

## dnn craft trust

#### SAFEGUARDING ADULTS

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To see our annual statement of accounts see separate report prepared by our accountancy partners Community

Accounting Plus. Known as CA Plus, they exist to enable good management in public benefit organisations (mainly charities and CIC's).

#### Our patrons, trustees, staff, and associates

#### Trustees and Management Committee Stuart Sale (CEO)

Dave Marsland (Chair) David Charnock Natasha Eason Rachel Fyson Tania May Paul Johnson

#### Patrons Sir Roger Singleton Kate Spicer Richard Whitehead MBE

Associates Robert Kenniwell Sarah Knight Claire Pooley Nick Slinn Ros Smith Clare Staley Ieuan Watkins

#### **Research** Rachel Clawson Rachel Fyson Robert Kenniwell

**Consultants** Julie Mather Abra Millar Natalie Palmer Staff

Lisa Curtis Elliot Davies

Nicola Dean Jodi Evans

Emma Gibson

Dave Lochtie

Sarah Nolan

Joanne Pell

Hazel Rippin

Nat Rock

Catherine Sykes

Roisin Tear

Laura Thorpe

Kimberley Walsh

## Meet our team



Lisa Curtis Deputy CEO, Head of Safeguarding Adults



Elliot Davies Marketing & Communications Manger



**Nicola Dean** Safeguarding Adults in Sport Manager



**Jodi Evans** Safeguarding Adults in Sport Manager in Wales



**Emma Gibson** Head of Safeguarding Adults in Sport



David Lochtie Operations Manager



Sarah Nolan Safeguarding Adults in Sport Administrator



**Joanne Pell** Safeguarding Adults in Sport Manager



Hazel Rippin Head of Marketing & Communications



Nat Rock Administrator



Stuart Sale



Catherine Sykes Safeguarding Adults Manager for the Sport and Activity Sector



**Roisin Tear** Safeguarding Adults Manager



Laura Thorpe Safeguarding Adults Manager



Kimberley Walsh Safeguarding Adults in Sport Manager

#### A Message from the Chair of Trustees

## **Dave Marsland**

Chair of Trustees, August 2023-July 2024

Welcome to the Annual Report for the Ann Craft Trust. It is with great pride and pleasure that I invite you to take some time to explore some of the fabulous achievements and highlights of this year for the Trust team.



In last year's report, I was able to commend some of the new perspectives and ideas that Stuart as the new CEO, brought to the Trust. This year I would like to invite you to join with me in celebrating some of the more 'old school' or perhaps, timeless goals and emphases that Stuart and the team have focused on.

In particular, the Trust has invested significant energy and time in creating improved infrastructure and better systems and processes. Some of these systems and structures are internal and have been about communication and supporting staff. Other developments have focused on external business-focused needs and improving productivity and efficiency.

The continued growth and expansion of the Trust is genuinely enabled by ensuring that staff can focus more energy on their safeguarding roles and less time on navigating and operating unhelpful systems and platforms. Developing and improving infrastructure may not seem groundbreaking but I am now convinced of its importance. In safeguarding, roles can be demanding on numerous different levels and maintaining our energy and commitment needs to be considered and addressed with care and sophistication. Stuart and the senior team have developed and championed a renewed focus on health, wellbeing and support for all involved with the Trust.

> A great example of this focus on wellbeing and team energising was our first Team Day in June. This fabulous event brought together Trustees with all teams at the Trust to recognise successes and make plans for the future. I know that this fabulous day helped Trustees to gain a much better sense of the amazing staff who we entrust to deliver the important work of the Trust. It was also great to enjoy some highly competitive games of Boccia! Thank you to Boccia England for showing us just how inclusive this sport is.

Lastly, from me, I would like to take this opportunity to thank two retiring Trustees, Malcolm Dillon and Suzanne Wilson. Malcom and Suzanne were instrumental in ensuring that the Trust made significant progress on redefining our strategic direction and revisiting our aims and objectives. Jumping into the shoes of Malcolm and Suzanne, I would like to introduce and thank our two newest Trustees, Dr Elisabeth Alton

and Paul Johnson. Elisabeth and Paul bring with them a huge reservoir of knowledge and wisdom and join us at this pivotal time. Elisabeth is the named GP for safeguarding adults working for Humber and North Yorkshire Health and Care Partnership. Paul is a retired Service Director for Nottinghamshire County Council Adults.

#### I would also like to thank:

- Stuart, Lisa, Emma and Hazel in the senior leadership team for their dedication, commitment and immensely skilled endeavours
- All the Trust staff team for their continuing professionalism, hard work and energy
- The Associate Trainers who deliver much of the training and maintain such high quality of work and continue to enhance the reputation of the Trust
- My fellow Trustees and Specialist Advisor Professor Rachel Fyson all of whom give their time and expertise to ensure that the Trust is supported in its work
- The University of Nottingham who provide us with a meaningful home and support from the School of Sociology and Social Policy
- Finally, thanks to all of you for supporting the Ann Craft Trust in other important ways and working alongside us to improve adult safeguarding. I hope to see some of you at the annual conference or at other events for Safeguarding Adults Week 2024.



