

GASP MOTOR PROJECT

(A Company limited by guarantee)

Report and Accounts for the year ended 31 March 2016

Charity number: 1128635

Company number: 6830792

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Legal and administrative information

Status

The Company was incorporated as a charitable Company limited by guarantee on 26 February 2009. It was registered as a charity on 18 March 2009.

The Company was established under a Memorandum of Association and is governed under its Articles of Association. Under Article 24, one third of the Trustees shall retire by rotation at each AGM after the first.

Trustees

Mrs Sally Varah MBE DL Chairman

Mr Robert Brown Company Secretary (resigned 14 July 2015)

Mr Michael Taylor Hon Treasurer (retired under Article 24 and re-appointed)

Mr David Davis DL

Mr Richard Wheeler

Mr Roger Hawksworth (retired under Article 24 and re-appointed)

Mrs Frances Wadsworth (appointed 5 August 2015)

Registered Office

Finches Corner, Dorking Road, Chilworth, Surrey GU4 8RR until 5 August 2015.
Thereafter Rotherwood, Felday Glade, Holmbury St Mary, Surrey, RH5 6PG.

Bankers

Lloyds TSB, High Street, Guildford, Surrey

CAF Bank Ltd, West Malling, Kent

Management

Overall management rests with the Trustees, who are also Directors of the Company. Day-to-day management is delegated to the Chief Executive, Mr Andy Finch. Three representatives from Surrey County Council and another volunteer from the education sector attend Trustee meetings and also advise the Trustees generally.

Report of the Trustees for the year ended 31 March 2016

The Trustees present their report and the financial statements for the year ended 31 March 2016.

Activities

The company is a charity and exists to advance in life and help vulnerable, under-achieving young people up to the age of 25 and resident in Surrey and neighbouring counties by means of (a) an alternative learning facility and (b) a recreational and leisure-time activity to assist them to acquire accredited learning outcomes and social skills that will help to enable them to achieve their full potential in life and participate in society as mature and responsible individuals.

The charity works to benefit different categories of young people:

- **Daytime sessions** – these are attended by young people from the Surrey area, often disadvantaged and under-achieving, who may have been excluded from school or who are the subject of juvenile court orders and who are enrolled in an alternative learning programme. The sessions also attract young people who respond best to vocational learning outside of the classroom. The GASP workshop provides them with a facility where they can be introduced to the basics of motor mechanics in a supervised, safe environment working with suitable role models. In most cases, they gain AQA and/or Laser accreditations.
- **Evening sessions** – these are provided for young people as an out of school activity, where they have the opportunity to learn the basics of motor mechanics, gain a meaningful accreditation which will add value to their CVs, learn of the responsibility that goes with vehicle ownership, be introduced to off-road driving and learn the benefits of teamwork.
- **Mobile sessions** – these enable the training provided by the charity to be delivered in locations other than the workshop. The Company, as a member of The Youth Consortium (Surrey and Borders), has also contracted to provide a programme of courses to clients of the Surrey Local Prevention Framework. This started in April 2012 in two local boroughs and ended in August 2015.
- In this financial year, approaching 200 young people benefitted from over 400 sessions, a 17% rise over the previous year. This increase in the level of activity also meant our costs rose, particularly employment costs. The Trustees wish to record their thanks to the Chief Executive, the Workshop Manager, and the other sessional staff and evening volunteers for their hard work and commitment.

Public Benefit Statement

The primary purpose of the GASP Motor Project is to provide an alternative practical learning facility that predominantly helps 14 to 19 year olds, some of whom may be disadvantaged or under-achieving, to achieve and contribute more than anyone thought possible through positive personal development. It teaches them basic motor mechanics and practical engineering skills with a holistic approach, empowering them to take positive action and helping prepare vulnerable young people for the world of work. It is a local initiative that reaches out to young people countywide and, by helping to tackle anti-social and offending behaviour, it contributes considerable public benefit to local communities across Surrey, in line with the Charity Commission Guidelines on the provision of public benefit.

Reserves

Further restricted funds of £10,000 were received during the year. An amount of £5,750 remained unspent at the year end and is carried forward as restricted funds.

The Trustees wish to build up unrestricted reserves to a level to cope with any financial contingency. They have a target of six months' operating expenditure. As at 31 March, 2016, reserves were lower than this target.

Financial Results

The attached accounts show that the company recorded a surplus of £2,456 (2015 £7,631)

Donations and grants received in the year amounted to £75,215. Full details are shown in the notes to the Accounts. The Trustees wish to record their thanks to all donors for their support. The Company will continue actively to seek grant funding to support its charitable work. The activities of the company have expanded materially, resulting not only in many more sessions being provided to more young people but also in higher operating costs. Session fee income will rise accordingly, but there is and will always be a significant shortfall as that income will only cover about 50% of operating costs. The company will always need to raise funds by way of charitable grants and donations.

None of the Trustees received any remuneration from the Company, nor made claims for expenses.

