



Charity Reg: 299533 / Company No: 2262206

# **THE ARCHWAY FOUNDATION**

**(A Company limited by Guarantee)**

## **Report and Financial Statements**

**Year ended 30th June 2023**

### **Patrons**

Sir Tony Baldry D.L.  
Sir Hugo Brunner JP  
Rt Rev Dr Steven Croft, Bishop of Oxford  
Mrs. Felicity Dick D.L.  
Mr. Jeremy Irons  
Lindsay Mackie  
Mike Wooldridge OBE

### **Registered Office**

New Marston Pastoral Centre  
Jack Straw's Lane  
Oxford OX3 ODL

### **Bankers**

CAF Bank Ltd  
Nationwide  
Redwood Bank

<b>INDEX</b>	<b>Page No</b>
Report of the Trustees	3-15
Independent Examiner's Report	16-17
Statement of Financial Activities	17
Balance Sheet	18-20
Notes to the Accounts	21-22
Statement of Financial Activities: 2021-22	23
Appendix (i) Restricted Grant Movements	24



Charity Reg: 299533 / Company No: 2262206

## REPORT OF THE TRUSTEES

The Trustees present their report and the financial statements for the year ended 30th June 2023.

### MEMBERS OF THE MANAGEMENT BOARD (Trustees and Directors)

The members of the Management Board who held office during the year are listed below.

Rosalind Margaret Alstead OBE

Christine Booty

Nigel Fulford

Sue Fulford (**Secretary**)

Charlotte Gelder (appointed 23.01.23.)

Priyanka Jha

Penelope Smith (**Treasurer**)

Chris Taft (**Chair**)

Alastair Turnbull

James Tweed (appointed 23.01.23.)

At the date of this report, all the existing Management Board members are members of the company. The liability of members is stated below.

Applications for membership are made to the Board and are then considered at its next meeting or as soon as practicable.

CHIEF EXECUTIVE OFFICER: Sheila Furlong MBE

### CHARITABLE STATUS

The Archway Foundation is a charity, registered in England, number 299533. It is also a company limited by guarantee, registered in England, number 2262206. The charity was established via the Memorandum and Articles of the Company.

### STATUS OF THE FOUNDATION

The Foundation is a registered charity and has no liability to Corporation Tax on its present activities.

The Foundation is a company limited by guarantee and has no share capital. Each member undertakes to subscribe a maximum of £1 in the event of a winding up of the Company.

## **STATEMENT OF THE RESPONSIBILITIES OF THE MANAGEMENT BOARD**

Company law requires the Management Board to prepare financial statements for each financial year, which give a true and fair view of the affairs of the company and of the profit or loss for that period. In preparing those financial statements, the Board is required to:

- Select suitable accounting policies
- Make judgments and estimates that are reasonable and prudent
- State whether applicable 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 company will continue in business.

The Board is responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Company. It is also responsible for safeguarding the assets of the company and for taking reasonable steps for the prevention and detection of fraud and other irregularities and error.

## **AIMS AND OBJECTIVES**

Our charity's purposes as set out in the objects contained in the Company's Memorandum of Association are:

- 1) To provide a service for lonely and isolated people to alleviate their social isolation and to assist in solving, or in preventing, the development of mental health problems associated with loneliness.
- 2) To provide social activities and events for the lonely in and around Oxford, and to offer individual support and visits for such people where appropriate, against a background of a commitment to the practical application of Christian beliefs (with our service being accessible to all faiths and cultures).
- 3) To extend such a service to other areas of the United Kingdom by collaborating with other bodies with similar charitable objects and by establishing new branches of The Foundation having similar purposes and regulations to those of the Foundation.

In doing this we seek to ensure that the organisation maintains a strong team of trained volunteers to support both current and future needs

- **Ensuring our work delivers our aims**

We review our aims, objectives, and activities each year, looking at the outcomes achieved, the benefit to the people we are there to help and the feedback we receive from them. This combined with the application of current research in the field of loneliness and mental health ensures that our aims, objectives, and activities remain focused on our stated purposes.

- **The focus of our work**

The main objectives for the year continued to be the provision of services to alleviate loneliness and the development of mental health problems. The strategies we used to meet these objectives included:

- Providing a range of services in response to local need for adults experiencing loneliness, social isolation and associated mental and social difficulties.
- Recruiting and training volunteers to support these services.
- Receiving referrals from and making referrals to other agencies to ensure the widest range of service is available that best matches the needs of the local population

*Expansion to other part of the UK is dependent upon additional resources to identify and respond to needs elsewhere so for the present our work is locally focused.*

## **PUBLIC BENEFIT**

The Trustees have taken due account of the Charity Commission's guidance on Public Benefit when considering the activities and achievements of the Charity. We are providing public benefit by reducing the distress caused by loneliness and social isolation and the associated health risks. We do this by providing supportive social relationships through:

- An enquiry service
- Individual Support (by telephone)
- Individual Support (face-to-face)
- Small supportive social groups
- Invitations to occasional larger social events

- **An Enquiry Service**

In addition to individuals approaching Archway directly, referrals come through several individuals and organisations including Age UK, Social Prescribers, GPs, Housing Associations, Mental Health Charities, Mental Health Teams, Social Care Managers, Other Voluntary Organisations, Family and Friends. Whatever the route of referral, an informal meeting with each person referred enables the Archway team to assess levels of risk and vulnerability and to understand and support the individual's needs as far as possible whilst also ensuring that Archway can offer some direct help and can signpost to other sources of help if required.