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#### **CEO Report**

## **Stuart Sale**

CEO, Ann Craft Trust

The twelve months covered in this annual report has been among the personal highlights of my career, with my first full year navigated working for this amazing charity.

When I came to work at the Ann Craft Trust I knew that the charity was a leading voice in safeguarding. What I didn't know is how this was achieved. However, having spent time getting to know the amazing staff, trustees and associates, I can see that it is down to their knowledge, dedication, energy and passion for making safeguarding adults a priority for everyone we support. Thank you to you all for your fantastic dedication to the Ann Craft Trust.

In July 2024, everyone at the Ann Craft Trust was saddened to hear of the death of our former Director, Pam Cooke. Pam became a director in 1997. She played a key role in helping the Trust become nationally renowned as a safeguarding expert and an advocate for equality and the rights of children with disabilities and adults at risk.

I hope that Pam would be pleased with what we've achieved in the last twelve months which has seen us continue our steady growth, supporting more organisations, in more different ways, than ever before!

The success of the last year has enabled us to invest in our back office 'infrastructure', ensuring that our systems are able to cope with the demand as we look to the future. This means that our managers spend less time doing administrative tasks and more time supporting organisations through training, consultancy and research.

To further help our growth, we were delighted to recruit two new members of staff during the reporting period, with Roisin Tear joining us as a Safeguarding Development Manager and Dave Lochtie recruited to the position of Operations Manager. As pleased as we were to welcome Roisin and Dave, we were sad to say goodbye to Charlotte Brooks and we wish her well in her future endeavours. Our longstanding consultant accountant, Julie Mather, also left us and we wish her equally well.



In addition to investing in new systems and staff, we have taken time over the last year to reflect and review on our vision, purpose and mission through the development and launch of a new strategic plan. The plan also sets out our shared values which we challenge ourselves on across the charity.

I've found it invaluable to have the new strategic plan in place as it helps everyone connected with the Ann Craft Trust to consider how their actions help us achieve our vision of stopping the abuse of all adults through awareness raising, building understanding, and working together. Staff are empowered to take action that fit with this, without having to check-in constantly. This is part of our overall approach to staff wellbeing, which has been a priority for me in the last year, building on our conference and theme for Safeguarding Adults Week in 2023.



I'd also like to take this opportunity to thank the University of Nottingham for their continued support of the Ann Craft Trust, without which we would not have access to the amazing facilities, resources and knowledge that comes from a world-renowned university.

Finally, I'd like to thank you all – as we continue to raise the profile of adult safeguarding, our work is made worthwhile by you, our supporters and allies. Your passion matches ours and our work to ensure that safeguarding adults is prioritised across the UK is only strengthened by your continued support.

I hope you enjoy reading about our activity over the last year and I look forward to meeting as many of you as possible over the next year. We have some big plans to further develop our offer, as we seek to reduce the risk to all adults further.

## **Trustees Report**

#### The Trustees are pleased to present their annual report for the year 2023/24.

#### Structure, Governance and Management

The Ann Craft Trust is a company limited by guarantee and not having a share capital. Its Memorandum and Articles of Association are available on the website and at its main office at: Ann Craft Trust, Centre for Social Work University Park, Nottingham, NG9 2RD. The trustees have reviewed the business, strategic and operational risks of the charity and are assured that there are systems in place to alert and report risks as required and to take timely action. A risk template is completed if there is a reported risk which identifies the risk and its severity, the control procedure and the monitoring process outlining responsibility and review requirements.

#### Recruitment, Appointment and Retirement of Trustees

A skills audit is carried out regularly to inform the charity of the relevant skills and knowledge required on the Board. Trustee positions are posted on the Ann Craft Trust website and other media channels. Expressions of interest are requested, with a CV, followed by discussion with a trustee and a process for consideration of the application by trustees and recommendation to the Annual General Meeting. Trustees are appointed at the charity's AGM, but in the interim period the trustees may also appoint a person who is willing to act to be a trustee. A trustee so appointed shall hold office only until the next following AGM.

In any election of trustees, the candidate with the higher number of votes shall be elected to any vacancy, in descending order of votes until all the seats are filled. The trustees may from time to time alter the method of electing members to trusteeship.

The trustees must appoint one of the Board to be the Chairperson and chair of their meetings and may at any time remove them from that office. Trustees who retire by rotation at an annual general meeting may, if willing to act, be reappointed.

#### **Trustee Induction**

Newly appointed trustees are required to complete the fit and proper person declaration and adhere to all relevant policies. They attend relevant training and events as required and receive regular updates relating to their role and responsibilities as Trustees.

#### **Responsibilities of the Board of Trustees**

- Major changes to the legal and management structure.
- Responsibility for overall governance and setting of The Ann Craft Trust's mission, vision, values, and standards.
- Approval of all annual operating budgets and any changes to them.
- Decision to cease operation of all or any part of the Trust's business.
- Approval of the annual report and audited accounts.
- Ensuring internal control and risk management.
- Determining the staff and CEO remuneration in line with the University of Nottingham's policy.
- Approval of external communication including press releases, media appearances, blogs and social media on matters considered to pose high risk or reputational damage to the Trust.

