# **Annual report and financial statements**

Period ended 31 March 2020

Charity number 1143038 Company number 06331413

# Criminal Justice Alliance



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# Introduction

March 2020 marks the end of the first year of our ambitious 'Connecting for Change' strategy working towards a fair and effective criminal justice system that is safe, smart, person-centred, restorative, and trusted. This Annual Report reflects seven months' work at the CJA, as we took the decision to change our financial year end, to bring it into line with our strategic year.

During this period, we were sad to lose Policy Officer Peter Keeling, after five years at the CJA. We are grateful for his hard work and dedication, in particular his contributions to work on the themes of Stop & Search and Restorative Justice. The reports he wrote are continuing to have long lasting impact, as we work to implement their recommendations through our advocacy work with policy makers, Police & Crime Commissioners, and others.

At the start of 2020, we welcomed two new members of staff to the team: Amal Ali (Policy Officer) and Jamie Morrell (Communications and Engagement Officer). Despite the challenges of being inducted into their roles through the pandemic, they have already shown their passion and dedication in working with our members to respond to a rapidly changing criminal justice environment, where our advocacy is never more needed. Throughout this period, we have been strengthened and inspired by the indefatigable example provided by our excellent Director, Nina Champion.

This period saw the publication of 'Public Safety, Public Trust', a briefing for Police and Crime Commissioner (PCC) candidates ahead of the planned 2020 PCC elections. This was successfully launched at well attended events at the Conservative and Labour Party conferences, in partnership with the Centre for Justice Innovation. Powerful speakers shared their personal insights and discussed the value of lived experience and the positive impact of Restorative Justice.

We were very grateful for the support of our intern George Tayali who worked with us part time on Release on Temporary Licence (ROTL) to help write our report 'Change from Within', which recorded the insights of people with lived experience working in the criminal justice sector. The report was launched at our autumn members meeting by a panel of people with lived experience to discuss its recommendations, which were co-produced by our lived experience expert group.

Our strategy has a strong emphasis on tackling race disparity; from improving the diversity of the criminal justice workforce; reducing disproportionate use of stop & search and promoting the needs of black, Asian and minority ethnic victims of crime. The CJA are working with members on these critical issues to help address the shameful race disparities that exist and build a fair, effective and trusted criminal justice system.

We continue to secure engaging and influential keynote speakers at our meetings and events. During this period, we heard from Prof. Baz Dresinger from John Jay College in New York, in conversation with author and commentator Afua Hirsch. At the meeting they launched the Incarceration Nations Network, helping the CJA to learn from and share good practice globally. We also heard from Sussex PCC Chair Katy Bourne and West Midlands PCC David Jamison at our party conference events.

Our annual awards in November 2019 showcased once more the fantastic work in our sector and in particular our winners: Circles UK as Outstanding Organisation and Peer Power as Runner Up; Barry Flanagan from Recycling Lives as Outstanding Individual with Sofia Buncy (Muslim Women in Prison) and Shelly (Wales Restorative Approaches Partnership) as Runner's Up. Our Media Awards saw Adele Robinson from Sky win Outstanding Journalist and Bird Podcast was our first Digital Champion. Our Lifetime Achievement Award went to Barry and Margaret Mizen, who founded 'For Jimmy' in memory of their son.

We were sad to lose trustee Janet Crowe and our Treasurer Geoff Bayliss. Their expertise and support over the last six years has been invaluable. I am most grateful to all our Trustees for their engagement and enthusiasm. As I enter my final month with the CJA as Chair in September 2020, I am delighted the trustees have selected current trustee Kevin Wong as the next Chair of the CJA, following an open recruitment process, who will take the CJA forward into its next exciting chapter.

John Drew

Chair

# Legal and administrative information

Board of Trustees	John Drew Carol Hodson Geoff Bayliss Carolyn Burge Janet Crowe Caroline Drummond Lucy Jaffé Prof. Rodney Morgan Tebussum Rashid Nadine Smith	Chair Treasurer (appointed as trustee – 1 July 2019 & Treasurer from 27 April 2020) Treasurer (resigned 27 April 2020) (resigned 21 February 2020)
	Dr. Kevin Wong	
Director & Co. Secretary	Nina Champion	
Charity registration no.	1143038	
Company registration no.	06331413	
Registered address	V111 Vox Studios Durham Street London SE11 5JH	
Independent examiner	Sharanjit Kaur 33 Broom Hill Road Rochester Kent ME2 3LF	
Accountant	Andy Nash Accounting & Const Units 24 & 25 Goodsheds Container Village Hood Road, Barry CF62 5QU	ultancy Ltd
Principal bankers	Co-operative Bank plc Blaise Pascal House 100 Pavilion Drive Brackmills Northampton NN4 7WZ	
Solicitors	Russell Cooke Solicitors 2 Putney Hill London SW15 6AB	

#### **Criminal Justice Alliance** Annual report and financial statements Period ended 31 March 2020

# **Trustees' annual report**

The Board of Trustees, who are also directors of the Charity for the purposes of the Companies Act, and trustees for charity law purposes, submit their annual report and the financial statements of Criminal Justice Alliance for the period ended 31 March 2020. The Board of Trustees confirms that the annual report and financial statements of the Charity comply with current statutory requirements, including the Charity Act 2011, as well as the requirements of the Charity's governing document and the provisions of the 'Charities SORP (FRS 102) - 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) second edition (effective 1 January 2019)', the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), and the Companies Act 2006.

### **Objectives**

The principal aims of the Criminal Justice Alliance (CJA), as set out in the Memorandum and Articles of Association, are to promote the reduction and prevention of crime, the rehabilitation of offenders and (so far as it is exclusively charitable) the welfare of offenders' families and dependants. The charity promotes or assists in the promotion of the sound administration of the criminal justice system. Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers and duties.