- **Individual Support (by telephone)**

This service is for individuals whose physical and / or emotional challenges mean they are not yet ready for "in person" social contact or are on a waiting list for another part of the pathway of support. Each individual (known as an Archway Friend) is linked with a Volunteer, who will call them once every two weeks for social contact conversations and support. The calls will vary in length but are generally anywhere between 15 minutes and an hour – whatever works best for the Friend on any given day.

- **Individual Support (Face-to-face)**

Our Face-to-Face Support Service is mainly for those who because of physical or mental health issues cannot engage with any form of social group activities. A Friend will be linked with a Volunteer who will meet them out of their home (e.g. for a coffee or a walk) or if the Friend is unable to leave their home for physical or mental/emotional health reasons, they will visit them at home. Individual Support Volunteers usually visit on a fortnightly basis. High demand for this service, increased complexity of needs of the people referred and the post pandemic challenges of volunteer recruitment has resulted in a waiting list for this service.

- **Supportive Social Groups**

These provide a monthly opportunity to meet in Oxford or Abingdon, offering a welcoming, safe and supportive environment in which Archway Friends can meet with and gain confidence in relating to others, develop new friendships and ultimately engage with people and activities in their local community. Friends unable to access independently are assessed for suitability for our volunteer transport service (for which there is always higher demand than volunteer driver availability). A local taxi firm is partnering with us to generously provide a car and driver to each Oxford group, currently at no cost to Archway.

- **Invitations to Larger Social Events**

A Gilbert and Sullivan evening, Carols and Mince Pies afternoon plus Fund-raising Cinema Evening, Quiz Night, Craft Fair and 2 Concerts have provided a varied selection of larger Social opportunities to which Friends, volunteers and supporters have been invited.

## **RESEARCH EVIDENCE OF HOW ALLEVIATING LONELINESS IS OF PUBLIC BENEFIT**

- Loneliness is a common experience; with a 'U' shaped population distribution, with those aged under 25 years and those aged over 55 years demonstrating the highest levels of loneliness (Hawkey and Caccioppo, 2010, Victor and Yang, 2012).
- Social isolation and loneliness adversely influence activities of daily living that include functional status (individual's ability to perform normal daily activities required to meet basic needs, fulfil usual roles, and maintain health and well-being) among older adults [Shankar, Aparna, et al. "Social isolation and loneliness: Prospective associations with functional status in older adults." Health Psychology 36.2 (2017): 179.]
- Both social isolation and loneliness were associated with a greater risk of being inactive, smoking, as well as reporting multiple health-risk behaviours including physical inactivity and smoking [Valtorta, N.K., Kanaan, M., Gilbody, S., Ronzi, S. and Hanratty, B., 2016. Loneliness and social isolation as risk factors for coronary heart disease and stroke: systematic review and meta-analysis of longitudinal observational studies. Heart, 102(13), pp.1009-1016.]
- 5.0% of people in Great Britain (2.6 million adults) reported that they felt lonely "often" or "always" between 3 April and 3 May 2020, about the same proportion as pre-lockdown. (ONS <https://www.ons.gov.uk/peoplepopulationandcommunity/wellbeing/bulletins/coronavirusandlonelinessgreatbritain/3aprilto3may2020>)

Overall, there is thus a wealth of evidence that loneliness and isolation are increasing problems in society today. The quantity and quality of evidence-based research is increasing rapidly, giving ever stronger support to the links between a lack of social interaction and the onset of degenerative diseases such as Alzheimer's, an illness which costs the NHS an estimated £20 billion a year. In medical research, loneliness is linked to obesity, heart disease and depression.

The links between **loneliness and mental health** are well documented and almost all our enquirers present with a mental health condition. These range from mild depression to complex mental health problems including Acute Social Anxiety, Schizophrenia, Paranoid Schizophrenia, Schizo-affective disorder, Bipolar, Personality Disorders, Psychosis, OCD, and Autism Spectrum Conditions.

