (but need not) hold an AGM, but annually the Trustees must receive the accounts of the Charity for the previous financial year, receive a written report on the Charity's activities, be informed of those Trustees wishing to retire and appoint reporting accountants, auditors or independent examiners (as applicable) for the Charity.

About Us

We are a local charity based in East Cambridgeshire. We support adults with learning disabilities in a variety of ways. The adults who attend Branching Out can choose to work in our horticultural areas, prepare items for sale such as greetings cards, small wooden items and seasonal gifts. There are also opportunities to interact socially in the community including shopping trips, preparing planters for the local village, and taking items made at Branching Out to our charity shop. Branching Out currently supports 41 adults over the course of a week. Several adults attend more than once a week. Their attendance is based on assessed needs. Over 50% of the adults we support attend for two days or more, and over 36% of those adults attend for three days or more.

We have a charity shop in Littleport which continues to support our fundraising. There are over 25 volunteers from the local community supporting fundraising for Branching Out.

BRANCHING OUT TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

Vision

When we achieve, we have value, when we make mistakes, we have understanding, when we look after our environment, we have a community.

Mission

At Branching Out, we provide in-house work experience for adults with learning disabilities. It is tailored to meet the needs of the individual to generate achievement and experience self-worth. This is continually monitored to ensure our service always has the flexibility to meet the needs of the individual. Through the conscientious financial planning we strive for financial stability to secure the future of the people we support. We recruit and train staff who are committed to providing the high standards we expect at Branching Out.

Values

We encourage the people we support to feel safe and build friendships with respect for each other and the wider community of Branching Out. All staff and volunteers show respect to our service users, our charity shop customers and to all who come in to contact with Branching Out.

Trustees' Review 2024/25

We are proud of the support of our staff and volunteers. They consistently show through their words and deeds how much they care about the adults who use the services of Branching Out.

Our focus is adults with learning disabilities who live in the Cambridgeshire area. The objects of the Charity say:

'The objects of the company shall be support and training for adults residing in the Cambridgeshire area who have learning disabilities, in particular the provision of education, training and advocacy to equip them for independent living within the community'.

We listen to those who need the support of the charity to develop our sense of ambition as Trustees. This allows us to create a wider service to support those who access the services we provide.

Listening to the views of adults who use our services, volunteers, and staff is an important guide in our decision making.

We have the following additional intents for the Charity:

'To grant emergency financial assistance to current clients of the Charity to alleviate temporary hardship to them'.

'To establish and run a shop to raise funds for the Charity by selling donated and second-hand goods of any kind but not in such a way as would constitute permanent trading'.

We understand that Branching Out services enrich the lives of many people, and we want everyone involved to feel that sense of optimism and belonging to Branching Out.

Recruitment and retention of staff that share the common values of Branching Out are vital to our services and to support the advocacy work social care ask us to undertake. Staff training together with the maintenance of safe practices for vulnerable adults and adherence to national guidelines for health and safety continues to be a priority.

Our charity shop in Littleport is important to the success of Branching Out and provide work related experiences for volunteers from the community.

Our website and use of social media have improved our communications overall, and we are always happy to receive feedback and suggestions to continue this improvement. It is important that we build on our social media presence to increase awareness of our work and how the community can get involved to support us.

BRANCHING OUT TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

Making a difference and public benefit:

The Trustees have had due regard for the Charity Commission's guidance on public benefit.

All the adults at risk with learning disabilities who use our services benefit from all organisations working together in partnership to support the adult at risk. During the year objectives are agreed for the year ahead. Progress during the past year is reviewed and monitored. In 2024/25 we provided our service to an average of 41 people on a weekly/daily basis.

Our volunteers make a real difference to peoples' lives daily, and they also benefit from the opportunity to be involved in their community. We are grateful to our volunteers for their continued support together with individual donors and organisations from our community who have worked hard to help us to raise funds over the last year to support our work and build on the success of previous years.

The charity shop provides quality items to the community at a low cost . This together with promoting recycling and reducing landfill. We have a system for helping those in our community in desperate need.

We collaborate closely with the local town council to enhance the village planters in Littleport, ensuring they are visually appealing and beneficial for the community.