The CJA is a coalition of member organisations working across the criminal justice pathway from prevention to policing, prisons to probation and beyond including housing, health, equalities and victim services. Members include charities, professional associations, think tanks and research bodies, all committed themselves to improving outcomes throughout the criminal justice system in accordance with our charitable objectives. At the end of the reporting year we had 160 members (including four associate members). A full list of current members can be found at http://criminaljusticealliance.org.uk/members/.

# Principal activities of the year

#### 'Connecting for Change' 2019-2022

Following the launch of our three-year strategy 'Connecting for Change' in April 2019, work has begun to deliver on the four key strategic objectives, as set out below:

# 1. Engaging members to draw together expertise and build a vibrant network for change

#### Members meetings

At our members meeting in November 2019, attended by around 150 people, we heard from Prof. Baz Dresinger from John Jay College in New York, in conversation with author and commentator Afua Hirsch. They discussed issues including race disparity, restorative justice, alternatives to incarceration, building the 'prison to college pipeline', justice reinvestment and changing public narratives. At the meeting they launched the Incarceration Nations Network, helping the CJA and our members learn from and share good practice in other countries.

At the same meeting, we launched our new report 'Change from Within: Insights from people with lived experience working to improve the criminal justice system'. A discussion panel, chaired by Darren Coyne from The Care Leavers Association, featured Baljit Sandhu, author of two reports on lived experience leadership and Mike Trace and Andy Jackson from The Forward Trust.

#### Events

In December 2019 we held an event with the Winston Churchill Memorial Trust on sharing global good practice in criminal justice. Speakers included Prof. Baz Dreisinger, Founder of Incarceration Nations Network; Olivia Rope, Director of Policy and Advocacy at Penal Reform International and a speaker from our Czech Erasmus partner Rubicon Centrum. The panel was chaired by Charlie Weinberg, Director of SafeGround. We had a spoken word performance and four speakers, all Churchill Fellows, shared their research. The Chair was Sasha Darke, one of the founders of UK Convict Criminology from the University of Westminster, where the event was held. We used the feedback from the workshops held at the event to help inform the lived experience leadership programme we are developing.

#### Expert groups

We continue to convene expert groups of members to inform our work. For example we held an expert group meeting to begin our systemic work looking at community scrutiny across the criminal justice system (CJS). Using the ideas and expertise from this meeting we had very fruitful conversations with the Independent Custody Visitors Association (ICVA) and the Chair of the Independent Monitoring Board (IMB) to discuss a future collaborative project looking at improving scrutiny of equalities issues.

#### Annual CJA Awards

In November we held the fifth CJA Awards, with the generous support of The Hadley Trust. The ceremony was held at The Lib-rary in Charing Cross and the Awards were presented by Prof. Baz Dreisinger. The Outstanding Organisation winner was Circles UK and the runner up was Peer Power. The Outstanding Individual winner was Barry Flanagan from Recycling Lives and there were joint runners up: Sofia Buncey from the Muslim Women in Prison Project and Shelley from Wales Restorative Approaches Partnership. This year we were able to give prizes to the runners up and also produced a professionally designed awards brochure, as a keepsake for all those shortlisted.

The Media Awards were re-launched this year with published criteria developed by a CJA expert group and were open to nomination for the first time. We also introduced a new award of Digital Media Champion to reflect the growing use of blogs, podcasts and social media in communicating messages. We were delighted with the entries from a wide range of national media including the BBC, the Guardian and Channel 5. The winner of the Outstanding Journalism Award was Adele Robinson from Sky News for their documentary on the work of Circles of Support. The Digital Champion Winner was Bird Podcast.

# 2. Influence policy makers, commissioners and the public to achieve our vision

#### Consultation responses

This year we responded to the Police Foundation's call for evidence in their review of Policing and took part in a follow up interview with their researchers. We also used the feedback gathered from a policy forum we held with CJA members, to respond to the Justice Select Committee's inquiry into the aging prison population. We also provided responses on the Knife Crime Prevention Order and Labour Party Consultation on their future justice policy, including feedback from our CJA policy forums on probation reform and accommodation for prison leavers. We also responded to the consultation on the revised Victims Code, highlighting the need for greater access to Restorative Justice.

#### Police and Crime Commissioner (PCC) elections

We worked with an expert group of CJA members to co-produce a briefing for PCC Candidates ahead of 2020 elections. We did this in partnership with member Centre for Justice Innovation. With generous support from the Barrow Cadbury Trust, we launched the briefing at events at the Labour and Conservative party conferences in Brighton and Manchester in September 2019. We were delighted to have PCC Katy Bourne and PCC David Jamison speak, and to also hear from people with lived experience who talked powerfully about the value of peer support roles and the need for PCCs to invest in Restorative Justice. The events were attended by prospective PCC's and also gave an opportunity for regional CJA members to attend.

#### Advisory Board on Female Offenders

Due to purdah, the Director's proposed presentation on black, Asian and minority ethnic (BAME) women to the Ministerial Advisory Board for Female Offenders (ABFO) was postponed. Instead she met with the ABFO Secretariat to discuss and push for action to be taken on this section of the Female Offenders Strategy and for representation on the ABFO to include BAME-led organisations and people with lived experience of the CJS. As a result, the Ministry of Justice are now planning to carry out further research on this issue. They are also now researching the issue of women and remand-which our Director presented a paper on at a previous ABFO meeting.