### **POST COVID 19 PANDEMIC IMPACT**

The COVID 19 pandemic had greatest impact on mental health, on young adults and on vulnerable groups including the elderly, those with underlying health conditions and those within ethnic communities. In **The British Red Cross Report, Life after lockdown tackling loneliness among those left behind** 41% of adults report feeling lonely after lockdown, 31% often feel alone as though they have no one to turn to, with 37% agreeing their neighbours are strangers and 33% not having had a meaningful conversation with someone in the past week. The report highlights that those at a greater risk of loneliness are

- people who live alone
- are self-isolated or shielded
- live with young children
- are from BAME backgrounds
- have a long-standing physical or mental impairment, health condition, illness, or disability are at greater risk of loneliness.

Locally, this is borne out by Archway's experience of increasing demand for its services. All the evidence shows that much more action is needed to support those going through loneliness. Archway's work not only addresses an obvious individual need but also helping to reduce time and cost pressures on an already stretched NHS.

### **Service User Involvement**

Feedback via surveys, phone calls and feedback sessions within groups have been ways in which Friends and volunteers give feedback, share ideas, and contribute to service development. The new social groups are developing their own shape, content and character based on the needs and expressed wishes of participants.

### **Volunteer Selection and Training**

Our services are heavily reliant on the team of dedicated volunteers who fulfil a range of roles. Volunteers apply by completing an application form. They are invited for a formal discussion and if both parties agree to proceed, they attend an Induction session in which confidentiality, boundaries, safeguarding, health and safety matters are covered. Two references are requested and an enhanced DBS (Disclosure and Barring Service) check is made. Higher level training then follows appropriate to their role.

We offer on-going supervision and support via group and individual contact and provide written guidelines for each role. Currently, 67 volunteers aged between 31 and 83 support our organisation. Our Volunteer Survey show an encouraging level of long-term commitment to Archway with 95% volunteering for more than one year and 80% of them volunteering for over 5 years 5of whom have volunteered for over 30 years.

### **Communication**

A new website was developed and launched this year and has had excellent reviews. However as fewer than 20% of Friends are digitally connected, we still rely on postal communication to inform Friends of events. Invitations are incorporated into the Bright Side Newsletter, a publication started on a monthly basis during the pandemic, now sent on a quarterly basis.

### **IMPACT OF OUR WORK**

Friends are able to receive a flexible pathway of support that meets their changing needs. We use a bespoke approach that is person-centred around chronic loneliness and the attendant - often complex - physical, emotional and mental health needs it engenders. There is no one-size-fit-all approach to alleviating loneliness in older population groups and studies have shown that bespoke approaches are more likely to reduce loneliness. Our services complement the aspects of physical and mental healthcare offered by other agencies such as the NHS, Social Services, Mental Health Teams etc.. by offering the broader community and social connections that go hand-in-hand to support Friends toward improved emotional and physical wellbeing.

We provide meaningful social contact and active listening, which allows Friends to discuss and reflect on their issues in safe, non-judgmental spaces with volunteers – either face-to-face individually or in a group, or via Telephone Support.

We create a network of support through collaboration with referrers and other agencies to access services, routes and activities that meet Friends wider needs around health, wellbeing and connection. The benefits are:

- Decreased feelings of loneliness and social isolation
- Greater opportunity for social contacts by attending small supportive social groups
- Increased self-esteem and confidence
- Sense of control and empowerment
- Improvements in psychological or mental wellbeing
- Positive mood and reduced anxiety and depression
- Less suicidal thoughts, thoughts of self-harming
- Decreased “existential loneliness” – feeling that no-one would care if they did not exist

We work with people who often have not seen or spoken with anyone for in excess of one week and our calls, visits and groups mean so much to them. Friends report:

- Fewer GP visits or non-emergency calls to emergency services
- Lower use of medication
- Fewer days in hospital
- Fewer times of crisis or needing admission to mental health services
- Feeling more a part of things
- Feeling more optimistic about the future
- Feeling that someone is thinking about and cares about them
- Feeling less lonely and isolated

#### **PARTNERSHIPS, NETWORKS & COMMUNITY LINKS**

i) The CEO is part of a Charity Leaders Forum, The Suicide Multi Agency Group, The Berkshire, Oxfordshire and Buckinghamshire Health Alliance Mental Health Sub-Group and the ROBIN (Responsible Oxfordshire Business Involvement Network), enabling good communication, and networks to be established and developed.

ii) We work alongside and communicate regularly with referrers from a range of services to keep each other informed of our work, avoid duplication and signpost to each other's services.

iii) Our experience in working with adults with highly complex needs means we are often instrumental in bringing together staff from a number of agencies and organisations involved in supporting individuals so that a) clear lines of communication, expectations and boundaries can be agreed in order to provide the best level of support to the individual in need and b) to provide support to staff in other agencies who sometimes lack the experience and line managerial support to deal with challenging situations. This is time consuming but vital work in keeping people safe.

iv) We maintain our links with Mental Health Services and give presentations to health & social care staff about loneliness as well as our services. One of our Trustees is a former Director of Nursing for the local Health Trust and was awarded the OBE for services to nursing. Our CEO is a qualified mental health nurse and was awarded the MBE for services to mental health.