We recognise that special care day provision is not at the current time subject to Care Quality Commission inspections, however we realise that this will happen in the future, and we are actively working to CQC standards.

Financial Review and Reserves Policy:

Branching Out is dependent on a number of fluctuating income streams particularly statutory funding, fundraising, shop profits, trust and corporate donations.

At its meeting on 28th March 2024 the Board set a deficit budget of £12,912 (on a turnover of £556,000) for 2024/25. This was a higher deficit budget than the prior year (£3,054). Sufficient reserves were available to bridge the gap, if required. At year end (excluding depreciation, which is a non cash cost, and the donations for the minibus £30k for 30 years appeal of £10,476), the total deficit for the year was £8,658.

Restricted funds carried forward and received in the year (except for the minibus donations) totaling £12,926 have all been spent on the projects specified by donors.

Memorial Garden/Outside Area	£2,926
Sensory Room	£3,000
House porch roof	£7,000

The Trustees are required to maintain a level of reserves so that the Charity can continue its operations in the event of an unforeseen shortfall in income or a significant increase in costs.

At the balance sheet date the Charity holds useable unrestricted funds of £329,177 (2024: £338,406) (which can be expended at the discretion of the Trustees in furtherance of the Charity's objects) and restricted funds of £10,476 (2024: £19,294) (which can only be applied for specific purposes). Full details of the reserves held and their purposes can be found in Note 16 of the accounts on page 24.

The General Fund (unrestricted) is required to support future projects for service users, finance capital spending needs (e.g. repairs to buildings and renewal of technology), to deal with uninsured events and provide a contingency for the operational delivery of business.

Financial Control and Audit

The Trustees have responsibility for the oversight of key issues such as the financial management and prevention of fraud. Trustees have approved a set of Financial Regulations (including an Investment Policy and an Anti Fraud, Corruption and Bribery Policy). This key governance document sets out who

BRANCHING OUT TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

is responsible for the various financial activities. At every meeting of the Board the Treasurer reports the latest financial position and the outlook.

The Board of Trustees has determined that the 2024/25 accounts will be subject to an Independent Examination (IE) instead of a full audit. There is a significant cost saving and a reduction in the support required from the Charity for this process. Whittings LLP has been appointed and the Board will determine each year whether an IE or a full audit is required.

Going concern

In considering its Medium-Term Financial Plan for 2025/28, Branching Out's Board of Trustees has assessed the Charity's finances and resources, and approved a provisional budget for 2025/26. On the basis of this assessment the Board of Trustees believe that the Charity is in a position to manage its business risks and it therefore has a reasonable expectation that adequate resources exist for the Charity to continue to operate for the foreseeable future and it continues to adopt the going concern basis of accounting in preparing these financial statements.

Trustees Liabilities

Branching Out indemnifies the Trustees and management against liability in respect of proceedings brought by third parties. This third-party indemnity provision was in force during the year. The insured amounts are Professional Liability £5m (2024: £5m) and Management Liability £1m (2024: £1m) at a cost of:

- Professional Liability: £1,854.89 (2024: £1,626.9)
- Management liability: £145.75 (2024: £127.83)
(Both inclusive of Insurance Premium Tax).

Governance

The Board ensures the good and effective ongoing governance of Branching Out. Key responsibilities are any governance matters which need to be addressed, overseeing the appointment, re-election, and retirement of Trustees, ensuring good distribution of skills and experience among the Trustees, and advising on the appointment of the General Manager.

Health & Safety

The Operations Manager carries out an annual Health and Safety check and reports back to the General Manger and Trustees . In addition, we have an annual external health and safety audit. All checks and audits result in setting of actions as required. All employees have a vital part to play in the monitoring of health and safety within Branching Out and they are encouraged to report all hazards using our hazard reporting system. Any hazards are followed up with an open and honest discussion with the sole purpose of working to identify and reduce hazards to a minimum.

Disability and Equality

We have a Disability & Equality Scheme ensuring Branching Out gives full and equal access to all our beneficiaries. Our Equal Opportunities Policy is given to all new employees. If employees or beneficiaries have or develop a disability it is Branching Out's policy wherever possible to provide reasonable adaptations to enable their employment or the service, they receive to continue.