#### Changing the narrative

To re-launch our CJA Media Awards, we held a panel discussion at our November members meeting to discuss how we can 'change the narrative' around criminal justice, drawing on our new criteria for our media awards. The panel was chaired by BBC Home Affairs Correspondent Danny Shaw. Speakers included Mat Ilic (Catch 22 and former special advisor to No.10), Enver Solomon (Chief Executive of Just for Kids Law and a former journalist), Brenda Birungi (Spoken word artist and prison radio host) and Jodie Jackson (Author of 'You are what you read'). Throughout the year the Director has also offered advice through membership of the Reframing Justice Advisory Group.

#### T2A Alliance campaign management group

The Director has attended T2A campaign management meetings in order to support the promotion of the specific needs of young adults in the CJS in policy making and feed in member perspectives.

# *3. Build the capacity of small organisations and people with lived experience to influence change*

#### Lived Experience Expert Group

We have continued to have well attended meetings of our lived experience expert group, chaired by trustee CJ Burge from St Giles. They have guided our work, in particular commenting on the findings and coproducing recommendations in our 'Change from Within' report on the role of people with lived experience in the criminal justice workforce. This work was also supported by a wonderful intern, George, who was on Release on Temporary Licence from prison. Many of the expert group attended the launch and continue to provide expertise as we now disseminate the report and push for change.

#### *Lived experience paid internships*

We have worked with CJA member The Longford Trust to scope a new partnership whereby the CJA employ two paid interns, who are Longford Scholars, each year to support our work. We are excited to have our first Longford intern start in May 2020 who will be helping to scope a lived experience leadership programme.

#### Fee structure

Last year the CJA introduced a new fee structure which introduced a lower tier for organisations with less than £50k turnover to promote membership amongst small grassroots, BAME-led and user-led organisations as set out in our strategy. As a result we are starting to see an increase in interest and membership from these organisations.

#### 4. Adopt a systemic approach to influencing change looking at 'golden threads' across the criminal justice pathway:

#### Effective Scrutiny and Accountability

The Director presented the findings of the CJA 'Stop & Scrutinise' report at a conference organised by the National Police Chiefs Council (NPCC) and Association of Police and Crime Commissioners (APCC). She spoke on a panel alongside Bedfordshire Scrutiny Panel and the Police and Crime Commissioner for Derbyshire on how to improve scrutiny. The NPCC Stop & Search lead told the audience he had found the report 'invaluable'. The Policy Officer also presented the findings at a community scrutiny conference organised bv Bedfordshire Police attended by over 30 forces. We understand the new Authorised Professional Practice on community engagement and community scrutiny, being written by the College of Policing, will be published in 2020. The draft, which we commented on, drew heavily on the Stop & Scrutinise recommendations and principles.

We remain concerned about the national roll out of the relaxation of authorisations regarding s.60 'suspicionless' searches, without any evaluation or public consultation. These searches are by their nature less scrutiny, less effective open to and more disproportionate (they are used 40 times more against black people than white people). Following the Home Office publishing the Equality Impact Assessments that we requested, we have submitted Freedom of Information requests to better understand the impact of the changes and will produce a briefing in 2020. Following our meeting with the Deputy Mayor at the Mayor's Office for Policing and Crime (MOPAC), our Director was invited to support a number of sessions in City Hall run by MOPAC looking at how to engage and support more young people in the scrutiny of stop and

search. This was a key recommendation from our 'Stop & Scrutinise' report.

#### Fit for purpose and diverse workforce

Following the launch of the 'Change from Within' report, we have continued to promote the findings and recommendations. For example, following a presentation to the HMPPS Service User Advisory Group on the report, a specific sub-group on employment was established at the suggestion of the CJA including HMPPS, the Cabinet Office, St Giles and Nacro. The report has also been included in a new HMPPS service user involvement toolkit for staff.

The importance of having people with lived experience employed in the criminal justice workforce was touched on at both party conference events, as it was a key recommendation for PCC candidates. There was a real interest in understanding how best to recruit, train and support peer workersas well as the role people with lived experience could play in designing policies. We had a university undergraduate speaker with lived experience, who had been a paid intern at a PCC's office, to offer their expertise.

We have continued to liaise with the Ministry of Justice Workforce Development Team, following our roundtable event on increasing race diversity, in order to develop plans for further partnership work on this issue focusing on four themes which emerged during the event: recruitment, retention, progression and impact.

#### A restorative criminal justice system

We were delighted to receive funding from Lloyds Bank Foundation for this work stream for three years promoting restorative practices and approaches, the rights and needs of victims (in particular young and BAME victims), and community reparation as an alternative to custody.

In September we held the first restorative expert group meeting with members engaged in Restorative Justice and broader restorative practices and approaches. We sought feedback on our plans and got advice on how to best approach our series of briefings which will contain illustrative case studies of restorative practices across the CJ pathway and will make recommendations for policy and practice.

Our Director spoke at a Reducing Reoffending conference about 'a restorative approach to reducing reoffending' and also spoke to the Victims' Commissioner's new policy lead about RJ and BAME victims. At the two PCC party conference events we had powerful speakers talking about Restorative Justice, one victim survivor and one RJ facilitator speaking on behalf of a victim survivor, representing CJA members Why Me? And Sussex Pathways. This enabled PCCs and PCC candidates to hear first-hand the impact of RJ and why they should invest in RJ services.

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Our Policy Officer met with the Ministry of Justice Race Disparity Team to follow up on the roundtable we had on BAME victims. As a result of the roundtable, the Race Disparity team have drafted guidance for PCC's on commissioning services for BAME victims.

#### System-change knowledge exchange partnership

In December 2019 the Director and Policy Officer visited Prague to attend the first meeting of the Erasmus Plus Knowledge Exchange partnership on systems-change in criminal justice. The Dutch partner focuses on Restorative Justice and the Slovakian partner is a youth justice expert. The Czech partner specialises in post release employment and community re-integration. They also manage the 'Yellow Ribbon Run' which aims to promote second chances and rehabilitation to the public. Like the CJA, they also have an alliance of organisations to influence policy. The CJA had planned to host the project partners' first field trip at the end of April to the UK, but this was postponed due to emerging travel restrictions due to COVID-19. We look forward to welcoming them in the future.