## **IMPROVING MONITORING AND DATA COLLECTION:**

The use of our LAMPLIGHT Database continues to develop in response to the changing shape of our services and to enable us to capture data to demonstrate the work we do and the impact our work has.

## **STAFFING CHANGES**

In re-shaping our services post-pandemic we reviewed staffing roles and skill mix. This resulted in two Telephone Support Posts being made redundant. In addition, the Service Development Manager left, and funds were used to convert the Senior Practitioner role to that of Chief Operating Officer, and appoint a Volunteer Manager. A part time Social Group Leader role is currently vacant with a plan to advertise in the autumn. All front-line staff roles have been reviewed and where appropriate, new job descriptions written to reflect current work, roles, and responsibilities.

## **ORGANISATIONAL AND FINANCIAL REVIEW**

The Finance and Strategy Group (a sub-group of the Board) closely monitors expenditure against budget, looks strategically ahead, reporting to and making recommendations for consideration by the Trustees at each Board meeting. It monitors the work of the Independent Fundraiser whose role is to work with the CEO in two main areas:

- 1) To secure the continuation of Archway and the provision of its services into the long term.
- 2) To provide the financial resources to support the growing demand for Archway's services in a manner which provides the right level of time/attention and is compliant with all statutory requirements.

Income falls into two elements – *unrestricted* core services funding, and *restricted* funding, primarily grants for specific projects such as National Lottery Community Fund for maintaining and developing aspects of our Social Group service, and grants focussing on a particular aspect of our service, e.g., Passenger Assistance Training. Income is higher than forecast and has resulted in a small increase in our reserves but with the National Lottery grant ending in 2025, other grant income reliant on successful annual applications, and donor income uncertain in the current financial climate, we continue to explore ways of diversifying our income in the longer term.

## **RELIANCE ON INTANGIBLE INCOME**

Individuals on a voluntary basis work a substantial number of hours. Without this voluntary assistance, the Foundation would be unable to operate efficiently and effectively with the funds it has at its disposal. Using the Oxford Living Wage to calculate the value of volunteer time, Archway volunteer input equates to £79,086 in the past year.

## **RESERVES POLICY**

At each Board meeting (bi-monthly) the Trustees review the reserves available to ensure that the charity can continue to meet its commitments and to ensure financial stability. A significant proportion of the charity's income, with corresponding staff and project costs (is from restricted grants, usually awarded competitively under specific criteria and for fixed periods (ranging normally from 1 to 5 years). Over the last two financial years approximately 2/3 of our income has been from restricted income. It is important that we plan to maintain continuity as far as possible to cover a few months' gap in income between grants to ensure that we continue to meet the needs of those we serve, and to ensure we can retain staff (many of whom are very experienced). This need guides our reserves policy.

The reserves policy is assessed annually. In general, the Trustees believe that the unrestricted reserves should be adequate to cover 6 months of total expenditure. However, it is accepted that on occasion it may be necessary to drop to 4 months reserves, with plans in place to increase them over the next one to two financial years.

## **FUTURE DEVELOPMENTS**

The Foundation will continue to seek grants and donations to enable it to support and develop its existing service in the Oxford & Abingdon area. The focus will be on

- Ensuring the long-term financial sustainability of Archway
- Implementing the learning and feedback from Friends, volunteers, staff and referrers.
- Working closely with other agencies, especially our colleagues in mental health and social care to ensure those whose loneliness, poor mental health, and other often complex needs, make it hard for them to access help, are supported in doing so.
- Assessing the level of accessibility, capability/desire to have digital access and work with other organisations helping to address the digital divide.
- Developing and implementing a Legacy Giving Strategy Establishing mutually beneficial links with local corporate organisations.
- IT provision, database management and systems to facilitate smooth running of the service and meet reporting requirements.
- Raising the profile of Archway to ensure widest possible reach to those in need of its services
- Building on and further developing links with community and faith groups to work in ways that will be of mutual benefit in responding to loneliness.
- Ensuring that the organisation is properly structured to support both current and future needs
- Recruit a new to expected vacancy in early 2024 when current post-holder retires

The overall aim is to provide a solid foundation that will ensure that Archway's services are readily accessible and available to all who need them in and around Oxfordshire, at the same time as establishing a strong platform to support other similar organisations in other counties. We remain concerned about loneliness in other areas, especially in rural settings and are keen to work in consultation with groups and communities wishing to respond to this need in their areas.

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 26<sup>th</sup> May 1988, and registered as a charity 11<sup>th</sup> July 1988. The company was established under a Memorandum of Association, which defines the objects and powers of the charitable company and is governed under its Articles.