Employee involvement

We have employee involvement embedded into the culture of our organisation. Information is continually provided and shared with all our employees within the open culture (as agreed in

BRANCHING OUT TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

Branching Out policies) of our organisation.

All staff are consulted on the changes affecting their work activities and the organisation. Regular meetings are held with staff to seek a two-way flow of information. We use Microsoft Teams to share information with staff.

Service User involvement

We are committed to providing our service users with the materials they need to access our site as independently as possible. In addition, our open culture is extended to include our service users.

The staff explain all activities to our service users and expand on service users' ideas and choices throughout the organisation. All changes are discussed with all our service users, and their opinion is valued.

All service users participate in reviewing their support plans. Support plans are personalised to include likes, dislikes, and photographic evidence of achievements. All service users are familiar with their support plan and can use it to communicate their achievements within their circle of support during their annual reviews.

Use of Restrictive Interventions

Our support staff receive high quality, specialised training from PROACT SCIP® UK for proactive, active, and reactive support using the least restrictive option focusing in on individuals' skills and preferences establishing the most proactive options.

Fundraising

The Charity understands its duty to protect the public, including vulnerable people, from unreasonably intrusive or persistent fundraising approaches and undue pressure to donate. The charity received no fundraising complaints during the year.

What we wanted to happen during the year

- To celebrate our 30th Anniversary with a fundraiser across the year 30k for the 30th Birthday All funds raised to go towards the purchasing and first year of running costs of a minibus.
- To develop the horticulture social enterprise aspect of the day service offer.
- To develop the offer to the staff through restructuring, training and supporting work /life balance .

What did happen during the year.

For the year 2024/25 the charity has continued to move forward.

- The charity has strengthened its links with the local community. The general manager has worked tirelessly to build the profile of the charity. The local primary school pupils have visited the charity and seen the work completed in the gardens and have experienced the horticultural side of the day service. The charity has also teamed up with local special schools in offering work experience to years 10 and 11. The students experiencing working experience had a range of special needs from severe autism through to communication difficulties.
- There have been many visitors to the charity this year including the local MP, local councillors, representatives from local companies, volunteers from TrustFord and a variety of local supporters including the Red Hat Society , Freemasons and Women's Institute. To name a few.
- The charity was also subject to a service contract audit from the local authority and passed with flying colours.

BRANCHING OUT

TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2025

- The charity has also worked tirelessly to expand its offer to its service users. This followed consultation with service users on what they would like when they attended Branching Out. Therefore, we have now extended our 'cooking' option. This is offered across the five days. We discuss with the service users what they would like to cook and the reasons why. The service users also asked that they be more involved with the charity shop therefore many now get the opportunity to complete a range of customer services at the charity shop.
- Both the Head Office and Charity Shop have continued to add improvements. The shop had the storage area reconfigured. This included new racking and painting of the area. At Head Office the lighting and flooring have been upgraded. New doors were added to make access better and through donations we have been able to install a new kitchen with appliances - saving on labour as volunteers supported us.
- The team working in the charity shop has been overhauled together with the volunteers.

What we want to happen in the future.

We will continue to deliver a high quality, and efficient service for adults with learning disabilities.

An important part of this is to continually review our ability to raise income to support our work via our charity shop.

Striving to ensure our facilities are of good quality and condition.

Subject to cost and funding we are hoping to complete the following over the next few years:

The Trustees support a positive work life balance and are pleased to report this is happening.

- **Enhance Our Space:** Transform our premises into a vibrant hub that enriches the experiences of our service users, creating an inviting environment where everyone feels at home.
- **Embrace Technology:** Harness the power of innovative technology to empower our service users, ensuring they have the tools and support they need to thrive in a digital world.
- **Revitalise Our Garden:** Reimagine our garden area as a lush, productive oasis that is not only user-friendly but also fosters connection, creativity, and well-being among our service users.
- **Champion Work-Life Harmony:** Promote a culture that prioritises a positive work-life balance, enabling our team to flourish both personally and professionally.
- **Proudly Living Wage:** Maintain our esteemed accreditation as a Living Wage Foundation Employer since 2016, demonstrating our commitment to fair pay and valuing our dedicated team members. (The living wage is an hourly rate set independently and updated annually by the Centre for Social Policy at Loughborough University. The rate is calculated according to the basic cost of living in the UK. It should be enough to ensure that all our staff and their families can live free from poverty and reward them fairly for the work they do).
- **Forge Community Partnerships:** Continue to collaborate with local community organisations, building strong connections that enrich our services and create a lasting impact.
- **Maximize Our Potential:** Utilise our available service user hours to explore new growth opportunities, ensuring that we expand our reach and enhance the support we provide.
- **Seamlessly Integrate Expertise:** Welcome our new, highly skilled Day Service Manager into our team, ensuring their wealth of knowledge enhances our operations and elevates the quality of service we provide to our users.

