

THE WILLOW TRUST

**FINANCIAL STATEMENTS FOR THE
YEAR ENDED 31ST DECEMBER 2020**

Registered Company Number: 02430752

Registered Charity Number: 328386

**SHINER MITCHELL FISHER & CO. LIMITED
Accountants and Registered Auditors**

Smith House
George Street
Nailsworth
Stroud
Gloucestershire
GL6 0AG

THE WILLOW TRUST
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

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THE WILLOW TRUST
TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDED 31ST DECEMBER 2020

The Trustees present their annual report with the accounts of the company for the year ended 31st December 2020.

REFERENCE AND ADMINISTRATIVE INFORMATION

The Company whose registered office is at Smith House, George Street, Nailsworth, Glos, GL6 0AG, is limited by guarantee and is registered in England (Registered Number: 02430752).

The assets and resources of the Company are used exclusively in the performance and furtherance of The Willow Trust ("Charity").

The Charity is controlled by its Trust Board, namely the following persons, who were also the directors in control of the Company during the year.

C A Lutton	(Chairman)
S C Fisher	
J Peak	
M Cass	

The day to day administration of the Charity was undertaken by Mrs E A Rowland, who also acted as company secretary. Mrs E A Rowland retired on 31 March 2021 and was replaced by Mrs S Wolfe Murray on 1 April 2021 as both day to day administrator of the Charity and company secretary.

The main agents for the charity are:

Bankers:	Nat West Bank 21 Eastgate Street Gloucester GL1 1NH	CAF Bank 25 Kingshill Avenue Kingshill West Malling Kent ME19 4JQ
Independent Examiner:	Shiner Mitchell Fisher & Co. Ltd Smith House George Street Nailsworth Stroud Gloucestershire GL6 0AG	

STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees are required to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the Charity as at the end of each financial year and of the net incoming and outgoing resources of the Charity for that period.

The Trustees confirm that suitable accounting policies have been used and applied consistently and reasonably and prudent judgements and estimates have been made in the preparation of the financial statements for the year ended 31 December 2019. The Trustees also confirm that applicable accounting standards have been followed and that the statements have been prepared on the going concern basis.

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

THE WILLOW TRUST
TRUSTEES ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31ST DECEMBER 2020

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Charity, which is a registered charity (Registered Number: 328386), is governed by the Company's Memorandum and Articles of Association (incorporated 9th October 1989 as amended by Special Resolution 24 October 1989).

Recruitment and Appointment of Trustees

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the management Committee. Under the requirements of the Memorandum and Articles the members of the Management Committee are elected to serve for a period of three years after which they must stand down and offer themselves for re-election at the next Annual General Meeting.

As a needs led charity, the trustees are selected to offer a wide range of skills and experience that are of benefit to the charity.

Trustee Induction and Training

The induction process for trustees includes an initial meeting with the Chairman and education on the powers and responsibilities of the trustees, Trustees are provided with a briefing pack which includes a brief history of the trust, a copy of the Trust deed, copies of minutes of the trustees' meetings and copies of the previous year's annual report and accounts.

The trustees review the skill requirements for the Trustee Board periodically and undertake an annual review of their collective and individual performance and contribution to the Trust.

Risk Management

The trustees have reviewed the major risks facing the charity and have established systems and procedures to manage those risks. In particular, the trustees have considered the risks relating to the operations and finances of the Trust and are satisfied that systems are in place to mitigate exposure to the major risks identified.

Organisational Structure

Directors/trustees meet every quarter and are responsible for the policy and strategy of the charity.

The trust administrator reports to the trustees meetings and has delegated responsibility for the day to day running of the charity.

OBJECTIVES AND ACTIVITIES FOR THE PUBLIC BENEFIT

The principal object of the Charity is to provide, without charge, days on the water on fully accessible, purpose built boats, for adults and children with physical and/or learning disabilities and for those who are seriously ill. This provides a therapeutic, recuperative and recreational resource.

This is achieved by the operation of two broad beamed canal boats on the Gloucester-Sharpness Canal. Each boat is certificated as a Passenger Vessel by the Maritime and Coastguard Agency. On a daily basis, on each boat, there is a full time skipper who is assisted by three volunteer crew. The volunteers, who attend regular training sessions of varying levels, are drawn from a pool of around 95 people.

ACHIEVEMENTS AND PERFORMANCE

During the year the charity's two boats were not operated due to the Covid-19 Pandemic. The boats were maintained during the period to be ready to take to the water once it is safe for guests to take a voyage on the canal.