### Recruitment and Appointment of Management Board

The directors of the Company are also charity Trustees for the purposes of charity law and under the Company's Articles are known as members of the Management Board. Under the requirements of the Memorandum and Articles of Association, the members of the Management Board are elected to serve for a three-year period after which they are entitled to stand for re-election at the next Annual General Meeting. All members of the Management Board give their time voluntarily and received no benefits from the charity. Any expenses reclaimed are set out in note 3 to the accounts.

As loneliness impacts across age, social and cultural groups and the charity serves people presenting with a range of complex needs, the Management Board seeks to ensure that the needs of its service users are reflected through the diversity and skill mix of the Trustee body.

### Equality and Diversity and Inclusion

As an organisation we are using the Oxfordshire Equality Framework; a resource designed to help and support organisations to

- support people and local communities
- review and improve the way they work
- provide equitable access to services and support for people living in Oxfordshire
- demonstrate senior leadership visibility and accountability for equality and inclusion
- encourage, promote, and put in place good practice
- share resources, training, and information
- benchmark their organisation
- help decide what steps to take to increase representation and reach
- demonstrate adoption of an informed approach to equality, diversity, equity, and inclusion
- work in partnership increase the engagement of under-represented, vulnerable, and marginalised people and communities

We have appointed a Diversity and Inclusion Trustee to spearhead this area of work.

### Trustee Induction and Training

The Trustees carry out regular review of the skills composition of the Board and, where deemed necessary, seeks to fill skill gaps with new Trustees recruited through local advertising and network contacts. Trustee induction includes individual time with the Chair of Trustees & CEO and opportunities to meet Friends (service users), volunteers and staff. A Trustee skills audit has confirmed that the board is equipped to be strong in all areas of governance and highlighted skills we may wish to stress we are looking for in any future Trustee recruitment. We successfully recruited two new trustees, one to fill the skills gap in HR expertise and a second to add additional experience in overall governance, project management and GDPR.

A Welcome Pack of information includes the Memorandum and Articles of Association, Report & Financial Statements, Business Plan, a role description, and links to on-line Charity Commission guidance. New Trustees visit one or more Social Groups to experience the service in action. All Trustees attend in house and external training relevant to their role.

### Organisational Structure

Archway's Management Board is responsible for setting direction, defining policies and for ensuring strong governance in accordance with best practices. It meets six times per year. Sub-Groups, formed in response to service need, report into the Board. This year there have been seven sub-groups in the areas of Finance & Strategy, Corporate Fund-Raising, Event Fund-raising, Health and Safety, GDPR, Policy Review and Development, and CEO Recruitment. Currently the Management Board has ten members from a variety of professional backgrounds relevant to the work of the charity and its governance responsibilities. The CEO attends all Board meetings and this year has participated in six of the seven Sub-Groups.

### **RISK MANAGEMENT**

The Company/ Charity has a risk assessment policy that it reviews periodically. Most major risks identified remain essentially the same as in the previous year, namely:

- i) Failure to support Archway activities with adequate funding, leading to a decline in financial reserves
- ii) Effective safeguarding of Friends (service users), volunteers and staff to always ensure their health and safety
- iii) Failure to recruit staff to vacant posts and /or sufficient volunteers to meet service needs.
- iv) Breaches of confidentiality/ data protection

An additional risk this year lies in the need to appoint a new CEO in early 2024 owing to the retirement of our current CEO, who has been associated with the charity over a long period.

Management of these risks:

- i) We have been successful in attracting grant funding from funders new to our organisation and hope that these relationships can be developed to assist with securing multi-year grants. The capacity building funding from our recent National Lottery grant is being used to assist us in our strategy to diversify income streams. Work in this area has increased our donations over the last eighteen months, corporate and individual. Monthly reviews of the financial position against a forecast presented to the Board at the start of the financial year ensure timely decision making should income fall below requirements to maintain existing services.
- ii) Safeguarding policy and procedures are reviewed annually. Staff and volunteers are trained in Safeguarding and provided with regular supervision and support. Safeguarding and Health and Safety reports are presented at every Board Meeting. Registers are kept of any Health and Safety or Safeguarding incidents and reviewed to identify themes and actions. Opportunities for Friends, volunteers, and staff to give feedback, make complaints/whistle blow ensure that the organisation is maximising its potential to reduce the identified risks.
- iii) In a challenging recruitment environment, we offer flexible hybrid working, training and development opportunities and competitive pay to find high calibre candidates.
- iv) Confidentiality and Data Protection is included in training
- v) Additional risk (CEO appointment). A robust appointments process is in place and interviews are scheduled for September. A period of overlap with the current CEO is expected and built into the budget for 2023-24.

Monitoring of the risks during the year has enabled the Company/Charity to manage risks effectively and with good results.

