

GASP MOTOR PROJECT

(A Company limited by guarantee)

Report and Accounts for the 17 months ended 31 August 2019

Charity number: 1128635
Company number: 6830792

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Legal and administrative information

Status

Incorporated in the United Kingdom as a charitable Company limited by guarantee on 26 February 2009, it was registered as a charity on 18 March 2009 and is regulated by the Charities Commission in England and Wales. It 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 period, were as follows:

Mrs Sally Varah MBE DL, Chairman (Resigned 8 March 2019)

Mr Stephen Drury (Chairman March to July 2019)

Mr Ian Watson, Chairman (Appointed 15 July 2019)

Mr Ron Enticott Hon Treasurer & Company Secretary

Mr John Chaplin

Mr David Davis DL

Mr Robert Pickles

Mr Richard Wheeler

Mr Adam Duce (Appointed 11 February 2019)

Mrs Margaret Jack (Appointed 8 April 2019)

Mr Ian Digman (Appointed 15 July 2019)

Mr Bruce Smith (Appointed 15 July 2019)

Mr Roger Hawksworth (Resigned 26 November 2018)

Mrs Frances Wadsworth (Resigned 31 May 2018)

Registered Office

GASP Motor Project, The Sand Pit. Shere Road. Albury. Guildford. GU5 9BW

Bankers

CAF Bank Ltd, West Malling, Kent, ME19 4JQ

Management

Overall management rests with the trustees, who are also directors of the Company. Day-to-day management is delegated to the Chief Executive. This role was held by Mr Henry Curwen (retired August 2019) and thereafter Mrs Alexandra Thompson.

Report of the Trustees for the 17 months ended 31 August 2019

The trustees present their report and the financial statements for the period of 17 months ended 31 August 2019. This reflects a decision taken to change the charity reporting period to better align it with Surrey school terms. Reference and administrative information is set out on pages 1 to 3. The financial statements comply with statutory requirements, the memorandum and articles of association and the Statement of Recommended Practice - Accounting and reporting by Charities: SORP applicable to charities preparing their financial statements under FRS102.

The Board would particularly like to thank Sally Varah for leading GASP over the last ten years, taking it from a small local youth group to the successful County-wide charity it is today.

During 2020, the charity has been significantly impacted by Covid-19 and has taken steps to protect its viability going forward into the 2020 / 2021 academic year.

Aims and Activities

The company is a charity and exists to advance in life and help vulnerable, underachieving 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 training.

The trustees review the aims, objectives and activities of the charity each year. This report looks at what the charity has achieved and the outcomes of its work in the reporting period. The trustees report to funders on key activities and the benefits the charity has brought to those groups of people that it is set up to help. The review also helps the trustees ensure the charity's aims, objectives and activities remained focused on its stated purposes.

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 many cases the students gain AQA 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. Most attendees are in mainstream education and many go on to study engineering at college or university or gain training apprenticeships and work placements partly because of what they learn at GASP.

In this period, 286 young people, a rise of 17% on the previous year benefitted from over 444 teaching sessions. This included programmes which cover two years and evening sessions taking place 3 nights per week running through the academic year. This increase in the level of activity reflects the 17 month period and has meant that our costs, particularly employment costs, have increased. We monitor feedback to ensure the highest standards and the ability to adapt to need.

The Trustees wish to record their thanks to the outgoing Chief Executive- Henry Curwen, the Workshop Manager- Barrie Birchmore, the daytime sessional and administration team and to the dedicated team of evening volunteers. All are valued for their hard work and commitment.

Public Benefit Statement

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning its future activities. In particular, the trustees consider how planned activities will contribute to the aims and objectives that have been set

The primary purpose of GASP 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 period under review, GASP 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 continues to be discussed regularly at Board Meetings in order that trustees may monitor progress and manage the key risks.

During 2018 fundraising applications were prepared internally either by the CEO or the Chair of the charity. In early 2019 the trustees outsourced some of the fundraising function to the previous CEO (Andy Finch) to ensure effective fundraising efforts and income generation. Financial controls are in place to manage and explain the fundraising function and associated costs.

Reserves

The trustees wish to build up unrestricted reserves to a level to cope with financial contingencies. Our target for Net Free Reserves (i.e. Unrestricted Reserves after the net book value of Fixed Assets removed) is based on the requirement to provide one term's continuing support to young people, while we help to put in place alternative arrangements to support them, if we are suddenly faced with a permanent reduction in our funding or other financial challenge and that in financial terms this equates to approximately £60k - £70k. At £52,302 our Free Unrestricted General Reserves are less than the proposed target range at 31 August 2019 and the trustees will continue to monitor this whilst working to build Reserves.

Financial Results

The attached financial statements show that the company recorded a deficit of (£6,507) (2018 £2,101).

Donations and grants received in the period amounted to £195,729 (2018 £134,348). Further details are shown in the notes to the financial statements. The trustees wish to record their thanks to all donors for their support. The charity will continue actively to seek funding to support its charitable work. The activities of the charity 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 likely always be – a significant shortfall as that income only covers about 50% of operating costs. The charity is expected to always need to raise funds by way of charitable grants and donations.