#### Staff, consultants and interns

We were sad to loose Peter Keeling after five years at the CJA, whose work on issues such as Restorative Justice and Stop & Search had a positive impact on these areas of policy. We are delighted that due to securing sufficient funds, we have been able to recruit a replacement Policy Officer, Amal Ali (From March 2020) and also a third full time post of Communications and Engagement Officer, Jamie Morrell (From January 2020).

The CJA has continued to be led by Director Nina Champion. Her outstanding leadership has characterised every aspect of the CJA's work, in particular her commitment to placing people with lived experience of criminal justice at the heart of all policy and practice considerations. She has also developed a much greater level of member engagement in the work of the CJA.

We are very grateful to consultant Liz Banner who helped to support our fundraising efforts to secure the new posts and put our new strategy into action. We are also thankful for the support of two interns, one of whom was an Unlocked Graduate prison officer and the other, George Tayali, who joined us on Release on Temporary Licence to help write our report on lived experience. We are happy to have developed a partnership with CJA member The Longford Trust, who support people leaving prison to go to university, to have a rolling programme of paid interns with the CJA in future.

#### **Funders**

We are hugely grateful to the AB Charitable Trust, the Barrow Cadbury Trust, the Esmee Fairbairn Foundation, the Evan Cornish Foundation, the Hadley Trust, the Lloyds Bank Foundation, Lush Charity Pot and Porticus UK, for their support during the year. We are also thankful to the Winston Churchill Memorial Trust for supporting our 'sharing global good practice' event.

#### Structure, governance and management

Criminal Justice Alliance is a company limited by guarantee, number 06331413, and a registered charity in England and Wales, number 1143038.

The organisation's Governing Document is its Articles of Association, incorporated 2 August 2007.

The charity is governed by a Board of Trustees. Trustees are elected at the AGM or appointed between meetings by co-option. Trustees delegate day-to-day running of the charity to the Director who reports on operational performance through the Chair and financial performance through the Treasurer to the Board. Management accounts and variance reports are considered at each Board meeting. A Risk Register and Balanced Scorecard noting progress against the CJA business plan are also considered by Trustees.

A Staffing Committee, comprised of trustees, was established in 2015 and operates under terms of reference which delegate certain functions from the Board.

A Finance and Fundraising Committee, comprised of trustees, was established in June 2019 and operates under terms of reference agreed by the Board.

We were sad to lose trustee and Treasurer Geoff Bayliss. His expertise and support over the last six years has been invaluable. We are very grateful to trustee Carol Hodson who has taken over as Treasurer from April 2020. We also want to give our thanks for the support and expertise of Janet Crowe, who stepped down as trustee after six years of service to the CJA.

We are most grateful to all our Trustees for their engagement and enthusiasm. They have not only attended Board meetings but have participated in subcommittees and working groups on topics including communications and systems-change. Following an open recruitment process, led by trustee CJ Burge, we are delighted that Kevin Wong will step into the role of Chair, from his current position as a trustee, in September 2020. We have been hugely privileged to have John Drew as a trustee and then Chair of the CJA for nearly six years and thank him for his incredible service.

#### Selection and appointment of Trustees

The Trustees may appoint new members by general agreement, in particular where specialist skills are required.

New members are fully briefed on their obligations under charity and company law, and are given information on the decision-making processes, the financial performance of the Charity and the business plan.

#### **Risk management**

The Trustees have considered the major risks to which the Charity is exposed and established procedures to manage those risks. They have implemented reviews and procedures to mitigate those risks, Including a review of risks and liabilities at every Board meeting.

#### **Financial results**

During the current financial period, the Charity achieved a surplus of £26,755 (2019: deficit of £14,135) in the period resulting in total funds at the period-end of £91,853 (2019: £65,098). Of these funds £75,192 (2019: £65,098) were unrestricted as to use.

The Trustees are satisfied with the financial performance of the Charity throughout the period are happy this level of reserves meets the reserves policy below.

### **Reserves policy**

The Trustees review the CJA's reserves policy annually. Considering the liabilities and costs associated with a reduction in the level of the charity's activities that might be caused by a reduction in funding, the Trustees have resolved that we should aim to build unrestricted reserves sufficient to cover not less than four months' anticipated expenditure. Year-end reserves of £75,192 comfortably represents more than four months' expenditure with two full time staff.

#### Statement of board of trustees' responsibilities

The Trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations. Company law requires the trustees to prepare financial statements for each financial period. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland.

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 excess of expenditure over income for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards 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 its activities.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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 have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect 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 in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions. In addition, the trustees confirm that they are happy that content of the annual review in pages 2 to 9 of this document meet the requirements of both the Trustees' Annual Report under charity law and the Directors' Report under company law.

They also confirm that the financial statements have been prepared in accordance with the accounting policies set out in the notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice

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applicable to charities preparing their accounts in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland published on 16 July 2014.

# **Preparation of the report**

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006, and the exemptions available for smaller charities under the Statement of Recommended Practice.

This report was approved and authorised for issue by the Board of Trustees on 24 September 2020 and signed on its behalf by:

John Drew

John Drew

Chair

Chon

Carol Hodson

Treasurer

# Independent examiner's report to the board of trustees of Criminal Justice Alliance

I report to the Trustees on my examination of the accounts of Criminal Justice Alliance (charity number 1143038, company number 06331413) for the period ended 31 March 2020 which are set out on pages 11 to 25.