## **FINANCIAL RESULTS AND INVESTMENT POLICY**

The results for the year ended 30 June 2023 are set out in the financial statements on pages 17 to 23. The Trustees consider the financial position of the Company/ Charity to be satisfactory, notwithstanding the impact of the Covid-19 pandemic and the increasing challenges faced in providing essential services. They acknowledge with gratitude all those who have supported the Charity's/ Company's work.

Overall income increased by £50,900 (+27%) leading to an increase in reserves of £20,452. Overall expenditure was largely stable, with a small decrease of £1,703 (0.8%) as the new changes to our services post Covid were fully established this year.

We have finished the financial year with a surplus of £20,452 compared with a deficit over the previous year (2021-22) of £32,152.



Charity Reg: 299533 / Company No: 2262206

Reserves at year-end were £129,537 and represent approximately 7 months of total operating costs. Although these are higher than the six months agreed in the reserves policy, the Trustees believe that we face particular risks over the next two years as we appoint a new CEO after a long period of stability and see the end of a 5-year major grant in January 2025. In addition, we are managing long term grants which are not inflation proofed in a time of high inflation.

The Company's investment policy is to maintain reserves in cash accounts with 95 days maximum notice of access.

#### **SMALL COMPANY EXEMPTIONS**

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved by the Board on 18th September 2023 and signed on its behalf by

*S E Fulford*

.....  
**Sue Fulford, Secretary**

## **Independent Examiner's Report to the Trustees of The Archway Foundation for the year ended 30 June 2023**

I report on the financial statements of the company for the year ended 30<sup>th</sup> June 2023, which are set out on pages 17 to 23.

This report is made solely to the company's trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the company's trustees those matters I am required to state to them in an Independent Examiner's Report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's trustees as a body, for my work or for this report.

### **Respective Responsibilities of Trustees and Examiner**

The Trustees (who are the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. They consider that the audit requirement of section 144 of the Charities Act 2011 (the Act) does not apply, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the financial statements under Section 145 of the Act;
- follow the procedures laid down in the General Directions given by the Charity Commission under Section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements and seeking explanation from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement on page 17.

## Independent Examiner's Report to the Trustees of The Archway Foundation for the year ended 30 June 2023 (continued)

### Independent Examiner's Statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that in any material respect the requirements
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare financial statements which accord with the accounting records, Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard in the UK and Republic of Ireland (FRS 102) and in other respects comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met;

or

(1) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

*Peter J. Stevenson*

Peter J. Stevenson, FCA Chartered Accountant

8 Harbord Road

Oxford OX2 8LJ

Date: 18/09/ 2023

**STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD FROM 1 JULY 2022 TO 30 JUNE 2023**

	2022-2023			2021/2022
	Unrestricted	Restricted	Total	Total
<b>Income</b>				
Donations including Gift Aid	£66,621	£0	£66,621	£54,762
Grants	£6,250	£152,764	£159,014	£125,442
User contributions	£268	£0	£268	£20
Fundraising events	£6,660	£0	£6,660	£3,305
Bank Interest	£2,782	£0	£2,782	£916
<b>Total Income</b>	<b>£82,581</b>	<b>£152,764</b>	<b>£235,345</b>	<b>£184,445</b>
<b>Expenditure</b>				
**Raising funds	£9,531	£7,786	£17,317	£14,514
Service delivery costs	£50,349	£125,103	£175,452	£174,914
Office costs	£5,825	£15,019	£20,844	£26,849
Volunteers' Expenses	£27	£1,239	£1,266	£307
Governance Costs	£0	£13	£13	£13
<b>Total Expenditure</b>	<b>£65,732</b>	<b>£149,161</b>	<b>£214,893</b>	<b>£216,596</b>
<b>Net Income/Expenditure</b>	<b>£16,849</b>	<b>£3,604</b>	<b>£20,452</b>	<b>£-32,152</b>
<b>Transfers</b>				
Gross Transfers between funds - in				£5,500
Gross Transfers between funds - out				£-5,500
<b>Other recognised gains / losses</b>				
<b>Net movement in funds</b>	<b>£16,849</b>	<b>£3,604</b>	<b>£20,452</b>	<b>£-32,152</b>
<b>Reconciliation of funds</b>				
<b>Total funds brought forward</b>	<b>£108,802</b>	<b>£283</b>	<b>£109,085</b>	<b>£141,237</b>
<b>Total funds carried forward</b>	<b>£125,651</b>	<b>£3,886</b>	<b>£129,537</b>	<b>£109,085</b>

N.B. There may be minor discrepancies in totals due to rounding errors

\*\*In FY 21/22 Financial Statement the spend on Capacity Building (included in the NL\_BFBC grant from the National Lottery Community Fund) were included in Service Delivery Costs. These costs are now included more accurately under 'Raising Funds', with the FY21/22 totals adjusted to show a similar allocation