- Changes to the structure, size, and composition of the Board.
- Selection of Chair and CEO.
- Review of governance arrangements.
- Annual appraisal of the CEO in line with the university's appraisal system.
- Reviewing conflicts of interest as required.
- Approval of Trust policies.
- Dealing with and resolution of disputes including litigation.
- Approval of insurance levels in line with university requirements.
- Any other decision that has potential for significant impact on the organisation (See Trustee Role and Responsibility policy).

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## **Financial Review**

For the year, the Statement of Financial Activities shows a net surplus of:

#### £39,349

in unrestricted funds

(2023 £18,263)

Total closing reserves stand at:

#### £431,243

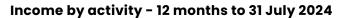
#### of which £382,892 is unrestricted reserves

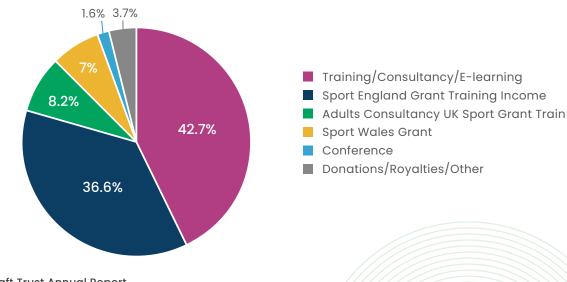
(2023 total closing reserves were £432,574 of which £343,543 were unrestricted). This is compliant with our Reserves Policy which requires a minimum of 3 months core operational costs are covered, £223,561 as at 31/7/24. Total income for the year is:

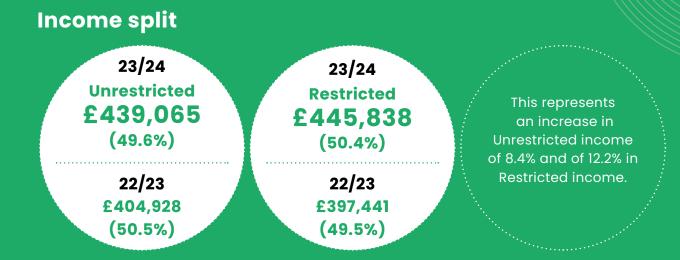
#### £884,903

(2022/23 £802,369)

an overall increase of 10.3%.







#### The Charity's main income streams are as follows:

- Sport England grant received £323,738 primarily supporting the SE funded organisations and the continued development of the Safeguarding in Sport Framework.
- Sport Wales grant received £62,000 delivering a focused, highquality adult safeguarding advisory and support service to Sport Wales partners and the wider sector.
- UK Sport grant received £60,100 to provide training, support and advice to UK Sport funded organisations.
- Income from Training, Consultancy and E-learning totalled £392,255 with particular increases in consultancy.





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Expenditure on staff costs totalled £660,806 (£619,198 in 2023). This is in an increase of 6.7%, primarily due to inflationary pressures on pay awards.

Total expenditure on non-staff charitable activities is £225,428, (£192,037 in 2023) up by 17.4%.

#### **Reserves policy**

The reserves policy agreed by the Trustees is three to six months of core operational costs. This estimate includes salaries, and other essential overheads. It ensures that the Trust can continue to function effectively during any short-term financial difficulties or where cashflow is hindered through late payments, for example, delayed grant funding.

#### **Staff Recruitment**

A new Safeguarding Adults Development Manager was appointed to the Ann Craft Trust in late 2023. This post replaced the previous safeguarding young people development manager post that was vacated earlier in 2023. We also recruited to a brand-new post of Operations Manager for the Ann Craft Trust. This role will help oversee day to day operations of the charity, providing support as part of the senior leadership team.

All roles are job matched using the University of Nottingham's Job Family process. A Job Family describes a number of roles which are engaged in the same or similar kind of work. Job Family modelling is a process of analysing work within a job family to identify levels of work based on accountabilities, performance measures, skills, and competencies. A completed job family considers how many levels of that type of work there are, and describes key factors, which differentiate one level from the next.

All Ann Craft Trust staff are appointed according to the levels in the University of Nottingham's Administrative, Professional, and Management job family.

## Introduction to Trust activities

During 2022/23, there was a focus on developing our internal systems and processes, along with the development and launch of our new strategic plan. We were pleased to recruit Paul Johnson and Elisabeth Alton to the board of Trustees. Here is a summary of some of the Trust's recent and current activities during 2023/24.



## Safeguarding Adults in Sport

The Ann Craft Trust has continued to play a key role in developing safeguarding adults arrangements across the sports sector.

We are now into our 3rd year of Sport England funding under the Uniting the Movement strategy. As part of this work, we have played a key role in supporting the creation of a national network of sport welfare officers and as members of the national oversight group to ensure the roles develop consistently. These roles were created as a result of recommendations made in the Whyte Review, an independent review into allegations of abuse in gymnastics.

Our Safeguarding Adults in Sport Framework process was independently reviewed in November 2023 and an action plan for the recommendations was developed. The Framework remains a key component on the work programmes of all safeguarding in sport managers.