#### **Respective responsibilities of trustees and examiner**

The Trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act'). The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 ('the 2011 Act') nor under Part 16 of the 2006 Act, and that an independent examination is needed.

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, it is my responsibility to:

- examine the accounts under section 145 of the 2011 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.

This report, including my statement, has been prepared for and only for the Charity's Trustees as a body. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body for my examination work, for this report, or for the statements I have made.

#### 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 any such matters.

The procedures undertaken do not provide all the evidence that would be required in an audit, and

consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

#### Independent examiner's statement

I have completed my examination. I confirm that no material 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.

Sim

#### Sharanjit Kaur

Dated: 29 October 2020

33 Broom Hill Road Rochester Kent ME2 3LF

# **Statement of Financial Activities**

Incorporating the Income & Expenditure Account and the Statement of Recognised Gains & Losses For the period ended 31 March 2020

	Notes	Unrestricted funds 7 month period ended 31 Mar 2020 £	Restricted funds 7 month period ended 31 Mar 2020 £	Total funds 7 month period ended 31 Mar 2020 £	Total funds (restated) Year ended 31 Aug 2019 £
Income from:					
Donations and legacies Charitable activities Investments	3 4	76,493 301 192	65,158 - -	141,651 301 192	138,076 17,114 458
Total income		76,986	65,158	142,144	155,648
Expenditure on:					
Raising funds Charitable activities	5 & 6 5 & 6	16,248 46,452	- 52,689	16,248 99,141	20,578 149,205
Total expenditure		62,700	52,689	115,389	169,783
Net income/(expenditure)		14,286	12,469	26,755	(14,135)
Transfer between funds	11	(4,192)	4,192	-	-
Net movement in funds		10,094	16,661	26,755	(14,135)
<b>Reconciliation of funds:</b>					
Total funds brought forward	11 & 12	65,098	-	65,098	79,233
Total funds carried forward	11 & 12	75,192	16,661	91,853	65,098

The notes on pages 13 to 25 form part of the financial statements.

Income from investments was unrestricted in both the current and prior periods.

# Balance Sheet

As at 31 March 2020

		31	Mar 2020		31 Aug 2019
	Notes	£	£	£	£
Current assets:					
Debtors & prepayments Cash at bank and in hand	9	6,932 214,241		4,745 115,662	
		221,173	-	120,407	
Liabilities:					
Creditors: amounts falling du within one year	e 10	(129,320)		(55,309)	
Net current assets/(liabilities)			91,853		65,098
Net assets/(liabilities)		_	91,853		65,098
The funds of the charity:					
Restricted funds Unrestricted funds			16,661		-
General funds	11 & 12	75,192		65,098	
Unrestricted funds			75,192		65,098
Total charity funds			91,853		65,098

The notes on pages 13 to 25 form part of the financial statements.

The financial statements have been prepared in accordance with section 415A of the Companies Act 2006 relating to small companies and FRS 102 Section 1A.

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the period ended 31 March 2020, and the members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2020 under section 476 of the Companies Act 2006.

John Drew

John Drew

Chair

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of the accounts.

They were approved and authorised for issue by the Board of Trustees on 24 September 2020 and signed on their behalf by:

# Notes to the financial statements

#### **1. Accounting policies**

#### Basis of preparation of the financial statements

The financial statements have been prepared in accordance with 'Charities SORP (FRS 102) - 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) second edition (effective 1 January 2019)', the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The effect of any event relating to the period ended 31 March 2020, which occurred before the date of approval of the financial statements by the Board of Trustees, has been included in the financial statements to the extent required to show a true and fair view of the state of affairs at 31 March 2020 and the results for the period ended on that date.

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.

The functional currency of the Charity is sterling and amounts in the financial statements are rounded to the nearest pound.

#### **Going concern**

The financial statements have been prepared on the going concern basis as the Board of Trustees is confident that future reserves and future income is more than sufficient to meet current commitments. There are no material uncertainties that impact this assessment.

#### Legal status

Criminal Justice Alliance is a charitable company registered in England & Wales and meets the definition of a public benefit entity. In the event of the Charity being wound up, the liability in respect of the guarantee is limited to  $\pounds$ 1 per member. The registered address is V111 Vox Studios, Durham Street, London, SE11 5JH.

#### Change in accounting period

During the current financial period the Trustees agreed to amend the accounting year end date from 31 August to 31 March, via a resolution at the board meeting on 23 January 2020, and to apply this to the period that commenced on 1 September 2019.

This decision was made to ensure that the financial statements fitted more closely with the annual cycle of activities for the Charity and in particular the membership year which runs from April to March. As a result, the current period is seven months long compared to the prior year figures which represent a twelve-month period, resulting in some limitations with the comparative analysis.

#### **Fund Accounting**

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes.

Restricted funds are funds that are to be used in accordance with specific restrictions imposed by donors or that have been raised by the Charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in note 11 of the financial statements.

#### Income

Income is recognised when the Charity has entitlement to the funds, any performance indicators attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Donations are recognised in full in the Statement of Financial Activities when entitled, receipt is probable and when the amount can be quantified with reasonable accuracy. Gift aid receivable is included when claimable.

Grant income is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless the grant relates to a future period, in which case it is deferred.

Membership income is credited to the Statement of Financial Activities when received or receivable, whichever is earlier, and is recognised in full at this point as opposed to deferred across the membership period.

Other income from charitable activities is credited to the Statement of Financial Activities when received or receivable whichever is earlier, unless it relates to a specific future period or event, in which case it is deferred.

#### Expenditure and irrecoverable VAT

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities.

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated proportionate to total direct costs allocated to each project area, as outlined in note 5 of the financial statements.