The comparable totals for the previous year (2021/22) are as follows (see detail on page 23):

Financial Year 21/22	Unrestricted	Restricted
Income	£64,252	£120,192
Expenditure	£84,131	£132,466

**BALANCE SHEET AT 30 JUNE 2023**

	<b>30/06/2023</b>	<b>30/06/2022</b>
<b>Current assets</b>		
Debtors	£4,581	£4,391
Cash at bank and in hand*	£164,319	£163,008
	<b>£168,900</b>	<b>£167,398</b>
<b>Liabilities</b>		
Creditors: Amount falling due in one year	-£4,971	-£2,145
Deferred income	-£34,392	-£56,168
<b>Total assets less current liabilities</b>	<b>£129,537</b>	<b>£109,085</b>
<b>Represented by</b>		
<b>Unrestricted</b>		
General Fund	£125,651	£108,802
<b>Restricted **</b>		
National Lottery	£3,886	£0
Other	£0	£282
<b>Total Restricted Funds</b>	<b>£3,886</b>	<b>£282</b>
<b>Total Reserves</b>	<b>£129,537</b>	<b>£109,085</b>
<b>Reserves</b>		
Surplus/(deficit) for the year	£20,452	-£32,152
Starting balances	£109,085	£141,237
<b>Total Reserves</b>	<b>£129,537</b>	<b>£109,085</b>

(N.B. There may be minor discrepancies in totals due to rounding errors)

\* Cash is held as follows:

CAF	£61,644
Nationwide	£20,219
Redwood	£82,389
Petty Cash	£66
	<u>£164,319</u>

\*\* Restricted Fund movements are detailed in Appendix 1 on page 23.



Charity Reg: 299533 / Company No: 2262206

The Directors consider that:

- a) For the year ended 30<sup>th</sup> June 2023 the Company was entitled to the exemption conferred by subsection (1) Section 477 of the Companies Act 2006.
- b) No member or members have deposited a notice requesting an audit for the current financial year under Section 476(b) of the Companies Act 2006.

The Directors acknowledge their responsibilities for ensuring the Company keeps accounting records which comply with applicable law and regulations and preparing accounts which give a true and fair view of the state of affairs of the Company as at the end of the financial period and of its profit or loss for the financial period in accordance with the requirements of the Act relating to accounts, so far as applicable to the Company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities and the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Approved and authorised for issue by the Management Board on 18<sup>th</sup> September 2023

And signed on its behalf by

Secretary S E Fulford

Sue Fulford

Treasurer Penelope J Smith

Penelope Smith

## NOTES TO THE ACCOUNTS

For the year ended 30th June 2023

### 1. ACCOUNTING POLICIES

#### Basis of preparation

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with the Charities Act 2011 and in accordance with the Statement of Recommended Practice (SORP): Accounting and Reporting by charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 as amended by Update Bulletin 1 published on 2 February 2016 reflecting amendments to FRS102. FRS102 was applied for the first time for the year ended 30 June 2017.

The Charity constitutes a public benefit entity as defined by FRS102.

The Trustees consider that there are no material uncertainties about the charities' ability to continue as a going concern for at least 12 months from the date of signing this Report and Financial Statements, in spite of the substantial deficit forecast for the year 2022-23. The trustees have taken advantage of the option, which does not require charities not meeting the definition of "larger" to present a cash flow statement in accordance with amendments to FRS102.

The following accounting policies have been adopted:

#### a) Accounting Convention

The financial statements are prepared under the historical cost convention

#### b) Unrestricted Funds

Unrestricted funds represent donations, revenue grants, interest receivable and other income, which is expendable at the discretion of the Trustees in furtherance of the objects of the Foundation.

#### c) Restricted Funds

Restricted funds represent funding for specific charitable purposes. In cases where grants have been received during the year which include pre-planned or agreed expenditure for periods that extend beyond 30<sup>th</sup> June 2022, an appropriate proportion of such grants has been treated as deferred income.

#### d) Pension

The pension contributions made by the company are paid directly into employees' personal pension schemes.

### 2. STAFF

The staff team currently comprises 8 part-time individuals whose total hours represent 4.7 WTE). A vacancy for 21 hours is due to be advertised soon. No employee earned £60,000 or above. Individuals on a voluntary basis work a substantial number of hours. Without this voluntary assistance, the Foundation would be unable to operate efficiently and effectively with the funds it has at its disposal.

### 3. TRUSTEES

The Board of Trustees (Management Board) comprises ten members. (Eight members 2021-22). The Trustees received no remuneration during the year (2021-22: nil). Expenses reimbursed to Trustees during the year totaled £0 (2021-22: £0).

