

Write to Freedom

Write to Freedom
Registered Charity Number 1141288

Company Number 7143510

Trustees' Report and Financial Statements

For the year ended 28 February 2019

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Write to Freedom

Legal and Administrative Information

(The information below forms part of the Trustees' Report)

Status	Write to Freedom is a charity registered with the Charities Commission of England and Wales
Trustees	Christopher Lomas Nicola Glassbrook (resigned 12 November 2018) Frederick Weaver (resigned 11 October 2018) Amanda Player (resigned 12 November 2018) James Woods (appointed 12 November 2018) Lynsey Tiplady (appointed 12 November 2018) Jenny Salmon (appointed 19 May 2019)
Charity number	1141288
Company number	7143510
Registered office and principal address	Meadow Barn Dodbrooke Farm Michelcombe Dartmoor Devon TQ13 7SP
Web address	www.writetofreedom.org.uk
Accountant	MAP Accountants 2 Bridge Farm Offices Harberton Totnes TQ9 7PP
Bankers	The Co-operative Bank PO Box 250 Skelmersdale WN8 6WT

Write to Freedom

Trustees' Report

The Trustees present their report and financial statements for the year ended 28 February 2019.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the Charity's Memorandum & Articles of Association, the Companies Act 2006 and the Statement of Recommended Practice for charities applying FRS 102.

Structure, governance and management

Write to Freedom is a company limited by guarantee governed by its Memorandum and Articles of Association and was incorporated on 2 February 2010. It became registered as a charity with the Charity Commission on 11 April 2011. The liability of the Members is limited. In the event of the Company being wound up every Member of the Company undertakes to contribute such amount as may be required (not exceeding £10) to the Company's assets.

The Board of Trustees

The Trustees, who are also the directors for the purposes of company law, and served during the year, were:

Christopher Lomas
Nicola Glassbrook (resigned 12 November 2018)
Frederick Weaver (resigned 11 October 2018)
Amanda Player (resigned 12 November 2018)
James Woods (appointed 12 November 2018)
Lynsey Tiplady (appointed 12 November 2018)
Jenny Salmon (appointed 19 May 2019)

Appointment of Trustees

Trustees can be appointed at any general meeting, provided the conditions outlined in the charity's governing document are met.

Trustee induction and training

New Trustees are given a copy of the Memorandum and Articles of Association, and the latest accounts and are explained their role by a current member of the Board. Continuing trustees are advised of updates as they arise.

Organisational structure

The charity is governed by the board of trustees, with operations and projects led by the creative director and project & development co-ordinator.

Public Benefit

The Trustees, in their meetings, have referred to the Charities Commission guidance on Public Benefit in making their decisions. Write to Freedom exists in order to positively impact on the lives of under-privileged and socially excluded people through offering nature connection, personal development and creative-writing courses. Programmes are offered free of charge to participants, and priority is always given to socially excluded groups. In 2018 to 2019, approximately 45 people directly benefited from the programmes, with far ranging knock-on effects due to an increase in mental wellbeing, and decrease in addictive behaviours.

Risk management

The Trustees assess the risk to which Write to Freedom is exposed on a continuous basis. This includes the on-going monitoring of core reserves (see the reserves policy below).

Aims and activities

Our vision is of a society where people's actions (for example crime, substance abuse) are understood as being an expression of dysfunctional families, communities and societies when healthy means of expression have not been modelled or available. Write to Freedom believes that all human beings should have equal access to supportive communities; to learning healthy ways of expressing and untangling confusing pasts and behaviours; to accessing natural environments; and to exciting, creative and inspirational experiences.

Our aims:

- To promote values of respect, equality, authenticity and trust, and create spaces where healthy communication and sharing can occur.
- To increase access to, and deepen people's connection with, natural environments
- To promote meaningful self-expression through the written and spoken word
- To provide positive, authentic role models
- To offer contemporary 'rites of passage'
- To demonstrate the use of story and narrative as a means of transformation
- To increase participants' self-awareness, self-belief and self-compassion
- To build stronger communities through inter-generational sharing and mentoring
- To shift attitudes away from 'labels' and towards 'stories'
- To prioritise engaging with people who are socially excluded and would otherwise be unlikely to access similar interventions.

Our activities

Write to Freedom offers life changing residential courses for people in addiction recovery. This is recovery in the widest sense and includes those of 18 years of age and up in mixed gender groups.

Our courses uniquely combine a fusion of deep nature connection, storytelling and creative writing, group circle work and meditation. Each participant is invited into a space of 'timelessness', with no connection to technology, and without an idea of what is happening next. This allows a level of fluidity, increased sense of trust, and 'letting go' of the usual constraints of daily life. A sense of seamlessness occurs as each activity is choreographed to carefully build upon the last, continually weaving the sense of myth, mystery and the wild landscapes acting as a mirror. Key to the building of trust is that all of the staff and volunteers have direct life experience of addiction. Engaged, experienced and appropriate participants are then invited back as volunteer staff on the residential, providing work experience and a continuation of their personal development.