BRANCHING OUT TRUSTEES' REPORT (INCORPORATING A DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

Responsibilities of the Trustees

The Trustees (also the Directors of Branching Out Limited for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements per 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 an accurate and fair view of the charitable company's state of affairs and the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 2015 (FRS102),
- 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,
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

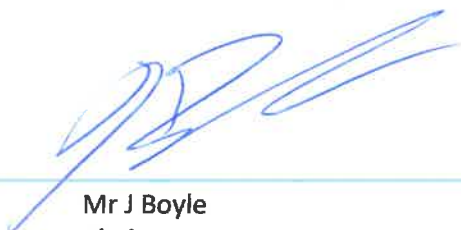
The Trustees are responsible for keeping proper accounting records that disclose, with reasonable accuracy, at any time, the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding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

Small Company Provisions

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

Registered office:
27 Grange Lane
Littleport
Ely
Cambridgeshire
CB6 1HW

Signed on behalf of the Trustees.



Mr J Boyle
Chairperson

Date: 26/9/25



Mr J Hummersone
Treasurer

Date: 26/9/25

BRANCHING OUT

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BRANCHING OUT

FOR THE YEAR ENDED 31 MARCH 2025

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2025 which are set out on pages 12 to 25.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of The Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



I Piper FCA
Whitings LLP
George Court
Barthlomews Walk
Ely
Cambridgeshire
CB7 4JW

Date: 29-Sep-25

**BRANCHING OUT
STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2025**

	Note	Unrestricted funds £	Restricted funds £	Total funds £	Prior year total funds restated £
<i>Income from</i>					
Donations and legacies	3	6,689	15,109	21,798	36,966
Charitable activities	4	427,159	-	427,159	382,619
Other trading activities	5	115,182	-	115,182	108,085
Investments	6	11,693	726	12,419	9,226
Fundraising activities		1,300	2,178	3,478	2,466
Total income		562,023	18,013	580,036	539,362
<i>Expenditure on</i>					
Raising funds	7	86,376	220	86,596	79,501
Charitable activities	7	497,426	5,218	502,644	466,535
Total expenditure		583,803	5,438	589,240	546,036
Net Expenditure/Income (-)	11	21,779	-12,575	9,204	6,674
Transfer between Funds		21,392	-21,392	-	-
<i>Reconciliation of funds</i>					
Total funds brought forward	16	451,609	19,294	470,903	477,578
Total funds carried forward	16	451,222	10,476	461,699	470,904

The Statement of Financial Activities includes all gains and losses recognised in the year.

All income and expenditure derives from continuing activities.

**BRANCHING OUT
BALANCE SHEET
YEAR ENDED 31 MARCH 2025**

	Note	at 31 March 2025		at 31 March 2024	
		£	£	£	£
Fixed Assets					
Tangible assets	12		122,049		120,159
Current Assets					
Debtors	13	27,320		24,005	
Cash at bank and in hand		328,672		340,374	
		355,992		364,379	
Current Liabilities					
Creditors: Amounts falling due in one year	14	-16,342		-13,634	
Net Current Assets			339,651		350,745
Total Assets			461,699		470,904
Represented by:					
Charity Funds					
Unrestricted funds					
General Fund	16		158,683		199,912
Designated Funds	16		292,540		251,698
Restricted Funds	16		10,476		19,294
Total Funds			461,699		470,904

For the year ending 31 March 2025, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476.
- The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

The Charity's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements (which include the notes on pages 14 to 25) were approved and authorised for issue by the Board of Trustees on 26 September 2025 and signed on their behalf, by:


Mr J Boyle
Chairperson


Mr J Hummersone
Treasurer

BRANCHING OUT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1. GENERAL INFORMATION

- 1.1 Branching Out is a Charity that is a Private Limited Company, limited by guarantee, which is registered in England & Wales. The principal office is 27 Grange Lane, Littleport, Ely, CB6 1HW.