#### 4. DEBTORS

The following debtors have been recognised in the Balance Sheet:

Debtors	22/23	22/23	21/22	21/22
	Unrestricted	Restricted	Unrestricted	Restricted
Office Costs		£158		
Gift Aid	4,423		4,391	
<b>TOTAL</b>	<b>4,423</b>	<b>158</b>	<b>4,391</b>	<b>0</b>

#### 5. CREDITORS

The following creditors have been recognised in the Balance Sheet:

Creditors	22/23	22/23	21/22	21/22
	Unrestricted	Restricted	Unrestricted	Restricted
Deferred income		34,392		56,168
Independent Fundraiser	880		440	
Other	2,061	2,030	1,705	
<b>TOTAL</b>	<b>2,941</b>	<b>36,422</b>	<b>2,145</b>	<b>56,168</b>

#### 6. PENSION COMMITMENTS

The total cost of employer and employee contributions, plus the pension cost charge amounted to £16,455 (£15,675: 2021/22). There is a contingent liability of £2,768 should the Foundation have no active members in the scheme at a future date, requiring it to be closed.

**STATEMENT OF FINANCIAL ACTIVITIES FOR  
THE PERIOD FROM 1 JULY 2021 TO 30 JUNE 2022**

	2021-2022		Total
	Unrestricted	Restricted	
<b>Income</b>			
Donations including Gift	£52,762	£2,000	£54,762
Grants	£7,250	£118,192	£125,442
User contributions	£20	£0	£20
Fundraising events	£3,305	£0	£3,305
Bank Interest	£916	£0	£916
<b>Total Income</b>	<b>£64,252</b>	<b>£120,192</b>	<b>£184,445</b>
<b>Expenditure</b>			
Raising funds	£8,520	£5,994	£14,514
Service delivery costs	£66,536	£108,378	£174,914
Office costs	£9,043	£17,806	£26,849
Volunteers' Expenses	£32	£276	£307
Governance Costs	£0	£13	£13
<b>Total Expenditure</b>	<b>£84,131</b>	<b>£132,466</b>	<b>£216,596</b>
<b>Net Income/Expenditure</b>	<b>£-19,878</b>	<b>£-12,274</b>	<b>£-32,152</b>
<b>*Transfers</b>			
Gross Transfers between funds - in	£5,500		£5,500
Gross Transfers between funds - out	£-5,500		£-5,500
<b>Other recognised gains / losses</b>			
<b>Net movement in funds</b>	<b>£-19,878</b>	<b>£-12,274</b>	<b>£-32,152</b>
<b>Reconciliation of funds</b>			
<b>Total funds brought forward</b>	<b>£128,680</b>	<b>£12,556</b>	<b>£141,237</b>
<b>Total funds carried forward</b>	<b>£108,802</b>	<b>£283</b>	<b>£109,085</b>

## Appendix (i) Restricted Fund Movements

Restricted Fund movements comprise:

Funding Programme	Total Res Income received in FY 22/23	Res Income recognised in FY 22/23	Res Income C/Fwd to FY 23/24	Res Expenditure in FY 22/23
<b>Major Grants FR</b>				
NL-BFBC	£70,892	£66,196	£4,696	£62,310
OCF - Loneliness and Isolation Grant	£4,961	£4,961		£4,961
AFA - Rebuilding Community Connections Edward Gostling	£8,313	£8,313		£8,596
OCF - Post pandemic transition report	£18,333	£18,333		£18,333
OCF - Post pandemic transition report	£9,576	£9,576		£9,576
Christ's Hospital Abingdon, awarded in Oct 22	£11,730	£9,091	£2,639	£9,091
OCF - Pathways of support, awarded Jan 23	£13,181	£6,591	£6,591	£6,591
Childwick, awarded May 2023	£8,000	£1,333	£6,667	£1,333
<b>Small Grants FR</b>				
PYE, 2nd Grant awarded in Nov 22	£3,483	£2,600	£883	£2,600
McCarthy & Stone, 2nd Grant awarded May 23	£7,375	£4,042	£3,333	£4,042
Arnold Clark	£750	£750		£750
Masonic	£4,840	£4,840		£4,840
Souter	£2,622	£2,622		£2,622
Singer	£5,000	£5,000		£5,000
Shanly, awarded in Feb 23	£3,000	£1,250	£1,750	£1,250
Stanton Ballard	£1,000	£1,000		£1,000
Helen Roll Grant/Rathbone Inv, awarded May 23	£5,000	£833	£4,167	£833
Charles Hayward, awarded June 23	£4,000	£333	£3,667	£333
<b>Other Grants</b>				
County Councillor Grant	£100	£100		£100
<b>Ox City Council</b>				
OCityC - 1 year Grant (May - Apr 22)	£4,500	£4,500		£4,500
OCityC - 1 year Impact Grant	£500	£500		£500
	<b>£187,157</b>	<b>£152,764</b>	<b>£34,392</b>	<b>£149,161</b>

\*The restricted income is equally apportioned across the period for which the grant has been awarded.