

# **GASP MOTOR PROJECT**

(A Company limited by guarantee)

**Report and Accounts for the year ended 31 March 2017**

Charity number: 1128635

Company number: 6830792

## Contents

Legal and administrative information	3
Report of the Trustees	4 - 7
Report of the Independent Examiner	8
Statement of financial activity	9
Balance Sheet at 31 March 2017	10
Notes to the Accounts	11 - 15

## **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**

The Trustees of the charity, who were also directors of the company, during the year were as follows:

Mrs Sally Varah MBE DL, Chairman (retired under Article 24 and re-appointed)

Mr Michael Taylor, Hon Treasurer & Company Secretary (died 29 September 2017)

Mr David Davis DL (retired under Article 24 and re-appointed)

Mr Richard Wheeler

Mr Roger Hawksworth

Mrs Frances Wadsworth

### **Registered Office**

Rotherwood, Felday Glade, Holmbury St Mary, Surrey, RH5 6PG.

### **Bankers**

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 (to 30<sup>th</sup> August 2016) and thereafter Mr Henry Curwen. Two representatives from Surrey County Council and another volunteer skilled in social media attend Trustee meetings and advise the Trustees generally.

## Report of the Trustees for the year ended 31 March 2017

The Trustees present their report and the financial statements for the year ended 31 March 2017.

### 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. Using basic motor mechanics and practical engineering, it runs customised programmes that re-engage them and 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.

There is a rigorous Safeguarding Policy in place and all staff, volunteers and trustees have Child Protection and Prevent clearance/training.

The charity works to benefit different categories of young people:

- **Daytime sessions** – these are run by qualified engineers and experienced mechanics in the purpose-built GASP workshop, and are attended by young people from across Surrey who may be disadvantaged, marginalised and under-achieving. They include students who respond best to vocational learning outside of the classroom; those who are vulnerable and have special educational needs; those at risk of exclusion from school; or those who are the subject of juvenile court orders and enrolled in an alternative learning programme. 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 as session leaders. In most cases, the students gain AQA and/or Laser accreditations.
- **Mobile sessions** – delivered either during the day-time (with a programme that mirrors that of the Daytime sessions – or as After School diversionary sessions, often in areas of multi-deprivation, our Mobile unit enables the training provided by this charity to be delivered in locations other than the GASP workshop.
- **Industry-Linked programme** – developed with schools and businesses, the Industry-Linked programme gives students the opportunity to acquire the skills that will help their progression into employment – and get experience of the world of work at first, through GASP.
- **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. Mostly for those in mainstream education, who go on to study engineering at college or

university, or gain training apprenticeships and work placements because of what they learn at GASP.

- In this financial year, approaching 230 young people benefitted from over 475 sessions, a 15% 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 outgoing Chief Executive, Andy Finch, who helped to build the charity over the past five years, and to his successor Henry Curwen; the Workshop Manager, Barrie Birchmore, and daytime sessional staff and administration team; and to the dedicated team of evening volunteers. All are commended 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 disaffected, 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. By helping to tackle anti-social and offending behaviour, it contributes considerable public benefit to local communities across Surrey, in accordance with the Charity Commission Guidelines on the provision of public benefit.

### **Fundraising responsibilities**

In this year under review, the GASP Motor Project has continued to set out and review its Fundraising Plan and practice in line with the charity's values, and taking into account the income from service users, grant givers, the changing income landscape and the financial risks we may face as a result. Although only a small charity, this Plan also takes into account the new fundraising rules under the Charities Act 2016 and the Code of Fundraising Practice. The Plan is discussed at quarterly Board Meetings in order that Trustees may monitor progress and manage the key risks.

Historically and up until Q2/2016, all fundraising applications were prepared internally and submitted by either the CEO and/or Chair of the charity. Looking to expand the fundraising function, for the first time in this financial year the Trustees commissioned the services of a third-party (the former CEO and not a professional fundraiser or commercial participator) to write a series of fundraising applications. At every stage, the costs of our fundraising are managed and explained, and effective financial controls are in place and followed.

## **Reserves**

Further restricted funds of £19,900 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 2017 reserves were lower than this target.

## **Financial Results**

The attached accounts show that the company recorded a surplus of £5,811 (2016 £2,456).

Donations and grants received in the year amounted to £78,580 (2016 £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 continue to grow; this has resulted in more sessions being provided to more young people, with a resulting increase in 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 £65.