More than 40 National Governing Bodies (NGBs) and Active Partnerships have completed the Framework in the last 2 years. In the year covered by this report, 20 organisations were supported to complete the framework, including our first Welsh NGB and our first National System Partner.

The participant engagement work 'Voice of the Participant' has benefitted from increased reach through the Active Partnership network during the last 12 months. We will use the findings from this to share good practice and develop resources for organisations to gather their own feedback.

Working collaboratively with the Child Protection in Sport Unit, bespoke training was delivered to ParalympicGB staff members and Games Time Designated Safeguarding Officers – resulting in over 180 individuals having received specific safeguarding training ahead of the Paralympics Games 2024.

In addition to this, a commissioned series of training sessions for an individual Olympic sport saw over 130 individuals, including athletes, coaches and support staff having received the first phase of bespoke sport specific safeguarding training.



Ann Craft Trust is represented on the stakeholder group for the Safe Sport project, which is led by UK Sport. The aim of this project is to create a coherent and consistent approach to safeguarding across all sports and physical activity. The project is expected to conclude in 24/25.

Our work to support sports across Wales has continued, with shared learning across England and Wales as a result. Our Safeguarding in Sport Wales Manager's approach to NGB safeguarding lead officer forums has been creative, encouraging greater engagement across the sector than ever before.

The work to support those national organisations who are not part of a formal National Governing Body structure continues. The forum to support these organisations who are typically independent or self-appointed has grown both in importance and strength of numbers. The forum supported the development of the Roadmap which was successfully publicly launched in May with support from many national partners including the DBS and the National Council for Voluntary Organisations (NCVO).

The Safeguarding Adults Roadmap supports organisations to develop their understanding of what it means to create a safer environment. It is a self-lead online tool which breaks down the process into 6 manageable stages and provides links to resources as well as space to record individual actions to help them to develop a strategy for implementing meaningful policies and procedures.



More than 150 organisations have signed up to use the Roadmap and are actively engaging in the process.

We also launched a new eLearning course to support this sector development.

Trustee level training is being delivered regularly by the Sport Team, supported by our small team of associate trainers. We work with our partners, Child Protection in Sport Unit, to ensure our messaging is consistent across adults and children's safeguarding, particularly where we talk about organisational responsibilities and safeguarding culture.

We also deliver training to all National Governing Bodies of Sport, Active Partnerships and National System Partner safeguarding leads across the England, Wales and UK Sport network, four times a year.

In addition to Ann Craft Trust delivered training, we successfully relaunched our eLearning course in conjunction with UK Coaching, 'Safeguarding Adults in Physical Activity and Sport'. We have also been developing a further course to complement this, which we hope to launch in 24/25.

In a busy year for the sports team, we also supported the development of the UNICEF Safer Sport Culture Tool and the first British Standard for safeguarding, launched in July 2024.

## Training and Consultancy

The Ann Craft Trust has had another successful year offering a wide range of training across the statutory, independent, and voluntary sectors on all issues relating to the safeguarding of adults. The training continues to be for an increasingly diverse range of organisations including arts and theatre, museums, military, agriculture, faith groups, housing, women's charities, and homeless charities. Our bespoke training delivery ensures each organisation gains an understanding of safeguarding adults in their context at the correct level, from volunteers to Trustees, therefore supporting the embedding of effective safeguarding within the organisation.

We have also been pleased to work on a research project with the University of Nottingham highlighting the need to understand financial capability. This resulted in the Ann Craft Trust developing a free eLearning course as an outcome from the findings of the research. This has allowed us to link research and practice and provide a useful tool for learning, sign posting and raising awareness on this subject.



Furthermore, our involvement has continued with our ongoing input to research led by the Rights Lab at the University of Nottingham regarding the link between Cognitive impairment and Exploitation. The report and

the findings to this important piece of research will be launched at the Ann Craft Trust Safeguarding Adults Week and conference. We have again had the opportunity to offer external safeguarding consultancy to several small and national organisations and continue to be the external representative/critical friend on a number of National Safeguarding Groups.

The Ann Craft Trust has seen the demand for safeguarding audits continue and again across more diverse organisations as well as the return of organisation who require further auditing. This shows a high commitment to organisations seeking assurances around safeguarding and a willingness and openness to improve and develop. We continue to learn from those we collaborate with including people with lived experience.

The core staff team has benefited from the addition of a senior social worker to the team, and we continue to work closely with a small and resolute team of Associate Trainers who assist in the delivery of training. All team members and associates have extensive safeguarding knowledge and areas of expertise and interest. From this we continue to update our resources and develop new courses of interest.



# Pestimonial https://www.migranthelpuk.org Image: Comparison of the post of the pos

## Marketing and Communications

Since the launch of our new strategic plan last November the marketing team has restructured to offer more strategic support to the charity. Focusing on our four key pillars: **Collaborate, Advocate, Research & Educate**, the team has carried out an audit of the marketing activity, past campaigns, and the website, evaluating both the brand and content to ensure our communications offer purpose and educational support to the safeguarding adults community.