Irrecoverable VAT is charged against the category of expenditure for which it was incurred.

#### Tangible fixed assets and depreciation

All assets costing more than £1,000 are capitalised.

Currently there are no assets held over this limit.

#### Cash at bank and in hand

Cash at bank and in hand includes cash in hand, deposits with banks and funds that are readily convertible into cash at, or close to, their carrying values, but are not held for investment purposes.

#### **Debtors and prepayments**

Trade and other debtors are recognised at the settlement amount after any trade discount is applied. Prepayments are valued at the amount prepaid net of any trade discounts due.

#### **Creditors and accruals**

Creditors are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party, and the amount due to settle the obligation can be measured or estimated reliably.

#### **Financial instruments**

Basic financial instruments are measured at amortised cost other than investments which are measured at fair value.

### 2. Correction to presentation of prior period figures

Following a change in accountants, and subsequent review of accounting records, the Trustees noted that the three-year grant from Barrow Cadbury Trust commencing in April 2019 was incorrectly treated as unrestricted in the prior year accounts. The grant was given as a contribution to the new strategy 'Connecting for Change' but the terms of the grant clearly show it should be reflected as restricted grant in the statutory accounts. As a result, the prior year figures have been restated to take account of this, in agreement with Barrow Cadbury Trust.

The impact, as shown in note 3 is that  $\pounds14,583$  of grant income has been reallocated from unrestricted to restricted funds, and that, as shown in note 7,  $\pounds14,583$ of expenditure on charitable activities has been reallocated from unrestricted to restricted funds. There is no impact on the balance sheet or reserves at year end.

# Critical estimates and judgements

In preparing financial statements it is necessary to make certain judgements, estimates and assumptions that affect the amounts recognised in the financial statements. The annual depreciation charge for tangible fixed assets is sensitive to changes in useful economic lives and residual values of assets. In the view of the Trustees in applying the accounting policies adopted, no judgements were required that have a significant effect on the amounts recognised in the financial statements nor do any estimates or assumptions made carry a significant risk of material adjustment in the next financial period.

#### Pensions

The Charity operates a defined contribution pension scheme which is administered by an external independent pension provider. Contributions are recognised in the Statement of Financial Activities as they fall due.

In the period to 31 March 2020 the Trustees were advised that employer pension contributions for six employees during the period 2016-17 to 2019-20 had been calculated incorrectly and approved an additional liability of  $\pounds4,200$  in these accounts to cover the full known costs. The Trustees were alerted to the issue by Andy Nash Accounting & Consultancy Ltd who took over as CJA's payroll providers as of 1 April 2020. The Pension Regulator has been informed and during the financial year to 31 March 2021 all due repayments will be made into the individual staff members pension funds in NEST.

In addition, the prior period accounts were incorrectly presented using the FRSSE basis, which has not been valid for any reporting periods commencing on or after 1 January 2016, and so the prior year figures have been restated in line with 'Charities SORP (FRS 102) -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) second edition (effective 1 January 2019)'.

Total income and expenditure figures remain unchanged.

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### 3. Income from donations and legacies

	Unrestricted	Restricted	Total
	funds	funds	funds
	7 month	7 month	7 month
	period ended	period ended	period ended
	31 Mar 2020	31 Mar 2020	31 Mar 2020
	£	£	£
Grants			
AB Charitable Trust	5,833	-	5,833
Barrow Cadbury Trust	-	30,417	30,417
Erasmus Plus	-	6,823	6,823
Esmee Fairbairn Foundation	20,417	-	20,417
Evan Cornish Foundation	4,667	-	4,667
Hadley Trust	26,250	11,000	37,250
Lloyds Bank Foundation	-	12,199	12,199
Lush Charity Pot	-	3,500	3,500
Porticus UK	19,326	-	19,326
Winston Churchill Memorial Fund	-	1,219	1,219
	76,493	65,158	141,651
	Unrestricted	Restricted	Total
	funds	funds	funds

	Year ended	Year ended	Year ended
	31 Aug 2019	31 Aug 2019	31 Aug 2019
	£	£	£
Grants			
AB Charitable Trust	1,666	-	1,666
Barrow Cadbury Trust	-	30,833	30,833
Evan Cornish Foundation	2,000	-	2,000
Hadley Trust	43,333	10,000	53,333
Involve Foundation	-	1,100	1,100
Joseph Rowntree Charitable Trust	2,810	-	2,810
Lush Charity Pot	-	500	500
The Monument Trust	16,667	-	16,667
Porticus UK	29,167	-	29,167
	95,643	42,433	138,076

(restated)

(restated)

(restated)

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#### 4. Income from charitable activities

	Unrestricted funds 7 month period ended 31 Mar 2020 £	Restricted funds 7 month period ended 31 Mar 2020 £	Total funds 7 month period ended 31 Mar 2020 £
Membership subscriptions	301	-	301
	301	-	301
	Unrestricted funds	Restricted funds	Total funds (rootatad)
	(restated) Year ended		(restated) Year ended
	31 Aug 2019	31 Aug 2019	31 Aug 2019
	£	£	£
Membership subscriptions	17,114	-	17,114
	17,114		17,114

As per the accounting policy on membership subscriptions, membership income is credited to the Statement of Financial Activities when received or receivable, whichever is earlier, and is recognised in full at this point as opposed to deferred across the membership period.

As the membership year falls from April to March, most of the membership income is received and/or invoiced in April to July each year. Due to the change in accounting period and shorter period represented in these accounts from 1 September 2019 to 31 March 2020, the membership income therefore looks considerably lower in this set of accounts.