## **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 rigorous Child Protection and Safeguarding Policy, and by procedures for the authorisation of all transactions and projects and to ensure consistent quality of delivery for all operational aspects of the charitable company. These procedures, and a number of other relevant policies, are reviewed periodically 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 20th November 2017 and signed on its behalf

by

A handwritten signature in black ink, appearing to read 'Sally Varah', written in a cursive style.

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 2017.**

## **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

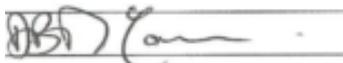
1) which gives me reasonable cause to believe that in, any material respect, the requirements:

- 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; or

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

Signed:

Date: 20th November 2017



Name: Desmond McCann FCA.

**GASP MOTOR PROJECT (Company number 6830792)**

**STATEMENT OF FINANCIAL ACTIVITY**

**YEAR ENDED 31 MARCH 2017**

	Notes	2017	2017	2017	2016
	3	Unrestricted	Restricted	TOTAL	TOTAL
<b>INCOMING RESOURCES</b>					
Funds generated by activities		83,921	19,900	103,821	89,797
Grants and donations	2	78,580		78,580	75,215
Other income		2,022		2,022	4,990
<b>Total incoming resources</b>		<u>164,523</u>	<u>19,900</u>	<u>184,423</u>	<u>170,002</u>
<b>RESOURCES EXPENDED</b>					
Employment costs	5	129,410	6,700	136,110	123,883
Other running costs	5	42,501		42,501	43,713
<b>Total resources expended</b>	5	<u>171,911</u>	<u>6,700</u>	<u>178,611</u>	<u>167,546</u>
<b>TRANSFERS BETWEEN FUNDS</b>		9,250	(9,250)		
<b>NET INCOMING RESOURCES FOR THE YEAR</b>		<b>1862</b>	<b>3,950</b>	<b>5,811</b>	<b>2,456</b>
<b>OPENING BALANCES AT 1 APRIL 2016</b>		<u><b>60,337</b></u>	<u><b>5,750</b></u>	<u><b>66,087</b></u>	<u><b>63,631</b></u>
<b>CLOSING BALANCES AT 31 MARCH 2017</b>		<u><b>62,199</b></u>	<u><b>9,700</b></u>	<u><b>71,899</b></u>	<u><b>66,087</b></u>

**GASP MOTOR PROJECT** (Company number 6830792)

**BALANCE SHEET AS AT 31 MARCH 2017**

	<b>Notes</b>	<b>2017</b>	<b>2016</b>
<b>Fixed Assets</b>	5	<b>13,145</b>	<b>11,523</b>
<b>Current Assets</b>			
Debtors and prepaid expenses		18,610	6,454
Cash at bank and in hand		76,249	80,990
<b>Current Liabilities</b>			
Income received in advance		(35,875)	(28,950)
Accrued expenses		(230)	(3,930)
<b>Net Current Assets</b>		<b>58,754</b>	<b>54,564</b>
<b>TOTAL ASSETS</b>		<b><u>71,899</u></b>	<b><u>66,087</u></b>
<b>Represented by</b>			
Restricted funds	4	9,700	5,750
Unrestricted funds	4	<u>62,199</u>	60,337
<b>TOTAL FUNDS</b>		<b><u>71,899</u></b>	<b><u>66,087</u></b>

For the year ending 31 March 2017, 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 20th November 2017 and signed on their behalf by



Sally Varah – Chair of Trustees

# **GASP MOTOR PROJECT**

## **Notes forming part of the financial statements**

**for the year ended 31st March 2017**

### **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 and motor vehicles are depreciated 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.