2. ACCOUNTING POLICIES

Basis of preparation of the financial statements

- 2.1 The financial statements have been prepared in accordance with 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 Section 1A) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.
- 2.2 Branching Out meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.
- 2.3 The accounts are presented in British Pound Sterling which is the functional currency of the Charity, rounded to the nearest Pound.

Company status

- 2.4 The Charity is a Company limited by guarantee. The members of the Charity comprise the Trustees, service users, staff and other supportive members who provide services to the Charity. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the Charity. The country of incorporation is the United Kingdom and registered office details are included within the reference and administration details on page 3.

Fund accounting

- 2.5 General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.
- 2.6 Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.
- 2.7 Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Charity for particular purposes. The costs of raising and administering such funds are charged against the general fund. The aim and use of each restricted fund is set out in the notes to the financial statements.
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BRANCHING OUT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

Income

- 2.8 All income is recognised once the Charity has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.
- 2.9 Gifts donated for resale are included as income when they are sold. Donated facilities are included at the value to the Charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.
- 2.10 Donated services or facilities are recognised when the Charity has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the Charity of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), volunteer time is not recognised and readers should refer to the Trustees' report for more information about their contribution.
- 2.11 Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.
- 2.12 Income from grants whether 'capital' or 'revenue' is recognised when the Charity has entitlement to the funds, any performance conditions attached to the grant have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.
- 2.13 Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the Bank. The (fixed) interest for term deposits, which is actually received on the anniversary of the deposit, is accrued and credited in the year to which the interest relates.

Expenditure

- 2.14 Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use.
- 2.15 Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the Charity and include project management carried out at Headquarters. Governance costs are those incurred in connection with administration of the Charity and compliance with constitutional and statutory requirements.

BRANCHING OUT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

- 2.16 Redundancy and termination costs are recognised as an expense in the Statement of Financial Activities and a liability on the Balance Sheet immediately at the point the Charity is demonstrably committed to either:
- Terminate the employment of an employee or group of employees before normal retirement date; or
 - Provide termination benefits as a result of an offer made in order to encourage voluntary redundancy.

2.17 Expenditure on raising funds is cost incurred in attracting voluntary income, and in trading activities that raise funds.

2.18 Expenditure on charitable activities are costs incurred to enable the Charity to meet the charitable objectives of the organisation.

Pensions

2.19 The Charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Charity to the fund in respect of the year. The assets of the scheme are held separately from that of the Charity in an independently administered fund.

Tangible fixed assets and depreciation

2.20 All fixed assets are initially recorded at cost (including VAT where applicable). A review for impairment of a fixed asset is carried out if events or changes in circumstances indicate that the carrying value of any fixed asset may not be recoverable. Shortfalls between the carrying value of fixed assets and their recoverable amounts are recognised as impairments. Impairment losses are recognised in the Statement of Financial Activities incorporating income and expenditure account.

2.21 From 1 April 2021 tangible fixed assets costing more than £750 have been treated as capital in these accounts. Prior to this tangible assets costing more than £250 were treated as capital.

2.22 Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less estimated residual value, over their expected useful lives on the following bases:

Freehold Property	- over 25 years (straight line basis)
Long Term Leasehold Property	- over the term of the lease (straight line basis)
Plant and Machinery	- between 2 and 10 years (straight line basis)

Operating leases

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

Stocks

2.24 Donated items of stock for resale or distribution are not recognised in the accounts until they are sold or distributed because the Trustees consider it impractical to be able to assess the amount of donated stocks as there are no systems in place which records these items until they are sold and undertaking a stock take incurs undue cost and effort for the Charity which far outweigh the benefits. There are no bought-in stock items.

BRANCHING OUT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

Debtors

- 2.25 Trade and other debtors are recognised at the settlement amount after any discount offered. Prepayments are valued at the amount prepaid net of any discounts due.