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#### 5. Total expenditure

	Direct	Direct	Indirect	Total
	staff costs	other costs	costs	costs
	7 month	7 month	7 month	7 month
	period ended	period ended	period ended	period ended
	31 Mar 2020	31 Mar 2020	31 Mar 2020	31 Mar 2020
	£	£	£	£
Raising funds	8,377	3,900	3,971	16,248
Charitable activities	42,802	27,916	28,423	99,141
	51,179	31,816	32,394	115,389
	Direct	Direct	Indirect	Total
	staff costs	other costs	costs	costs
	(restated)	(restated)	(restated)	(restated)
	Year ended	Year ended	Year ended	Year ended
	31 Aug 2019	31 Aug 2019	31 Aug 2019	31 Aug 2019
	£	£	£	£
Raising funds	-	10,872	9,706	20,578
Charitable activities	96,679	27,751	24,775	149,205
	96,679	38,623	34,481	169,783

An analysis of expenditure on raising funds can be found in note 6.

An analysis of expenditure on charitable activities can be found in note 7.

An analysis of staff costs can be found in note 8.

Indirect costs, including governance costs, which cannot be directly attributed to activities, are allocated proportionate to total direct costs allocated to each project area.

As noted in note 2 above, the prior period accounts were incorrectly presented using the FRSSE basis, which has not been valid for any reporting periods commencing on or after 1 January 2016, and so the prior year figures have been restated in line with 'Charities SORP (FRS 102) - 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) second edition (effective 1 January 2019)'. Total income and expenditure figures remain unchanged. In addition, during the current financial period, the coding structure within the finance system was significantly overhauled to allow for more accurate coding between activities, including separating out charitable activities into the following sub-categories:

- Policy work
- Membership support
- CJA Awards

It was not deemed practical to recode the prior year figures to match this structure, and so the subdivisions have not been included in this year's accounts, however the next year accounts will allocate out expenditure between these different subcategories.

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# Indirect costs comprise of the following expenses:

Total	Total
costs	costs
7 month	(restated)
period ended	Year ended
31 Mar 2020	31 Aug 2019
<b>3</b>	£
Indirect staff costs 12,576	-
Other people costs 3,343	6,557
Professional services 1,463	-
Premises and administrations 13,615	27,446
Governance 1,397	478
32,394	34,481

### Governance costs comprise of the following expenses:

	Total	Total
	costs	costs
	7 month	(restated)
	period ended	Year ended
	31 Mar 2020	31 Aug 2019
	2	£
Statutory accounts production	1,080	-
Trustee meeting costs	275	437
Trustee expenses	42	41
	1,397	478

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#### 6. Expenditure on raising funds

Unr	estricted	Restricted	Total
	funds	funds	funds
	7 month	7 month	7 month
perio	od ended	period ended	period ended
31 1	Mar 2020	31 Mar 2020	31 Mar 2020
	£	£	£
Direct staff costs	8,377	-	8,377
Direct other costs	3,900	-	3,900
Indirect costs	3,971	-	3,971
	16,248	-	16,248
Unr	estricted	Restricted	Total
	funds	funds	funds
(1	restated)	(restated)	(restated)
Ye	ar ended	Year ended	Year ended
31	Aug 2019	31 Aug 2019	31 Aug 2019
	£	£	£
Direct other costs	10,872	-	10,872
Indirect costs	9,706	-	9,706
	20,578	-	20,578

As noted in note 2 above, the prior period accounts were incorrectly presented using the FRSSE basis, which has not been valid for any reporting periods commencing on or after 1 January 2016, and so the prior year figures have been restated in line with 'Charities SORP (FRS 102) - 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) second edition (effective 1 January 2019)'. Total income and expenditure figures remain unchanged.

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#### 7. Expenditure on charitable activities

	Unrestricted	Restricted	Total
	funds	funds	funds
	7 month	7 month	7 month
	period ended	period ended	period ended
	31 Mar 2020	31 Mar 2020	31 Mar 2020
	£	£	£
Direct staff costs	26,148	16,654	42,802
Direct other costs	-	27,916	27,916
Indirect costs	20,304	8,119	28,423
	46,452	52,689	99,141
	Unrestricted	Restricted	Total
	funds	funds	funds
	(restated)	(restated)	(restated)
	Year ended	Year ended	Year ended
	31 Aug 2019	31 Aug 2019	31 Aug 2019
	£	£	£
Direct staff costs	69,880	26,799	96,679
Direct other costs	14,539	13,212	27,751
Indirect costs	22,353	2,422	24,775
	106,772	42,433	149,205

As noted in note 2 above, the prior period accounts were incorrectly presented using the FRSSE basis, which has not been valid for any reporting periods commencing on or after 1 January 2016, and so the prior year figures have been restated in line with 'Charities SORP (FRS 102) - 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) second edition (effective 1 January 2019)'. Total income and expenditure figures remain unchanged.

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#### 8. Staff costs

Τα	tal	Total
co	sts	costs
7 mo	nth	(restated)
period end	ed	Year ended
31 Mar 20	20	31 Aug 2019
	£	£
Gross salaries 51,3	80	85,350
Employer's NIC 5,	701	6,908
Employer's pension 6,6	74	4,421
63,7	755	96,679

The average headcount during the period was 2 persons (2019: 2 persons).

No employee received employee benefits of more than  $\pounds 60,000$  (2019: NIL).

The total employee benefits paid to key management personnel during the period was £41,884 (2019:  $\pounds 68,286$ ).

# 9. Debtors and prepayments

Total	Total
funds	funds
7 month	(restated)
period ended	Year ended
31 Mar 2020	31 Aug 2019
£	£
Prepayments 1,187	-
Rent & IT deposit 4,745	4,745
Other debtors 1,000	-
6,932	4,745

Employer's pension costs include a £4,200 (2019:  $\pm$ NIL) historic liability for an error identified within the amounts paid on pensions prior to 31 March 2020 (see accounting policy note on page 13 for more information).