## **GASP MOTOR PROJECT**

### **Notes to the financial statements for the year ended 31 March 2017**

#### **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

Alchemy Foundation

Charles Hayward Foundation

HH Judge Christopher Critchlow DL

ExxonMobil

Friends of GASP

Garfield Weston Foundation

Geoff Herrington Foundation

Give it Away Surrey

Rotary Club of Guildford District

Henry Smith Charity

High Sheriff Youth Awards

John and Bela Chaplin

KIA New Futures Fund

Lloyd's Market Charity Awards

Loseley and Guildway Trust

Shere Hill Climb

St Faith's Trust

St James's Place Foundation

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 Peter Harrison Foundation

The Shanly Foundation

The Wisley Foundation

The Worshipful Company of Pewterers

Unum

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

Dunsfold Park

McLaren

Woking Borough Council

Johnston Sweepers

Stanhope-Seta Limited

Woking Community Transport

## GASP MOTOR PROJECT

Notes to the financial statements for the year ended 31 March 2017

### 3. Analysis of 2016 Statement of Financial Activity

	Unrestricted	Restricted	TOTAL
	£	£	£
<b>INCOMING RESOURCES</b>			
Funds generated by activities	79,797	10,000	89,797
Grants and donations	75,215		75,215
Other income	4,990		4,990
<b>Total incoming resources</b>	<b><u>160,002</u></b>	<b><u>10,000</u></b>	<b><u>170,002</u></b>
<b>RESOURCES EXPENDED</b>			
Employment costs	123,833		123,833
Other running costs	43,713		43,713
<b>Total resources expended</b>	<b><u>167,546</u></b>		<b><u>167,546</u></b>
<b>TRANSFERS BETWEEN FUNDS</b>	<b>8,500</b>	<b>(8,500)</b>	
<b>NET INCOMING RESOURCES FOR THE YEAR</b>	<b>956</b>	<b>1,500</b>	<b>2,456</b>
<b>OPENING BALANCES 1 APRIL</b>	<b>59,381</b>	<b>4,250</b>	<b>63,631</b>
<b>CLOSING BALANCES 31 MARCH</b>	<b><u>60,337</u></b>	<b><u>5,750</u></b>	<b><u>66,087</u></b>

### 4. Analysis of funds

#### Activity 2017

	Unrestricted	Restricted	TOTAL
	£	£	£
Incoming resources	164,523	19,900	184,423
Expenditure	(171,911)	(6,700)	(178,611)
<b>Movement in the year</b>	<b>1,862</b>	<b>3,950</b>	<b>5,812</b>

#### Year end balances

	Unrestricted	Restricted	TOTAL
	£	£	£
<b>Tangible assets</b>	<b>13,145</b>	<b>0</b>	<b>13,145</b>
<b>Current assets</b>	<b>49,054</b>	<b>9,700</b>	<b>58,754</b>
<b>Balance 31 March 2017</b>	<b>62,199</b>	<b>9,700</b>	<b>71,899</b>

## GASP MOTOR PROJECT

### Notes to the financial statements for the year ended 31 March 2017

#### 5. Resources expended

	2017	2016
<b>Employment costs</b>	<b>136,110</b>	<b>123,833</b>
<b>Other running costs</b>		
Rent and premises costs	12,271	11,477
Insurances	4,642	3,032
Consumables	4,410	2,739
Marketing	4,568	5,505
Vehicle maintenance and fuel	4,443	4,099
Depreciation	4,776	6,021
Other costs	7,391	10,840
<b>Total other running costs</b>	<b>42,501</b>	<b>43,713</b>
<b>Total resources expended</b>	<b>178,611</b>	<b>167,546</b>

The Company employs 2 full time staff and 8 part time staff. The FTE of all staff was 4.4 (2016 3.1).

In February 2016, the Company established a pension scheme, in accordance with the Workplace Pensions legislation. The total employer contributions in the period was £610 (2016 £56)

None of the Trustees received any remuneration from the Company for either 2017 or 2016.

## GASP MOTOR PROJECT

### Notes to the financial statements for the year ended 31 March 2017

#### 6. Tangible fixed assets

	Workshop equipment	Workshop vehicles	Total
	£	£	£
<b>Cost</b>			
Balance 1 April 2016	7,707	17,990	25,697
Additions	2,178	4,850	7,028
Disposals	<u>(3,352)</u>	<u>(2,245)</u>	<u>(5,597)</u>
Balance 31 March 2017	<u>6,533</u>	<u>20,595</u>	<u>27,128</u>
<b>Depreciation</b>			
Balance 1 April 2016	5,350	8,824	14,174
Charge for the year	507	4,776	5,283
Eliminated on disposals	<u>(3,352)</u>	<u>(2,122)</u>	<u>(5,474)</u>
Balance 31 March 2017	<u>2,505</u>	<u>11,478</u>	<u>13,983</u>
<b>Net book amount 31 March 2017</b>	<b>4,028</b>	<b>9,117</b>	<b>13,145</b>
<b>Net book amount 31 March 2016</b>	<b>2,357</b>	<b>9,166</b>	<b>11,523</b>

#### 7. Future commitments

There is no contingent or committed expenditure (2016 Nil)

#### 8. Taxation

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

#### 9. Reimbursement to Trustees

During the year one Trustee was reimbursed £390 for expenses incurred on behalf of the Company (2016 £nil).