None of the trustees received any remuneration from the charity.

Investment policy

The trustees now invest any surplus cash in an instant access deposit account at the bank. Interest income for the period was £144.

Risk review

The trustees have conducted their own review of the major risks, including health and safety and safeguarding, to which the charity is exposed, and systems have been established to mitigate those risks. The charity's governance arrangements surrounding risk and key applicable policies are reviewed regularly to ensure that they still meet the needs of the charity. Risk assessments are conducted for both workshop and mobile operations.

Statement of responsibilities of the trustees / directors

The trustees (who are also directors of GASP for the purposes of company law) are responsible for preparing the trustees' annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which 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 the 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 then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- State whether applicable UK Accounting Standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping adequate accounting records that 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 group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- There is no relevant information of which the charitable company's independent examiner is unaware
- The trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Basis of preparation

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

Approved by the Board of Trustees on 28 May 2020 and signed on its behalf
by

Ian Watson, Chair of Trustees.

Independent Examiner's Report

Report to the Trustees/members of the GASP Motor Project on the financial statements for the 17 month period ending 31 August 2019.

Respective responsibilities of trustees and examiner

The Charity's trustees consider that an audit is not required for this period (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: 28 May 2020

Name: Desmond McCann FCA.

GASP MOTOR PROJECT (Company number 6830792)

Statement of Financial Activities 17 Months Ended 31 August 2019

	Notes	2019	2019	2019	2018
		£	£	£	£
	3,4	Unrestricted	Restricted	TOTAL	TOTAL
INCOMING RESOURCES					
Funds generated by activities		51,289	0	51,289	37,405
Grants and donations	2	183,917	11,812	195,729	134,348
Other income		<u>5,826</u>	<u>0</u>	<u>5,826</u>	<u>5,081</u>
Total incoming resources		<u>241,032</u>	<u>11,812</u>	<u>252,844</u>	<u>176,834</u>
RESOURCES EXPENDED					
Employment costs	5	189,869	3,300	193,169	133,092
Other running costs	5	<u>66,182</u>	<u>0</u>	<u>66,182</u>	<u>45,483</u>
Total resources expended	5	<u>256,051</u>	<u>3,300</u>	<u>259,351</u>	<u>178,935</u>
NET INCOMING RESOURCES FOR THE YEAR		(15,019)	8512	(6,507)	(2,101)
Transfer between funds		150	(150)		
OPENING BALANCES AT 1 APRIL 2018		<u>69,799</u>	<u>0</u>	<u>69,799</u>	<u>71,899</u>
CLOSING BALANCES AT 31 AUGUST 2019		<u>54,930</u>	<u>8,362</u>	<u>63,292</u>	<u>69,799</u>

GASP MOTOR PROJECT (Company number 6830792)

Balance Sheet As At 31 August 2019

	Notes	2019	2018
		£	£
Fixed Assets	6	<u>2,628</u>	<u>5,658</u>
Current Assets			
Debtors and prepaid expenses		2,568	811
Cash at bank and in hand		191,808	72,085
Current Liabilities			
Income received in advance		(133,207)	(8,525)
Accrued expenses		<u>(505)</u>	<u>(230)</u>
Net Current Assets		<u>60,664</u>	<u>64,141</u>
TOTAL ASSETS		<u>63,292</u>	<u>69,799</u>
Represented by			
Restricted funds	4	8,362	0
Unrestricted funds	4	<u>54,930</u>	<u>69,799</u>
TOTAL FUNDS		<u>63,292</u>	<u>69,799</u>

For the period ending 31 August 2019, 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 financial statements for the period 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 financial statements;
- These financial statements 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 28 May 2020 and signed on their behalf by

Ian Watson – Chair of Trustees

GASP MOTOR PROJECT

Notes to the accounts for the 17 months to 31 August 2019

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 are recognised in full in the Statement of Financial Activities in the period in which they are receivable, unless they are time related or contain unfulfilled conditions in which case unutilised grants are carried forward in the Balance Sheet. Grants for capital assets are offset against the cost and carried in the Balance Sheet at net cost.

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 and buildings over a 10 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.

Notes to the accounts for the 17 months to 31 August 2019

2. Grants and donations

The Company received grants and donations from a number of charities other organisations and individuals to support its work. The trustees are extremely grateful to all of those who have provided support. The charities and other organisations which supported us in the period are listed below.