Cash at bank and in hand

- 2.26 Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

Liabilities and provisions

- 2.27 Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the Charity anticipates it will pay to settle the debt or the amount it has received as advanced payment for the goods or services it must provide.

Financial instruments

- 2.28 The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value which is their cost with the exception of fixed assets which are recorded at depreciated historical cost.

Going concern

- 2.29 The accounts have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the level of expected income and expenditure for the 12 months from the date of signing these accounts and are satisfied that the Charity will continue as a going concern.

Estimates and significant accounting policies

- 2.30 In preparing these accounts there are no significant estimates or accounting policies used which could materially alter the results for the year (2024: none).

Government grants

- 2.31 Grants are recognised when receivable. In the event that a grant is subject to fulfilling performance conditions before the Charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

Taxation

- 2.32 The Company is considered to pass the tests set out in paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable Company for UK corporation tax purposes. Accordingly, the Company is potentially exempt from taxation in respect of income or capital gains received within the categories covered by Chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of the Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

**BRANCHING OUT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

3. DONATIONS AND LEGACIES

	2024/25	2023/24
	£	£
Unrestricted Funds		
Donations	6,689	16,550
Grants	-	-
	<u>6,689</u>	<u>16,550</u>
Restricted Funds		
Donations	-	-
Grants	15,109	20,416
	<u>15,109</u>	<u>20,416</u>
Total	<u>21,798</u>	<u>36,966</u>

4. INCOME FROM CHARITABLE ACTIVITIES

	2024/25	2023/24
	£	£
Unrestricted Funds		
Service User Income	424,868	379,378
Horticulture	2,291	3,241
	<u>427,159</u>	<u>382,619</u>

5. INCOME FROM OTHER TRADING ACTIVITIES

	2024/25	2023/24
	£	£
Unrestricted Funds		
Littleport Charity Shop	99,926	80,345
Rental Income	11,118	10,565
Ebay Sales	2,398	16,998
Other	1,741	177
	<u>115,182</u>	<u>108,085</u>

6. INVESTMENT INCOME

	2024/25	2023/24
	£	£
Unrestricted Funds		
Bank Interest Receivable	11,693	9,226
Restricted Funds		
Bank Interest Receivable	726	-
	<u>12,419</u>	<u>9,226</u>

BRANCHING OUT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

7. ANALYSIS OF EXPENDITURE BY ACTIVITY

	Direct Costs £	Support Costs (Note 8) £	Total Costs 2024/25 £
Cost of raising funds	79,788	37,989	117,777
Charitable Activities:			
To support adults with learning difficulties	349,274	122,190	471,464
Total	429,062	160,179	589,241

All 2024/25 expenditure was unrestricted, except for Charitable Activities of £5,218 and Raising Funds costs of £220 which were restricted.

Analysis of expenditure by activity - prior year (restated)

	Direct Costs £	Support Costs (Note 8) £	Total Costs 2023/24 £
Costs of raising funds	89,504	39,861	129,365
Charitable Activities:			
To support adults with learning difficulties	305,294	111,377	416,671
Total	394,798	151,238	546,036

All 2023/24 expenditure was unrestricted, except for Charitable Activities of £7,896 and Raising Funds costs of £179 which were restricted.

8. SUPPORT COSTS

	2024/25 £	2023/24 £
Unrestricted Funds		
Wages and Salaries	116,683	108,026
Premises	15,488	16,017
Governance Costs (Note 9)	12,229	11,844
Other	15,779	15,351
	160,179	151,238

9. GOVERNANCE COSTS

	2024/25 £	2023/24 £
Unrestricted Funds		
Independent Examination Fee	2,234	2,202
Other professional services	9,995	9,642
	12,229	11,844

**BRANCHING OUT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

10a. STAFF COSTS

	2024/25	2023/24
	£	£
Unrestricted Funds		
Wages and Salaries	406,585	367,153
Employer's National Insurance	28,239	23,902
Employer's Pension Contributions	7,137	6,537
	<u>441,960</u>	<u>397,592</u>

The average number of persons employed by the Charity during the year was as follows:

	2024/25	2023/24
Charitable Activity Staff	11.8	12.4
Fundraising and Trading Staff	3.5	4.3
Administrative Staff	4.1	4.7
	<u>19.4</u>	<u>21.4</u>

10b. KEY MANAGEMENT PERSONNEL

One employee received remuneration of more than £60,000 in 2024/25 (One in 2023/24).