Investment policy

The Trustees now invest any surplus cash in an instant access deposit account at the Bank. Interest income for the year was £149.

Risk review

The Trustees have conducted their own review of the major risks to which the charity is exposed and systems have been established to mitigate those risks. Internal risks have been minimised by the implementation of a Child Protection Policy and by procedures for authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures are periodically reviewed to ensure that they still meet the needs of the charity.

The Trustees maintain and review health and safety procedures at the workshop. Regular risk assessments are conducted for both workshop and mobile operations.

Basis of preparation

This report and the accounts have been prepared under the small companies regime. The members have not required the accounts to be audited.

Approved by the Board of Trustees on 8 August 2016 and signed on its behalf by

A handwritten signature in cursive script, appearing to read 'Sally Varah'.

Sally Varah, Chair of Trustees.

Independent Examiner's Report

Report to the Trustees/members of the GASP Motor Project on the financial statements for the year ending 31 March 2016.

Respective responsibilities of trustees and examiner

The Charity's trustees consider that an audit is not required for this year (under section 144) of the Charities Act 2011 (the Charities Act) and that an independent examination is needed. It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- To follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 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 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 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 statement below.

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:

1)

- To keep accounting records in accordance with section 130 of the Charities Act; and
- To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met;

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

Signed:

Date: 30 August 2016

: 

Name: Desmond McCann FCA.

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STATEMENT OF FINANCIAL ACTIVITY

YEAR ENDED 31 MARCH 2016

| | Notes | 2016 | 2016 | 2016 | 2015 |
|--|-------|----------------|---------------|----------------|----------------|
| | 3 | Unrestricted | Restricted | TOTAL | TOTAL |
| INCOMING RESOURCES | | | | | |
| Funds generated by activities | | 79,797 | 10,000 | 89,797 | 74,278 |
| Grants and donations | 2 | 75,215 | | 75,215 | 68,298 |
| Other income | | 4,990 | | 4,990 | 4,992 |
| Total incoming resources | | <u>160,002</u> | <u>10,000</u> | <u>170,002</u> | <u>147,568</u> |
| RESOURCES EXPENDED | | | | | |
| Employment costs | 5 | 123,833 | | 123,883 | 101,606 |
| Other running costs | 5 | 43,713 | | 43,713 | 38,331 |
| Total resources expended | 5 | <u>167,546</u> | | <u>167,546</u> | <u>139,937</u> |
| TRANSFERS BETWEEN FUNDS | | 8,500 | (8,500) | 0 | 0 |
| NET INCOMING RESOURCES FOR THE YEAR | | 956 | 1,500 | 2,456 | 7,631 |
| OPENING BALANCES AT 1 APRIL | | <u>59,381</u> | <u>4,250</u> | <u>63,631</u> | <u>56,000</u> |
| CLOSING BALANCES AT 31 MARCH | | <u>60,337</u> | <u>5,750</u> | <u>66,087</u> | <u>63,631</u> |

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BALANCE SHEET AS AT 31 MARCH 2016

| | Notes | 2016 | 2015 |
|------------------------------|--------------|----------------------|----------------------|
| Fixed Assets | 5 | 11,523 | 8,279 |
| Current Assets | | | |
| Debtors and prepaid expenses | | 6,454 | 5,928 |
| Cash at bank and in hand | | 80,990 | 93,398 |
| Current Liabilities | | | |
| Income received in advance | | (28,950) | (40,714) |
| Accrued expenses | | (3,930) | (3,260) |
| Net Current Assets | | 54,564 | 55,352 |
| TOTAL ASSETS | | <u>66,087</u> | <u>63,631</u> |
| Represented by | | | |
| Restricted funds | 4 | 5,750 | 4,250 |
| Unrestricted funds | 4 | 60,337 | 59,381 |
| TOTAL FUNDS | | <u>66,087</u> | <u>63,631</u> |

For the year ending 31 March 2016, the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities,

- 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 accounts,
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and the Statement of Recommended Practice for registered charities.

Approved by the Directors on 8 August 2016 and signed on their behalf by



Sally Varah –Chair of Trustees

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Notes forming part of the financial statements

for the year ended 31st March 2016

1 Accounting policies

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2015) and the Companies Act 2006 and follow the recommendations in the appropriate Accounting and Reporting by Charities: Statement of Recommended Practice for accounting periods beginning after 1 January 2015. .

Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.

Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Workshop equipment is depreciated over a three year period, and motor vehicles over a five year period.

Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose, or with a specified purpose but not repayable if not used in full and are therefore available as general funds.

Restricted funds are to be used for specific purposes as laid down by the donor or grant provider and are repayable if not so used. Expenditure which meets these criteria is charged to the respective fund.

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Notes to the financial statements for the year ended 31 March 2016

2. Grants and donations

The Company received grants and donations from a number of charities and other organisations to support its work. The Trustees are very grateful to the following for their support.