Notably, we have increased our presence and engagement on LinkedIn as part of our thought leadership programme and revised our quarterly Safeguarding Bulletin to make it more accessible. We continue to create and publish our monthly sports update which is well received by our audience.

#### Some headline figures for the period 2023 - 2024:

5703

people are subscribed to the quarterly bulletin.

4,201

are subscribed to the monthly sport update.

Our website remains our leading support for information and resources:

- 368K visits to our website, with over 270K users.
- 162K views of our resources, with 98K accessing the content.
- Our blog has generated 237K views and recorded 156K users accessing the content.

Everyone deserves to be safe 21



## #SaferCultureSaferSportThe Roadmap campaign

As part of the Safer Culture Safer Sport campaign, marketing supported the team to help launch the Roadmap – an online toolkit for embedding safeguarding best practice in sport and activity organisations. The campaign included a unique identity that could be reproduced across all assets, from social media posts to downloadable guides. The campaign has its own unique audience that are supported throughout the journey with additional resources and guidance emailed directly when they subscribe.

- The campaign includes resources, blogs and sign-up support.
- 156 organisations have subscribed and downloaded the toolkit to date and are highly engaged.



THE SAFEGUARDING ADULTS ROADMAP

Stage One to Six : The Complete Guide

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#### **Safeguarding Adults Week 2023**

#### Safeguarding Adults Week 2023 took place 20 – 24 November.

The theme was "Self-Care Empowers you to Safeguard Others". During the week we focused on how people can prioritise the welfare and wellbeing of themselves and others. Each day of the week we explored a different safeguarding theme to consider how we might respond to various safeguarding challenges:

#### Monday - What's my Role in Safeguarding?

**Tuesday** – Let's start talking: Taking the lead on safeguarding in your organisation.

**Wednesday** – Who cares for the carers? Secondary and vicarious trauma.

**Thursday** – Adopting a trauma informed approach to safeguarding adults.

**Friday** – Listen, learn, lead: Co-production with experts by experience

Throughout the week we hosted a number of seminars, workshops, and our annual conference. Our AGM took place online and we were joined by Open Door and the National Trust who discussed how they've embedded safeguarding adults into their organisations.



Our annual Safeguarding Adults Conference took place in Nottingham on 22 November. There were two keynote sessions, one from wellbeing speaker Leanne Spencer and one from the Survivors Network. The conference also included a choice of workshops from Harmless, One Small Thing, and again from The Survivors Network. Former International Rugby player Rhys Thomas also led a breathwork session, guiding attendees through a proven technique for releasing stress, tension, suppressed emotions and trauma from the body. In addition, we were joined by our new patron Richard Whitehead MBE, who is a double gold medal Paralympian from Nottingham.





#### Key data:

(+44%)

**1,659** subscribers to our Safeguarding Adults Week Resource mailing list.

#### Reach 24m

on social media, including 13.7K interactions, and 4.7K shares.

Annual conference attendance was

#### over 80 delegates

#### eLearning

Our elearning courses continue to grow in demand. We are now in our fourth year as part of a wider investment in training administration. We now use CourseSight for course delivery. This allows organisations to create a training plan which includes online learning and to manage delegates training needs. Our courses have been updated and are designed to support the initial training in safeguarding adults. There are now 7 courses available and more in planning.

As well as auditing content of existing courses this year we launched two new eLearning courses which include a new course for the sport, activity, and leisure sector, as well as a free course aimed at helping professionals support people become more financially capable while recognising the risks of financial abuse.

eLearning supports the charities revenue generation which is used to fund further free resources and training.

**2K** 

#### Key data:

Over 304

accounts registered to date on the platform

courses booked since launching in Over October 2023 with our Introduction to Safeguarding Adults course still most popular, followed by Safeguarding Adults in Higher Education.

#### Thank you to our supporters

We would like to thank the organisations that have worked with us and supported us throughout the year. Particular thanks go our funders UK Sport, Sport England, Sport Wales and the University of Nottingham.







If you would like to discuss training requirements or if you're a practitioner looking for safeguarding advice, please get in touch.

#### ann craft trust

acting against abuse

0115 951 5400

ann-craft-trust@nottingham.ac.uk

anncrafttrust.org **f** 💥 in

Ann Craft Trust, Centre for Social Work, University Park, University of Nottingham NG7 2RD

Company registration number: 4080805 Charity registration number: 1086592

#### The Ann Craft Trust

(A company limited by guarantee) Annual Report and Financial Statements for the Year Ended 31 July 2024

Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

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#### **Reference and Administrative Details**

Chairman	David Marsland
Chief Executive Officer	Stuart Sale
Trustees	David Charnock David Marsland Tania May Natasha Eason Paul Johnson
Charity Registration Number Company Registration Number	Elisabeth Alton 1086592 4080805
Registered Office	Centre for Social Work University of Nottingham University Park Nottingham NG7 2RD
Independent Examiner	John O'Brien, employee of Community Accounting Plus Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

#### **Trustees' Report**

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements of the charitable company for the year ended 31 July 2024.