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# 10. Creditors – amounts falling due within one year

	Total funds 7 month	Total funds (restated)
	period ended 31 Mar 2020	<i>Year ended 31 Aug 2019</i>
	51 Mai 2020 £	51 Aug 2019 £
Accounts payable	1,791	-
Accruals	1,260	-
Deferred income	119,432	45,751
HMRC liability	2,173	-
Pension liability	4,664	9,558
	129,320	55,309

Deferred income consists of grant income received in the current financial period for activities happening in the next and is broken down as follows:

	Total	Total
	funds	funds
	7 month	(restated)
	period ended	Year ended
	31 Mar 2020	31 Aug 2019
	£	£
Brought forward	45,751	73,917
Amount released to income in year	(45,751)	(73,917)
Amount deferred in year	119,432	45,751
Balance carried forward	119,432	45,751

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# 11. Analysis of charity funds

	Balance brought forward 7 month beriod ended 31 Mar 2020 £	Income for the period 7 month period ended 31 Mar 2020 £	Expenditure in the period 7 month period ended 31 Mar 2020 £	Transfers between funds 7 month period ended 31 Mar 2020 £	Balance carried forward 7 month period ended 31 Mar 2020 £
Unrestricted funds					
General fund	65,098	76,986	(62,700)	(4,192)	75,192
Unrestricted funds	65,098	76,986	(62,700)	(4,192)	75,192
Restricted funds					
Barrow Cadbury Trust - Connecting for					
Change	-	20,417	(20,417)	-	-
Barrow Cadbury Trust - PCC round tables	-	10,000	(8,052)	-	1,948
Erasmus Plus	-	6,823	(1,020)	-	5,803
Hadley Trust - CJA Awards	-	11,000	(15,192)	4,192	-
Lloyds Bank Foundation	-	12,199	(6,606)	-	5,593
Lush Charity Pot	-	3,500	(450)	-	3,050
Winston Churchill Memorial Trust	-	1,219	(952)	-	267
Restricted funds	-	65,158	(52,689)	4,192	16,661
Total funds	65,098	142,144	(115,389)	-	91,853

#### **Barrow Cadbury – Connecting for Change**

A three-year grant to support the work of the CJA 'Connecting for Change' strategy for a fair and effective criminal justice system (see Note 2).

#### Barrow Cadbury – PCC round table

A single grant in support of a briefing for Police and Crime Commissioners (PCCs) and PCC election candidates and related launch events at two party conferences.

#### Erasmus Plus

To support CJA participation in the Erasmus Plus Knowledge Exchange partnership on systems-change in criminal justice.

#### Hadley Trust – CJA Awards

Support towards the annual Criminal Justice Alliance Awards.

#### **Lloyds Bank Foundation**

A three-year grant as part of the Lloyds Bank Foundation Criminal Justice National Programme with a focus on restorative justice and restorative practices; supporting young adult and BAME victims of crime and reparative community sentences.

#### **Lush Charity Pot**

A single grant in support of our work on stop & search and effective scrutiny and accountability of police powers.

#### Winston Churchill Memorial Trust

In support of an international joint event with the Winston Churchill Memorial Trust on sharing global good practice in criminal justice.

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	Balance brought forward (restated) Year ended 31 Aug 2019 £	Income for the period (restated) Year ended 31 Aug 2019 £	Expenditure in the period (restated) Year ended 31 Aug 2019 £	Transfers between funds (restated) Year ended 31 Aug 2019 £	Balance carried forward (restated) Year ended 31 Aug 2019 £
Unrestricted funds					
General fund	79,233	113,215	(127,350)	-	65,098
Unrestricted funds	79,233	113,215	(127,350)		65,098
Restricted funds					
Barrow Cadbury Trust - 21st Century					
Justice	-	16,250	(16,250)	-	-
Barrow Cadbury Trust - Connecting for					
Change	-	14,583	(14,583)	-	-
Hadley Trust - CJA Awards	-	10,000	(10,000)	-	-
Involve Foundation	-	1,100	(1,100)	-	-
Lush Charity Pot	-	500	(500)	-	-
Restricted funds		42,433	(42,433)		
Total funds	79,233	155,648	(169,783)		65,098

#### Barrow Cadbury – 21<sup>st</sup> Century Justice

A three-year grant to support the work of the CJA in promoting effectiveness, fairness and new models of delivery, with a particular focus on Restorative Justice and Stop & Search.

# Involve Foundation

In support of work promoting community scrutiny of stop & search.

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# 12. Analysis of net assets

	Unrestricted	Restricted	Total
	funds	funds	funds
	7 month	7 month	7 month
	period ended	period ended	period ended
	31 Mar 2020	31 Mar 2020	31 Mar 2020
	£	£	£
Current assets	85,080	136,093	221,173
Current liabilities	(9,888)	(119,432)	(129,320)
	75,192	16,661	91,853
	Unrestricted	Restricted	Total
	funds	funds	funds
	(restated)	(restated)	(restated)
	Year ended	Year ended	Year ended
	31 Aug 2019	31 Aug 2019	31 Aug 2019
	£	£	£
Current assets Current liabilities	120,407 (55,309) <u>65,098</u>	-	120,407 (55,309) <u>65,098</u>

# 13. Trustee remuneration

During the period, no trustee received any remuneration (2018:  $\pounds$ Nil). One member of the Board of Trustees received reimbursement of expenses for travel to meetings totalling  $\pounds$ 42 (2019: one member totalling  $\pounds$ 41).

#### 14. Related party transactions

During the period there were no related party transactions (2019:  $\pounds$ Nil).