A donation in memory of Andy Stallman

Christopher Brewer DL

HH Judge Christopher Critchlow DL

ExxonMobil

Friends of GASP

Give it Away Surrey

Rotary Club of Guildford District

High Sheriff Youth Awards

John and Bela Chaplin

Professor Michael Joy OBE

Shere Hill Climb

Surrey County Council 'Local Prevention Framework'

The Betty Riseley Trust

The Coleman Trust

The Chrimes Family Trust

The Community Foundation for Surrey

The Office of the Surrey Police and Crime Commissioner Community Safety Fund

The Kelsey Trust

The Michael Varah Memorial Fund

The Partners & staff of Roffe, Swayne & Co.

The Peter Harrison Foundation

The University of Surrey

The Company also acknowledges, with thanks, in kind support from the following

Dunsfold Park

Johnston Sweepers

Kier Group

McLaren

Stanhope-Seta.

Woking Borough Council.

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Notes to the financial statements for the year ended 31 March 2016

3. Analysis of 2015 Statement of Financial Activity

| | Unrestricted | Restricted | TOTAL |
|--|-----------------------|----------------------|-----------------------|
| | £ | £ | £ |
| INCOMING RESOURCES | | | |
| Funds generated by activities | 64,278 | 10,000 | 74,278 |
| Grants and donations | 68,298 | | 68,298 |
| Other income | <u>4,992</u> | | <u>4,992</u> |
| Total incoming resources | <u>137,568</u> | <u>10,000</u> | <u>147,568</u> |
| RESOURCES EXPENDED | | | |
| Employment costs | 101,606 | | 101,606 |
| Other running costs | <u>38,331</u> | | <u>38,331</u> |
| Total resources expended | <u>139,937</u> | | <u>139,937</u> |
| TRANSFERS BETWEEN FUNDS | 5,750 | (5,750) | |
| NET INCOMING RESOURCES FOR THE YEAR | 3,381 | 4,250 | 7,631 |
| OPENING BALANCES 1 APRIL | <u>56,000</u> | | <u>56,000</u> |
| CLOSING BALANCES 31 MARCH | <u>59,381</u> | <u>4,250</u> | <u>63,631</u> |

4. Analysis of funds

Activity

| | Unrestricted | Restricted | TOTAL |
|-----------------------------|--------------|--------------|--------------|
| | £ | £ | £ |
| Incoming resources | 160,002 | 10,000 | 170,002 |
| Expenditure | (159,046) | (8500) | (167,546) |
| Movement in the year | 956 | 1,500 | 2,456 |

Year end balances

| | Unrestricted | Restricted | TOTAL |
|------------------------------|---------------|--------------|---------------|
| | £ | £ | £ |
| Tangible assets | 11,523 | 0 | 11,523 |
| Current assets | 48,814 | 5,750 | 54,564 |
| Balance 31 March 2016 | 60,337 | 5,750 | 66,087 |

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Notes to the financial statements for the year ended 31 March 2016

5. Resources expended

| | 2016 | 2015 |
|----------------------------------|----------------|----------------|
| | | £ |
| Employment costs | 123,833 | 101,606 |
| Other running costs | | |
| Rent and premises costs | 11,477 | 11,948 |
| Insurances | 3,032 | 3,022 |
| Consumables | 2,739 | 4,120 |
| Marketing | 5,505 | 7,950 |
| Vehicle maintenance and fuel | 4,099 | 5,892 |
| Depreciation | 6,021 | 2,891 |
| Other costs | 10,840 | 2,508 |
| Total other running costs | 43,713 | 38,331 |
| Total resources expended | 167,546 | 139,397 |

The Company employs 2 full time staff and 8 part time staff. The FTE of all staff was 3.1(2015 2.8).

In February, 2016, the Company established a pension scheme, in accordance with the Workplace Pensions legislation. The total employer contributions in the period was £56(2015 NIL)

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Notes to the financial statements for the year ended 31 March 2016

6. Tangible fixed assets

| | Workshop equipment | Workshop vehicles | Total |
|--------------------------------------|-----------------------|----------------------|---------------|
| | £ | £ | £ |
| Cost | | | |
| Balance 1 April 2015 | 4,987 | 11,495 | 16,482 |
| Additions | 2,720 | 6,745 | 9,465 |
| Disposals | (0) | (250) | (250) |
| Balance 31 March 2016 | <u>7,077</u> | <u>17,990</u> | <u>25,697</u> |
| | | | |
| Depreciation | | | |
| Balance 1 April 2015 | 3,898 | 4,305 | 8,203 |
| Charge for the year | 1,452 | 4,569 | 6,021 |
| Eliminated on disposals | (0) | (50) | (50) |
| Balance 31 March 2016 | <u>5,350</u> | <u>8,824</u> | <u>14,174</u> |
| | | | |
| Net book amount 31 March 2016 | 2,357 | 9,166 | 11,523 |
| Net book amount 31 March 2015 | 1,089 | 7,190 | 8,279 |

7. Future Commitments

There is no contingent or committed expenditure (2015 Nil)

8. Taxation

The Company is exempt from Corporation Tax on its charitable activities.