FINANCIAL REVIEW

The Financial results for the year show a surplus of income over expenditure of £115,304 (2019: £75,259). The directors are satisfied with the financial position, which they consider is adequately disclosed in the attached accounts.

THE WILLOW TRUST
TRUSTEES ANNUAL REPORT (CONTINUED)
FOR THE YEAR ENDED 31ST DECEMBER 2020

Reserves Policy

Early in the charity's financial year commitments are given to beneficiaries wishing to enjoy time on one of the charity's boats. Such is the demand, that commitments extend one full season at the very least, leaving unsatisfied demand to be accommodated as soon as it is possible to do so the following season.

The Trustee's policy is to maintain (if and wherever possible) sufficient reserves to meet the operational costs of the charity for a minimum of two years to underpin its commitment to beneficiaries.

The Trustees' considered and informed policy takes fully into account various factors. Not the least (based upon experience and fixed overhead costs) the actual operational costs of the charity relative to the potential new income of the charity which, predominantly, is insecure and unpredictable.

The charity's income may vary considerably from year to year due to unforeseen changes, for example in the value of legacies received and in the income from and value of its investments.

As part of the desire to remain fully operational the Trustees are aware that Marine Insurance is based only on the current value and not full replacement costs of the boats. In the event of loss and the need for replacement there would therefore be a shortfall, which would be met from the Trust's reserves.

Also, though with less emphasis upon meeting future operational costs, the Trustees consider prudent some reserves to meet potential capital outlay ie. replacement and/or modification of the boats to Maritime and Coastguard Agency regulation standards newly imposed from time to time.

Principal Funding Sources

The charity generates its income from donations. These donations come from local businesses, charitable trusts, local clubs and societies and the general public. It also generates funds from the sale of souvenirs etc.

Investment Policy

Funds are placed with our bank in an interest bearing account. The charity does utilise other investment opportunities as they arise but any investment must have the full support of the board of trustees, after taking professional advice.

PLANS FOR THE FUTURE

The Charity plans to be operational as soon as the COVID-19 restrictions are fully lifted in line with the objectives of the Charity to ensure that even the most profoundly disabled people are able to spend a relaxing day on the water, all totally free of charge.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

Company law requires the Management Committee to prepare financial statements for each financial year that give a true and fair view of the state of affairs of the charitable company as at the balance sheet date and of the its incoming resources and application of resources, including income and expenditure, for the financial year. In preparation of those financial statements, the Management Committee should follow best practice and:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis

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

THE WILLOW TRUST

TRUSTEES ANNUAL REPORT (CONTINUED)

FOR THE YEAR ENDED 31ST DECEMBER 2020

Members of the Management Committee

Members of the Management Committee who are directors for the purpose of company law and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with company law, as the company's directors, we certify that:

- So far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Signed on behalf of the board



C A Lutton
Chairman

20/9/21

Date

**INDEPENDENT EXAMINERS REPORT TO THE MEMBERS
ON THE UNAUDITED FINANCIAL STATEMENTS OF
THE WILLOW TRUST**

FOR THE YEAR ENDED 31ST DECEMBER 2020

Respective responsibilities of trustees and examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Charities Act), and that an independent examination is needed.

I am qualified to undertake the examination by being a qualified member of the Chartered Association of Certified Accountants.

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

- ◆ examine the accounts under section 145 of the 2011 Charities Act,
- ◆ to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Charities Act, and
- ◆ to state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An independent examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the 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 accounts present a 'true and fair' view and the report is limited to those matters set out in the next statement.

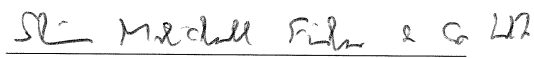
Independent examiner's statement

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

1. 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 accounts which accord with the accounting records, 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

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


SHINER MITCHELL FISHER & CO. LTD
Independent Examiner

20.9.21
Date

Smith House, George Street, Nailsworth, Stroud, Gloucestershire GL6 0AG

THE WILLOW TRUST**INCOME AND EXPENDITURE ACCOUNT**
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Note	2020 £	2019 £
<u>INCOME</u>	2	237,610	267,353
<u>EXPENDITURE</u>			
Administration and operating expenses	3 - 6	<u>(161,541)</u>	<u>(201,540)</u>
Other operating income		30,461	-
<u>NET INCOMING RESOURCES</u>		106,530	65,813
Interest receivable		<u>8,774</u>	<u>9,446</u>
<u>SURPLUS/(DEFICIENCY) OF INCOME</u>			
<u>OVER EXPENDITURE BEFORE TAXATION</u>		115,304	75,259
Taxation		<u>-</u>	<u>-</u>
<u>RETAINED SURPLUS/(DEFICIT) FOR</u>			
<u>THE YEAR AFTER TAXATION</u>		<u>115,304</u>	<u>75,259</u>