The Charity considers its key management personnel to comprise 3 people. During the year, four personnel were engaged as one was covering maternity leave. The total employment benefits of these 4 key management personnel, salary, employer's national insurance and pension contributions, was £153,857 (2024: £153,221).

11. NET EXPENDITURE/INCOME (-)

Net Income/Expenditure is stated after charging:

	2024/25	2023/24
	£	£
Unrestricted Funds		
Independent Examination fee	2,234	2,202
Depreciation	26,030	22,459
Operating Lease Rentals - Land and Buildings	5,000	5,000
	<u>33,264</u>	<u>29,661</u>

BRANCHING OUT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

12. TANGIBLE FIXED ASSETS

	Freehold Property £	Long Term Leasehold Property £	Plant and Machinery £	Total £
Cost				
At 1 April 2024	150,686	254,672	70,674	476,032
Additions	-	19,075	8,844	27,919
Disposals	-	-	-	-
At 31 March 2025	150,686	273,747	79,518	503,951
Depreciation				
At 1 April 2024	89,011	215,319	51,542	355,872
Charge for the year	6,259	11,647	8,124	26,030
On disposals	-	-	-	-
At 31 March 2025	95,270	226,966	59,666	381,902
Net Book Value				
At 31 March 2025	55,417	46,781	19,852	122,049
At 31 March 2024	61,675	39,353	19,132	120,160

13. DEBTORS

	2024/25 £	2023/24 £
Trade Debtors	16,238	14,489
Other Debtors	-	-
Prepayments and Accrued Income	11,082	9,516
	27,320	24,005

14. CREDITORS

	2024/25 £	2023/24 £
Trade Creditors	4,948	3,211
HMRC	6,845	5,072
Other Creditors	3,568	4,208
Accruals and Deferred Income	981	1,143
	16,342	13,634

**BRANCHING OUT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

15. Analysis of assets and liabilities representing each of the Charity's funds

Current Year 2024/25

	Unrestricted Funds 2024/25 £	Restricted Funds 2024/25 £	Restricted Funds 2024/25 £
Tangible Fixed Assets	122,049	-	122,049
Current Assets	355,992	-	355,992
Creditors due within one year	-16,342	-	-16,342
Total	461,699	-	461,699

Prior Year 2023/24

	Unrestricted Funds 2023/24 £	Restricted Funds 2023/24 £	Total Funds 2023/24 £
Tangible Fixed Assets	103,482	16,677	120,159
Current Assets	364,378	-	364,378
Creditors due within one year	-13,634	-	-13,634
Total	454,226	16,677	470,903

**BRANCHING OUT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

16. STATEMENT OF FUNDS

Current Year 2024/25

	Balance at 01-Apr-24 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out(-) £	Balance at 31-Mar-25 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	113,204	-	-	8,842	122,046
Emergency Operating Reserve	110,000	-	-	32,000	142,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	251,698	-	-	40,842	292,540
General Fund	199,912	562,023	583,803	-19,449	158,683
Total Unrestricted Funds	451,610	562,023	583,803	21,392	451,222
Restricted Funds:-					
Fixed Asset Fund	6,953	-	-	-6,953	-
Polytunnel No 1 Grant	2,744	-	-	-2,744	-
Memorial Garden/Outside Seating	2,389	537	2,926	-	-
Polytunnel No 2 Grant	3,179	-	-	-3,179	-
Nest (Sensory Room) Grant	3,000	-	2,293	-707	-
Workbench Grant	1,030	-	-	-1,030	-
Farthing Trust - house porch roof	-	7,000	220	-6,780	-
Minibus Fund (£30k fro 30 years)	-	10,476	-	-	10,476
Total Restricted Funds	19,294	18,013	5,438	-21,392	10,476
Total all Funds	470,904	580,036	589,241	-	461,698