#### **Trustees and officers**

The trustees and officers serving during the year and since the year end were as follows:

Trustees:	Malcolm Dillon (resigned 29 February 2024)
	David Charnock
	David Marsland
	Tania May
	Suzanne Wilson (resigned 30 September 2024)
	Natasha Eason
	Paul Johnson (appointed 20 November 2023)
	Elisabeth Alton (appointed 20 November 2023)
Chairman:	David Marsland
Chief Executive Officer:	Stuart Sale

#### Structure, governance and management

#### Nature of governing document

The charity is a company limited by guarantee and registered charity. It is operated under the rules of its memorandum and articles of association dated 25/09/2000 and most recently amended 04/12/2019. It has no share capital and the liability of each member in the event of winding-up is limited to £5.

#### **Recruitment and appointment of trustees**

Potential trustees have been found through networking within the fields related to the Ann Craft Trust. Individuals are then nominated to the current Trustees for their consideration through an interview process and nomination at the Annual General Meeting.

#### **Objectives and activities**

#### **Objects** and aims

We exist to create a world where everyone understands their role in safeguarding adults and preventing abuse.

#### **Objectives, strategies and activities**

We help others better understand safeguarding, primarily by providing training and consultancy, while supporting them to embed best practices across their organisations.

#### Public benefit

Our activites benefit the public through better safeguarding of adults and prevention of abuse.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

#### **Trustees' Report**

#### Achievements and performance

Please refer to the messages from the Chair of Trustees and report from the Chief Executive Officer above.

#### **Financial review**

The year end finance report for 23/24 shows a positive overall picture at the Ann Craft Trust with more income received than expenditure, meaning a surplus of £39,349 in unrestricted funds. This is extremely positive – this was achieved by income being just 3.48% lower than the budget set for 23/24 but with our expenditures (mostly due to vacancies resulting in lower staff costs) being 12.1% lower the budget agreed at the start of the financial year.

#### Policy on reserves

The purpose of this policy is to ensure that the Ann Craft Trust (ACT) maintains adequate financial reserves to support the continuity of its activities in the event of unforeseen financial challenges or to take advantage of strategic opportunities. This policy outlines the approach to managing reserves, ensuring the charity's sustainability and resilience in delivering its mission.

The ACT Trustees are committed to ensuring that reserves are maintained at a level that is sufficient but not excessive. This is currently set to cover:

• Three to six months of core operational costs, which include salaries, and other essential overheads. This ensures that ACT can continue to function effectively during any short-term financial difficulties or where cashflow is hindered through late payments, for example, delayed grant funding.

• Contingencies for unexpected costs, such as legal obligations.

• Redundancy pay, in the event the charity ceases to operate. The reserves must cover redundancy payments in line with the University of Nottingham's redundancy policy, ensuring staff are compensated as per contractual and legal obligations in the case of closure of ACT.

• Strategic opportunities, which may require short-term or one-off funding, such as new project initiatives, partnerships, or developments aligned with the Trust's mission.

The appropriate level of reserves will be reviewed annually by the Trustees, as will the policy.

• The reserve levels will be monitored monthly by the CEO and leadership team and on a quarterly basis by the Board of Trustees during the finance agenda item of the trustee meeting.

• It will be reviewed annually as part of financial and future planning.

• Any significant use of reserves, outside of those related to cashflow, where there is assurance that this will be remedied within 2 months, should be justified by the Senior Leadership Team and approved by the Trustees. In such cases, a plan will be devised to restore reserve levels to the agreed target in a timely manner.

#### Principal risks and uncertainties

Increased running costs as a result of increased national insurance contributions, which also affects potential customers.

Reduction in enquiries leading to agreed work due to increased running costs and reduced funding across some of our key sectors such as Adult social Care.

#### Small companies provision statement

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

#### **Trustees' Report**

#### Statement of Responsibilities

The trustees (who are also the directors of The Ann Craft Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The report and accounts have been prepared in accordance with the provisions in the Companies Act 2006 relating to small companies.

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards, comprising FRS 102 have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records that can disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are 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 trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees of the charity on  $\frac{26}{02}$  and signed on its behalf by:

Tania May Trustee

#### Independent Examiner's Report to the trustees of The Ann Craft Trust ('the Company')

#### Independent examiner's report to the trustees of The Ann Craft Trust ('the Company')

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 July 2024.

#### **Responsibilities and basis of report**

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

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

#### Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member and Fellow of the Association of Charity Independent Examiners, which is one of the listed bodies.

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

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

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

Units 1 & 2 North West 41 Talbot Street Nottingham NG1 5GL

Date:....

John O'Brien MSc, FAIA, FCIE, employee of Community Accounting Plus Fellow of the Association of Charity Independent Examiners

#### Statement of Financial Activities for the Year Ended 31 July 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2024 £	Total 2023 £
Income and Endowments f	rom:				
Donations and legacies	2	1,066	-	1,066	3,595
Charitable activities	3	418,330	445,838	864,168	782,617
Investment income	5	19,669		19,669	16,157
Total income		439,065	445,838	884,903	802,369
Expenditure on:					
Charitable activities	6	(399,716)	(486,518)	(886,234)	(811,235)
Total expenditure		(399,716)	(486,518)	(886,234)	(811,235)
Net income/(expenditure)		39,349	(40,680)	(1,331)	(8,866)
Net movement in funds		39,349	(40,680)	(1,331)	(8,866)
<b>Reconciliation of funds</b>					
Total funds brought forward		343,543	89,031	432,574	441,440
Total funds carried forward	11	382,892	48,351	431,243	432,574

All of the charity's activities derive from continuing operations during the above two periods. The funds breakdown for the period is shown in note 11.