For those that have attended a residential, we hold ongoing support with monthly mentoring days on Dartmoor, to continue the sense of community, support and connection to wild nature and also regular online group calls for those who want extra connection, those who find it challenging to join us on the mentoring days and those beyond the Devon borders.

Experience Days are a new regular day on Dartmoor where the 'Tribe' of previous residential participants run a day for anyone who wants to experience what we offer. This includes those who are interested in attending one of the residential courses, family members, friends, business partners, service providers etc.

Achievements and performance

We are experiencing an average 40% growth in the tribe community year on year. The residential are continuing to offer life changing experiences for all participants. Of each ten new participants 4 continue to engage with the community regularly. We are experiencing ongoing waiting lists for new participants and are oversubscribed for all volunteer staff applications from previous participants. The residential have increased in size, up to 10 places per course and up to 6 places for new volunteer staff.

We are also experiencing a growth in the number of years of clean time engaging. From an initial 3 months to 2 years as an average in 2016, the range of clean time in our participants is now between 3 months and 30 years. We are also attracting a wider range of addiction recovery including love, food, sex and work.

Three of our longest term participants, Ali Chapman, Peter Cranfield and Melissa Bradridge continue on their leader track development with regular supervision, training and opportunities to hold and organise mentoring days as well as supporting our leadership positions on the residential. Ali is now holding the nature connection lead on residential (as trainee leader) under the supervision of Caspar our Creative Director. It was always the intention for the existing

leaders to allow new leaders to emerge and take their place. Ali is the first of these new leaders. As a result, the nature connection facilitators (NCF) we have worked with over the last ten years and who have provided a huge amount of support and training, are now on standby, allowing Ali to step up and continue to learn and grow in her role. Each of the professional NCF's are on call to support Ali in an unofficial mentoring role. Ali, Melissa and Peter are now helping identify new trainee leaders and the areas they may want to lead in.

We would like to thank two key funders, Lady Edwina Grosvenor and Frederick Mulder. Both provided a foundation over the last 7 years that has allowed us to grow and thrive in many ways. We are now looking at widening our funding sources in order to continue to expand our work throughout the south west and beyond. Further funding applications are being prepared and submitted.

The wider Tribe has stepped forward with fundraising and are setting up a series of initiatives including a sober rave, sponsored walks, funding applications and various opportunities for the public to donate. Our donation based approach to residential and monthly mentoring days generated over £1500 in 2019.

We said goodbye with gratitude to trustees Freddy Weaver, Amanda Player and Nicola Glassbrook. We welcomed James Wood and Lynsey Tiplady. This new energy, focus and skill sets fit perfectly with the current expansion and programme development.

An 8 Shields training day was held on Dartmoor. This was followed by an Experience Day where we used the 8 Shields model highly effectively.

We continue to employ a trauma informed psychotherapist during our residential and assessment process. It has proved essential to have these specialists present, to ensure a higher level of safety and support for both the staff and participants.

We continue with regular updates on our website to reflect our growth. It is the first stop for anyone interested in getting involved in our work. The site reflects the eco arts focus of our work and we rely on participants and staff to create content including journals, blogs, poetry and photos.

Devon Together (DT) launched their Flourish in Nature programme (FIN) and partnered with us as a recruitment process to allow their participants access to Write to Freedom residentials and follow on support. DT also part fund each of these places.

Financial review

The charity is primarily funded by grants and donations with some course and speaker fee income. In the year under review we were completing projects grant funded in the previous year. The total income for the year was £32,448 (2018 - £19,809). Of this amount, £18,000 was a final grant from the generous core funding from the Fredrick Mulder Foundation; and £10,000 was from Awards for All. £1,448 (2018 - £670) was from donations and the balance of £3,000 (2018 - £1,139) was from course income.

Total expenditure for the year was £43,718 (2018 - £35,358) as the charity continued to deliver its core activities. At the year end unrestricted reserves amounted to £21,358 (2018 - £32,242). The decrease reflects the end of two sources of funding for core costs. As a result the charity has reviewed all of its costs, and salary and office costs are being kept to a minimum in order that new funding sources can be used to support beneficiaries.

Reserves Policy

The Board of Trustees continually reviews the reserves of the charity. Assets must be sufficient to enable the charity to operate effectively. The charity used a number of restricted funds during the year; the purpose of these funds is detailed in the notes to the financial statements. At the year end there were no outstanding balances on restricted funds.

The charity aims to hold at least £8,000 in reserve at all times. This is to ensure that the charity is able to meet all of its legal obligations should funding be withdrawn.

Plans for Future Periods

The consolidation of our 'Recovery Tribes' programme continues, with a focus on future leaders. As we grow in engagement, we are continually improving and adapting our organisational infrastructure and systems. Our partnerships are developing and growing as specified below.

We are expanding our access to creative opportunities for staff and participants. This is to allow the exploration of long term trauma and healing through a range of creative outlets, including: writing, film, audio, photography etc. We are in the process of putting a series of funding bids together to allow those who have come through our programmes to look more closely at the root of their addiction, develop new skills, insight and opportunities through creative expression. Whether they choose to work in the creative industries or not, this will provide a platform for personal and professional development.