THE WILLOW TRUST**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31ST DECEMBER 2020

	Note	Designated Funds	Restricted Funds £	Unrestricted Funds £	2020 Total Funds £	2019 Total Funds £
INCOME RESOURCES						
Donations and fundraising		-	-	238,680	238,680	260,740
Investment income		-	-	8,774	8,774	9,446
Trading income: for fund raising purposes		-	-	109	109	6,613
Other income		-	-	<u>30,461</u>	<u>30,461</u>	-
Total Income		-	-	<u>278,024</u>	<u>278,024</u>	<u>276,799</u>
EXPENDITURE						
Direct charitable expenditure	3	-	14,712	111,428	126,140	159,236
Fund raising and publicity	4	-	-	25,247	25,247	30,238
Management and administration	5	-	-	<u>11,333</u>	<u>11,333</u>	<u>12,066</u>
Total expenditure		-	<u>14,712</u>	<u>148,008</u>	<u>162,720</u>	<u>201,540</u>
Net incoming resources before transfers and revaluation's		-	(14,712)	130,016	115,304	75,259
Net movement in funds		-	(14,712)	130,016	115,304	75,259
Total funds brought forward		<u>200,000</u>	<u>21,255</u>	<u>347,645</u>	<u>568,900</u>	<u>493,641</u>
Total funds carried forward		<u>200,000</u>	<u>6,543</u>	<u>477,661</u>	<u>684,204</u>	<u>568,900</u>

THE WILLOW TRUST**BALANCE SHEET**
AS AT 31ST DECEMBER 2020

	Note	<u>2020</u> £	<u>2019</u> £
FIXED ASSETS			
Tangible Assets	7	35,830	51,809
CURRENT ASSETS			
Debtors	8	4,786	5,245
Cash at bank and in hand		250,496	119,543
Investments	9	<u>393,872</u>	<u>393,083</u>
		649,154	517,871
CREDITORS: Amounts falling due within one year	10	<u>(780)</u>	<u>(780)</u>
NET CURRENT ASSETS		<u>648,204</u>	<u>517,091</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>684,204</u>	<u>568,900</u>
RESERVES			
Designated funds		200,000	200,000
Restricted funds		6,543	21,255
Unrestricted funds	11	<u>477,661</u>	<u>347,645</u>
TOTAL FUNDS	11	<u>684,204</u>	<u>568,900</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ending 31st December 2020.

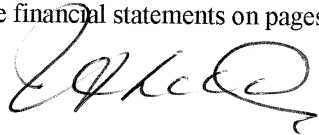
The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit and loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the Small Companies regime.

The financial statements on pages 6 to 13 were approved by the board of directors and signed on its behalf by:



C A Lutton
Director

20/9/21
Date

THE WILLOW TRUST

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST DECEMBER 2020

1. ACCOUNTING POLICIES

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

Basis of accounting

The financial statements have been prepared in accordance with Financial Reporting Standard 102 “The Financial Reporting Standard applicable in the UK and Republic of Ireland” including the provision of Section 1A “Small Entities”, the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities issued in January 2019. The financial statements have been prepared under the historical cost convention.

The company has taken advantage of paragraph 3(3) of section 4 of the Companies Act 2006 to use its own arrangement of headings and sub-headings due to the special nature of its activities.

Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- The value of donated services and facilities provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred.

- Costs of generating funds are those costs incurred in attracting voluntary income, and those incurred in trading activities that raise funds.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis eg. Staff costs per time spent and other costs per their usage.

THE WILLOW TRUST**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST DECEMBER 2020**Depreciation**

Depreciation is provided at the following annual rates in order to write off each asset over their estimated useful lives as follows:

Boat and equipment	5% on cost
Motor vehicles	20% on cost
Other equipment	20% on cost

Taxation

The trust is a registered charity and is not liable for any income, capital gains or corporation taxes on its current activities.

Pensions

The Company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account as they become payable in accordance with the rules of the scheme.

2. INCOME

Income comprises sales of goods and services together with the proceeds of fund raising and donations received in connection with the objects of the charity.