#### Statement of Financial Activities for the Year Ended 31 July 2024 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Restricted funds £	Total 2023 £
Income and Endowments from:				
Donations and legacies	2	3,595	-	3,595
Charitable activities	3	385,176	397,441	782,617
Investment income	5	16,157		16,157
Total income		404,928	397,441	802,369
Expenditure on:				
Charitable activities	6	(386,665)	(424,570)	(811,235)
Total expenditure		(386,665)	(424,570)	(811,235)
Net income/(expenditure)		18,263	(27,129)	(8,866)
Net movement in funds		18,263	(27,129)	(8,866)
<b>Reconciliation of funds</b>				
Total funds brought forward		325,280	116,160	441,440
Total funds carried forward	11	343,543	89,031	432,574

These are the figures for the previous accounting period and are included for comparative purposes

The notes on pages 10 to 18 form an integral part of these financial statements.

#### (Registration number: 4080805) Balance Sheet as at 31 July 2024

		2024	2023
	Note	£	£
Current assets			
Debtors	8 .	47,111	68,697
Cash at bank and in hand	9 _	545,344	515,566
		592,455	584,263
Creditors: Amounts falling due within one year	10 _	(161,212)	(151,689)
Net assets	_	431,243	432,574
Funds of the charity:			
Restricted income funds			
Restricted funds	11	48,351	89,031
Unrestricted income funds			
Unrestricted funds	10.210	382,892	343,543
Total funds	11 _	431,243	432,574

For the financial year ending 31 July 2024 the charity 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 charity to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

The financial statements on pages 6 to 18 were approved by the trustees, and authorised for issue on 26.02 and signed on their behalf by:

Tania May Trustee

The notes on pages 10 to 18 form an integral part of these financial statements.

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#### Statement of Cash Flows for the Year Ended 31 July 2024

	Note	2024 £	2023 £
Cash flows from operating activities			
Net cash expenditure		(1,331)	(8,866)
Adjustments to cash flows from non-cash items			
Investment income	5	(19,669)	(16,157)
		(21,000)	(25,023)
Working capital adjustments			
Decrease in debtors	8	21,586	3,331
Increase/(decrease) in creditors	10	28,564	(5,502)
Decrease in deferred income	10	(19,041)	(9,510)
Net cash flows from operating activities		10,109	(36,704)
Cash flows from investing activities			
Interest receivable and similar income	5	19,669	16,157
Net increase/(decrease) in cash and cash equivalents		29,778	(20,547)
Cash and cash equivalents at 1 August	-	515,566	536,113
Cash and cash equivalents at 31 July	=	545,344	515,566
Reconciliation of net cash flow to movement in net funds			
Increase/(decrease) in cash		29,778	(20,547)
Net funds at 1 August 2023	-	515,566	536,113
Net funds at 31 July 2024	=	545,344	515,566

All of the cash flows are derived from continuing operations during the above two periods.

#### Notes to the Financial Statements for the Year Ended 31 July 2024

#### 1 Accounting policies

#### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

#### **Statement of compliance**

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)) (issued in October 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

#### **Basis of preparation**

The Ann Craft Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

#### **Going concern**

The financial statements have been prepared on a going concern basis.

The trustees assess whether the use of going concern is appropriate i.e. whether there are any material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The trustees make this assessment in respect of a period of one year from the date of approval of the financial statements.

#### Exemption from preparing a cash flow statement

Under the exemption available to smaller charities the Board of Trustees has chosen not to include a Statement of Cash Flows within the financial statements.

#### Income and endowments

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

#### **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

#### Notes to the Financial Statements for the Year Ended 31 July 2024

#### Deferred income

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which, it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor has imposed conditions which must be met before the charity has unconditional entitlement.

#### Investment income

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

#### Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### Charitable activities

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.

#### Taxation

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

#### Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

#### Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

#### Notes to the Financial Statements for the Year Ended 31 July 2024

#### Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted income funds are those grants for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### Pensions and other post retirement obligations

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.

#### 2 Income from donations and legacies

	Unrestricted funds General £	Total 2024 £	Total 2023 £
Donations and legacies; Donations from individuals	1,066	1,066	3,595
Donations from material	1,066	1,066	3,595

#### Notes to the Financial Statements for the Year Ended 31 July 2024

#### **3** Income from charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £
Grants	-	445,838	445,838	397,441
Sales & Fees	392,255	-	392,255	385,176
Conference	14,491	-	14,491	-
Royalties	11,573	-	11,573	-
Sundry	11		11	
	418,330	445,838	864,168	782,617

#### 4 Grants & donations

	Unrestricted funds £	Restricted funds £	Total £
Sport England	-	323,738	323,738
Sport Wales	-	62,000	62,000
UK Sport	-	60,100	60,100
Sundry grants & donations	1,066		1,066
	1,066	445,838	446,904