<i>A G Manly Charitable Trust</i>	<i>Michael Varah Memorial Fund</i>
<i>Alchemy Foundation</i>	<i>The Netherby Trust</i>
<i>The Betty Riseley Trust</i>	<i>No Fear Bridge</i>
<i>Borrows Charitable Trust</i>	<i>Office of the Police and Crime Commissioner</i>
<i>Community Foundation for Surrey</i>	<i>Paul Hamlyn Foundation</i>
<i>Charles Hayward Foundation</i>	<i>The Rutland Group</i>
<i>The Coleman Trust</i>	<i>Saints and Sinners</i>
<i>James Dyson Foundation</i>	<i>Surrey County Council</i>
<i>Exxon Mobil</i>	<i>Schutz Engel</i>
<i>Garfield Weston Foundation</i>	<i>Spiritmen Ltd</i>
<i>Geoff Herrington Foundation</i>	<i>St Faiths Trust</i>
<i>The Henry Smith Charity</i>	<i>St James Place</i>
<i>The Kelsey Trust</i>	<i>Shere Hill Climb</i>
<i>Loseley and Guildway Charitable Trust</i>	<i>Tampon Tax</i>
<i>Lychgate Youth Trust</i>	<i>Waitrose</i>
<i>The Rotary Club of Woking</i>	<i>The Walton Charity</i>
<i>The Rotary Club of Guildford</i>	<i>The Wates Foundation</i>
<i>The Rotary Club of Ripley and Send</i>	<i>Wisley Golf Club</i>
<i>Michael Taylor Legacy</i>	<i>Woking Borough Council</i>

3. Analysis of 2018 - 2019 Statement of Financial Activity

	Unrestricted	Restricted	TOTAL
	£	£	£
INCOMING RESOURCES			
Funds generated by activities	51,289	0	51,289
Grants and donations	183,917	11,812	195,729
Other income	<u>5,826</u>	<u>0</u>	<u>5,826</u>
Total incoming resources	<u>241,032</u>	<u>11,812</u>	<u>252,844</u>
RESOURCES EXPENDED			
Employment costs	189,869	3,300	193,169
Other running costs	<u>66,182</u>	<u>0</u>	<u>66,182</u>
Total resources expended	<u>256,051</u>	<u>3,300</u>	<u>259,351</u>
NET INCOMING RESOURCES FOR THE YEAR	(15,019)	8512	(6,507)
Transfers between funds	150	(150)	0
OPENING BALANCES 1 April	<u>69,799</u>	<u>0</u>	<u>69,799</u>
CLOSING BALANCES 31 August	<u>54,930</u>	<u>8,362</u>	<u>63,292</u>

Notes to the accounts for the 17 months to 31 August 2019

4. Analysis of funds

Activity 2018-19	Unrestricted £	Restricted £	TOTAL £
Incoming resources	241,032	11,812	252,844
Expenditure	<u>256,051</u>	<u>3,300</u>	<u>259,351</u>
Movement in the period	<u>(15,019)</u>	<u>8,512</u>	<u>(6,507)</u>

Year end balances	Unrestricted £	Restricted £	TOTAL £
Tangible assets	2,628	0	2,628
Current assets	<u>52,302</u>	<u>8,362</u>	<u>60,664</u>
Balance 31 August 2019	<u>54,930</u>	<u>8,362</u>	<u>63,292</u>

5. Resources expended

	2019	2018
	£	£
Employment costs	<u>193,169</u>	<u>133,092</u>
Other running costs		
Rent and premises costs	16,110	12,600
Insurances	5,800	5,030
Consumables	4,757	3,746
Marketing	3,619	2,449
Vehicle maintenance and fuel	7,706	4,660
Depreciation	5,255	7,487
Other costs	<u>22,935</u>	<u>9,871</u>
Total other running costs	<u>66,182</u>	<u>45,843</u>
Total resources expended	<u>259,351</u>	<u>178,935</u>

The charity employs 2 full time staff and 8 part time staff. The FTE of all staff was 3.6 (2018 3.7). The charity operates a defined contribution pension scheme where total employer contributions in the period were £ 3,720 (2018 £862). None of the trustees received any remuneration from the charity for either 2019 or 2018.

Notes to the accounts for the 17 months to 31 August 2019

6. Tangible fixed assets

	Buildings	Workshop equipment	Workshop vehicles	Total
	£	£	£	£
Cost				
Balance 1 April 2018	0	6,533	20,595	27,128
Additions	<u>1,208</u>	<u>1,017</u>	<u>0</u>	<u>2,225</u>
Balance 31 August 2019	<u>1,208</u>	<u>7,550</u>	<u>20,595</u>	<u>29,353</u>
Depreciation				
Balance 1 April 2018	0	4,764	16,706	21,470
Charge for the year	<u>171</u>	<u>1,843</u>	<u>3,241</u>	<u>5,255</u>
Balance 31 August 2019	<u>171</u>	<u>6,607</u>	<u>19,947</u>	<u>21,470</u>
Net book value 31 August 2019	<u><u>1,037</u></u>	<u><u>943</u></u>	<u><u>648</u></u>	<u><u>2,628</u></u>
Net book value 31 March 2018	<u>0</u>	<u>1,769</u>	<u>3,889</u>	<u>5,658</u>

7. Future commitments

There is no contingent or committed expenditure (2018 Nil).

8. Taxation

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

9. Reimbursement to Trustees

During the period reimbursements totalling £584 were made to trustees for expenses incurred on behalf of the Company (2018 £nil).

10. Related party transactions

During the period there were no related party transactions of a material nature.