3. DIRECT CHARITABLE EXPENDITURE

	Designated	Restricted	Unrestricted	2020	2019
	£	£	£	Total	Total
				£	£
Salaries	-	-	89,317	89,317	111,472
Depreciation of fixed assets etc.	-	14,712	900	15,612	15,849
Repairs to equipment	-	-	1,775	1,775	9,825
Boat running expenses	-	-	5,599	5,599	8,510
Sundry expenses	-	-	13,838	13,838	13,580
	<u>-</u>	<u>14,712</u>	<u>111,429</u>	<u>126,141</u>	<u>159,236</u>

4. FUNDRAISING AND PUBLICITY

	Designated	Restricted	Unrestricted	2020	2019
	£	£	£	Total	Total
				£	£
Salaries	-	-	18,218	18,218	19,841
Fundraising event costs	-	-	2,792	2,792	440
Costs of souvenirs	-	-	-	-	5,500
Sundry expenses	-	-	3,338	3,338	3,818
Depreciation of fixed assets etc.	-	-	901	901	639
	<u>-</u>	<u>-</u>	<u>25,249</u>	<u>25,249</u>	<u>30,238</u>

THE WILLOW TRUST**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST DECEMBER 2020**5. MANAGEMENT AND ADMINISTRATION**

	Designated	Restricted	Unrestricted	2020	2019
	£	£	£	Total	Total
				£	£
Salaries	-	-	6,073	6,073	6,614
Depreciation of fixed assets etc.	-	-	901	901	639
Independent examiners remuneration	-	-	780	780	780
Rent and utilities	-	-	2,179	2,179	2,401
Sundry expenses	-	-	1,400	1,400	1,632
	<u>-</u>	<u>-</u>	<u>11,333</u>	<u>11,333</u>	<u>12,066</u>

6. EMPLOYEE INFORMATION

	Designated	Restricted	Unrestricted	2020	2019
	£	£	£	Total	Total
				£	£
Wages and salaries	-	-	95,764	95,764	116,906
Social security costs	-	-	8,421	8,421	11,545
Other pension costs etc.	-	-	9,423	9,423	9,476
	<u>-</u>	<u>-</u>	<u>113,608</u>	<u>113,608</u>	<u>137,927</u>

None of the directors of the Charity received any emoluments or expenses during the year.

The number of persons employed during the year were:

	2020	2019
Direct charitable activities	3	3
Fundraising, publicity and administration	<u>1</u>	<u>1</u>
	<u>4</u>	<u>4</u>

THE WILLOW TRUST**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST DECEMBER 2020**7. TANGIBLE FIXED ASSETS**

	Plant & machinery etc £
Cost or valuation	
At 1 st January 2020	489,983
Additions	<u>1,436</u>
At 31 st December 2020	491,419
Depreciation	
At 1 st January 2020	438,174
Charge for the year	<u>17,415</u>
At 31 st December 2020	455,589
Net book value	
At 31 st December 2020	<u>35,830</u>
At 31 st December 2019	<u>51,809</u>
The net book value at 31 st December 2020 represents tangible fixed assets used for:	
Direct charitable purposes	29,428
Other purposes	<u>6,402</u>
	35,830

8. DEBTORS

Amounts falling due within one year:	2020	2019
	£	£
Other debtors and prepayments	<u>4,786</u>	<u>5,245</u>

9. CURRENT ASSET INVESTMENTS

The Trustees are of the opinion that there is no material difference between cost and the market value of listed investments at 31 December 2020.

10. CREDITORS

Amounts falling due within one year:	2020	2019
	£	£
Other creditors	<u>780</u>	<u>780</u>

THE WILLOW TRUST**NOTES TO THE FINANCIAL STATEMENTS**
FOR THE YEAR ENDED 31ST DECEMBER 2020**11. ANALYSIS OF FUNDS**

	Designated Funds £	Restricted Funds £	Unrestricted Funds £	2020 Total Funds £	2019 Total Funds £
(a) Movement in funds					
At 1 st January 2020	200,000	21,255	347,645	568,900	493,641
Net incoming/outgoing resources	<u>-</u>	<u>(14,712)</u>	<u>130,016</u>	<u>115,304</u>	<u>75,259</u>
At 31 st December 2020	<u>200,000</u>	<u>6,543</u>	<u>477,661</u>	<u>684,204</u>	<u>568,900</u>
(b) Representation of fund balances					
Tangible assets	-	6,543	29,287	35,830	51,809
Cash and bank balances	-	-	250,496	250,496	119,543
Investments	200,000	-	193,872	393,872	393,083
Other current assets	-	-	4,786	4,786	5,245
Current liabilities	<u>-</u>	<u>-</u>	<u>(780)</u>	<u>(780)</u>	<u>(780)</u>
At 31 st December 2020	<u>200,000</u>	<u>6,543</u>	<u>477,661</u>	<u>684,204</u>	<u>568,900</u>