#### 5 Investment income

	Unrestricted		
	funds	Total	Total
	General	2024	2023
	£	£	£
Interest receivable and similar income;			
Interest receivable on bank deposits	19,669	19,669	16,157
	19,669	19,669	16,157

#### Notes to the Financial Statements for the Year Ended 31 July 2024

#### 6 Expenditure on charitable activities

	Unrestricted funds General £	Restricted funds £	Total 2024 £	Total 2023 £ (As restated)
Associate trainer fees	76,737	8,765	85,502	-
Conference	8,343	2,125	10,468	-
Consultants	15,142	22,270	37,412	126,667
Consultants expenses	231	1,346	1,577	-
Marketing & communications	4,742	18,996	23,738	-
Staff expenses	3,674	9,936	13,610	-
Trainers expenses	6,036	-	6,036	9,300
Website hosting & system	12,353	16,378	28,731	27,953
Finance costs	4,101	1,328	5,429	-
Hospitality & catering	255	11	266	-
I.T Equipment	873	604	1,477	-
Management committee	166	-	166	-
Office expenses	1,734	3,535	5,269	-
Staff development	1,598	982	2,580	-
Wages, NI & pensions	263,731	397,075	660,806	619,198
Grants repaid	-	3,167	3,167	-
Trust operating costs		<u> </u>	-	28,117
	399,716	486,518	886,234	811,235

#### Notes to the Financial Statements for the Year Ended 31 July 2024

#### 7 Staff costs

The aggregate payroll costs were as follows:

	2024 £	2023 £
Staff costs during the year were:		
Wages and salaries	547,934	513,434
Social security costs	46,320	43,403
Pension costs	66,552	62,361
	660,806	619,198

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2024	2023
	No	No
Average number of employees	16	16

13 (2023 - 13) of the above employees participated in the Defined Contribution Pension Schemes.

Contributions to the employee pension schemes for the year totalled  $\pounds 66,552$  (2023 -  $\pounds 62,361$ ).

No employee received emoluments of more than £60,000 during the year.

#### 8 Debtors

	2024 £	2023 £
Trade debtors	46,601	34,735
Prepayments	510	33,962
	47,111	68,697

#### 9 Cash and cash equivalents

		(As restated)
	2024	2023
	£	£
Cash at bank	545,344	515,566

#### Notes to the Financial Statements for the Year Ended 31 July 2024

#### 10 Creditors: amounts falling due within one year

	2024 £	2023 £
Trade creditors	79,844	69,481
Other taxation and social security	16,857	-
Other creditors	2,160	-
Accruals	62,351	63,167
Deferred income	<u>-</u>	19,041
	161,212	151,689

#### 11 Funds

	Balance at 1 August 2023 £	Incoming resources £	Resources expended £	Balance at 31 July 2024 £
Unrestricted funds				
General				
General	343,543	439,065	(399,716)	382,892
Restricted funds				
Sport England	72,059	323,738	(351,296)	44,501
Sport Wales	16,099	62,000	(63,317)	14,782
UK Sport	873	60,100	(71,905)	(10,932)
Total restricted funds	89,031	445,838	(486,518)	48,351
Total funds	432,574	884,903	(886,234)	431,243
	Balance at 1 August 2022 £	Incoming resources £	Resources expended £	Balance at 31 July 2023 £ (As restated)
Unrestricted funds				
<i>General</i> General	325,280	404,928	(386,665)	343,543
Restricted				
Restricted funds	116,160	397,441	(424,570)	89,031
Total funds	441,440	802,369	(811,235)	432,574

#### Notes to the Financial Statements for the Year Ended 31 July 2024

The specific purposes for which the funds are to be applied are as follows:

Sport England - To support the SE funded organisations and the continued development of the Safeguarding in Sport Framework.

Sport Wales - to deliver a focused, high-quality adult safeguarding advisory and support service to Sport Wales partners and the wider sector.

UK Sport - to provide training, support and advice to UK Sport funded organisations.

The closing deficit in the UK Sport fund is a result of funding for the period being received in arrears, in this case August 2024.

#### 12 Analysis of net assets between funds

	Unrestricted		
	General £	Restricted £	2024 Total funds £
Current assets	544,104	48,351	592,455
Current liabilities	(161,212)		(161,212)
Total net assets	382,892	48,351	431,243
	Unrestricted		
	Unrestricted General £	Restricted £	2023 Total funds £
Current assets	General		Total funds
Current assets Current liabilities	General £	£	Total funds £

(give details such as rent free accommodation, staff seconded to the charity, description of the role played by general volunteers and provide an indication of the nature of their contribution etc)

#### 13 Fees payable to independent examiner

During the period, the fees payable (excluding VAT) to the charity's independent examiner Community Accounting Plus are analysed as follows:

	2024 £	2023 £
Independent examination	1,800	-
Other financial services	1,260	-
	3,060	-

#### Notes to the Financial Statements for the Year Ended 31 July 2024

#### 14 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### **15** Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

#### 16 Related party transactions

There were no related party transactions in the year.