Prior Year 2023/24

	Balance at 01-Apr-23 £	Incoming Resources £	Outgoing Resources £	Transfers In/Out(-) £	Balance at 31-Mar-24 £
Unrestricted Funds					
Designated Funds					
Fixed Asset Fund	123,557	-	-	-10,353	113,204
Emergency Operating Reserve	110,000	-	-	-	110,000
Replacement Fund	26,494	-	-	-	26,494
Emergency Fund	2,000	-	-	-	2,000
Total Designated Funds	262,051	-	-	-10,353	251,698
General Fund	215,526	518,946	537,961	3,400	199,911
Total Unrestricted Funds	477,577	518,946	537,961	-6,953	451,609
Restricted Funds:-					
Fixed Asset Fund	-	-	-	6,953	6,953
Polytunnel No 1 Grant	-	3,926	1,182	-	2,744
Memorial Garden/Outside Seating	-	2,389	-	-	2,389
Co-op Local Fund (Garden improvemen	-	2,539	2,539	-	0
Polytunnel No 2 Grant	-	4,169	991	-	3,178
Inman Charity (Workshop Tools)	-	3,250	3,250	-	-
Nest (Sensory Room) Grant	-	3,000	-	-	3,000
Workbench Grant	-	1,144	114	-	1,030
Total Restricted Funds	-	20,417	8,076	6,953	19,294
Total all Funds	477,577	539,363	546,037	-	470,903

BRANCHING OUT

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

The 2024/25 transfers relate to

- the transfer of all restricted assets and funds to the General Fund as these have been spent in accordance with donor wishes. The only exception is the transfer of £10,476, being the funds raised by the £30k for 30 years campaign in 2024/25, to a new restricted fund.
- the adjustment to the Fixed Asset Fund to reflect additional capital acquisitions in 2024/25 net of depreciation.
- Top up of the Emergency Operating Fund (see below).

Unrestricted Funds – Designated

The Board has chosen to 'ring-fence' some unrestricted general funds, these are categorised as 'Designated':

Fixed Asset Fund. This fund represents the value of the Charity's fixed assets. The value cannot be realised and is therefore 'unusable.'

Emergency Operating Fund. This contingency fund represents approximately 3 months turnover and would, effectively, keep the Charity solvent in the event of a severe funding shortfall or be sufficient to deal with winding up costs. This fund has been topped up by £32,000 (transferred from General Fund) to maintain it at 3 months turnover.

Replacement Fund. This fund will finance the replacement of assets necessary for the continued operation of the Charity. These costs may be irregular and significant.

Emergency (assistance) Fund. This is a hardship fund set up by the Charity and originally financed from interest on investments. The fund can be used for grants to applicants who meet our criteria and who are suffering genuine hardship, e.g. to purchase household essentials such as a bed, fridge, or oven.

Unrestricted Funds - General

The General Fund is available to the Trustees to be allocated as required. This fund represents the working capital of the Charity, absorbing the cash flow fluctuations during the year but, more importantly, can be used to:

- support the budget (e.g., during periods where income is restricted),
- support future projects for service users,
- finance capital spending needs (e.g., repairs/alterations to buildings and renewal of technology, if no provision in the Replacement Fund),
- deal with any other unexpected or uninsured events.

17. PENSION COMMITMENTS

The Charity operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Charity in an independently administered fund. The pension cost charge represents contributions payable by the Charity to the fund and amounted to £7,137(2024: £6,537). Contributions totalling £1,212 (2024: £1,163) were payable to the fund at the balance sheet date and are included in creditors.

**BRANCHING OUT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025**

18. OPERATING LEASE COMMITMENTS

LESSEE:

At 31 March 2025 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	Land and Buildings	
	2024/25	2023/24
	£	£
Amounts payable		
Within 1 year	5,000	5,000
Between 1 and 5 years	20,000	20,000
After more than 5 years	5,000	5,000
Total	<u>30,000</u>	<u>30,000</u>

LESSOR:

At 31 March 2024 the Charity had agreed commitments as a lessor under non-cancellable operating leases to receive the receipts as follows:

	Land and Buildings	
	2024/25	2023/24
	£	£
Amounts receivable		
Within 1 year	5,694	5,370
	<u>5,694</u>	<u>5,370</u>

19. RELATED PARTY TRANSACTIONS

No Trustee received any emoluments during this year or last and there were no Trustee expenses incurred in either 2024/25 or 2023/24.

There are no other related party transactions to note.