We are also working on a series of short films, audio and blogs to capture the essence of our work and experience for future participants, funders and partners.

The Tribe community is slowly building in north Devon. We are continuing to focus in this area for the next stage in development and for a residential. Currently, North Devon participants are coming to South Devon residentials and training up as facilitators.

Drink Wise Age Well (DWAU) is part of Addaction and have been working with us since 2017. They have commissioned us to run mentoring and mindfulness sessions with an established group (men only) called MoMENTum. The focus is on recovery from sexual abuse in early life. The men are not currently offending. We are working towards running a residential for the MoMENTum held by a mixed gender Write to Freedom staff team.

Celia Morgan, Professor of Psychopharmacology at Exeter University is heading up a research project to look at the interventions we offer in the field of addiction recovery. The aim is to begin our work together by putting on a residential for her staff, then her M.A. students. We are also looking at R&D into the creative impact of our work on addiction and trauma recovery.

Approval

This report has been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting by Charities", (issued in March 2005) and in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

On behalf of the Board of Trustees



Christopher Lomas

Dated 21 August 2019

Write to Freedom

Independent Examiner's Report

for the Year Ended 28 February 2019

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- follow procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- state whether particular matters have come to my attention

Basis of independent examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements to keep accounting records in accordance with section 130 of the Charities Act or to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met.



MAP Accountants and Business Advisors
2 Bridge Farm Offices
Harberton
Totnes
Devon
TQ9 7PP

21 August 2019

WRITE TO FREEDOM
STATEMENT OF FINANCIAL ACTIVITIES
for the year ended 28 FEBRUARY 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Incoming resources					
Incoming resources from generated funds					
Voluntary income:					
Donations & grants	4	19,448	10,000	29,448	18,670
Incoming resources from charitable activities	7	3,000	-	3,000	1,139
Total incoming resources		<u>22,448</u>	<u>10,000</u>	<u>32,448</u>	<u>19,809</u>
Resources expended					
Charitable activities	8	33,332	10,386	43,718	35,358
Costs of generating funds	8	-	-	-	-
Total resources expended		<u>33,332</u>	<u>10,386</u>	<u>43,718</u>	<u>35,358</u>
Net incoming/(outgoing) resources before transfers		(10,884)	(386)	(11,270)	(15,549)
Gross transfers between funds		-	-	-	-
Net income/(expenditure) for the year		<u>(10,884)</u>	<u>(386)</u>	<u>(11,270)</u>	<u>(15,549)</u>
Net movement in funds		(10,884)	(386)	(11,270)	(15,549)
Fund balances at 1 March 2018		32,242	386	32,628	48,177
Fund balances at 28 February 2019		<u>21,358</u>	<u>-</u>	<u>21,358</u>	<u>32,628</u>

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

WRITE TO FREEDOM
STATEMENT OF FINANCIAL POSITION
as at 28 February 2019

	Notes	2019 £	2018 £
Fixed Assets			
Tangible Assets	10	246	328
Current assets			
Debtors	11	400	-
Cash at bank and in hand		21,417	33,271
		<u>21,817</u>	<u>33,271</u>
Creditors: amounts falling due within one year	12	(705)	(971)
Net current assets/(liabilities)		<u>21,112</u>	<u>32,300</u>
Net assets		<u>21,358</u>	<u>32,628</u>
Income Funds			
Restricted funds	14	-	386
Unrestricted funds		21,358	32,242
		<u>21,358</u>	<u>32,628</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 for the year ended 28 February 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements.

The Trustees acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

These accounts were approved by the Trustee Board on 21 August 2019 and signed on their behalf by



Christopher Lomas
Trustee
Company registration No. 7143510

WRITE TO FREEDOM
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2019

1 Accounting Policies

Charity information

Write to Freedom is a private company limited by guarantee incorporated in England and Wales. The registered office is Meadow Barn, Dodbrooke Farm, Michelcombe, Dartmoor, Devon TQ13 7SP

1.1 Accounting convention

These accounts have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102"), "Accounting and Reporting by Charities" the Statement of Recommended Practice for charities applying FRS 102, the Companies Act 2006 and UK Generally Accepted Accounting Practice as it applies from 1 January 2015. The charity is a Public Benefit Entity as defined by FRS 102. The disclosure requirements of section 1A of FRS 102 have been applied other than where additional disclosure is required to show a true and fair view.

The accounts are prepared in sterling which is the functional currency of the charity.

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the accounts, the trustees have a reasonable expectation that the charity has adequate future funding planned in order to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the account.

1.3 Incoming resources

Items of income are recognised and included in the accounts when all of the following criteria are met:

The charity has entitlement to the funds;
any performance conditions attached to the item(s) of income have been met or are fully within the control of the charity;
there is sufficient certainty that receipt of the income is considered probable; and
the amount can be measured reliably

No amounts are included in the financial statements for services donated by volunteers.

1.4 Resources expended

Liabilities are recognised as resources expended as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted on the accruals basis.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly; others are apportioned on an appropriate basis e.g. staff time or estimated usage.

1.5 Irrecoverable VAT

Irrecoverable VAT is included in the Statement of Financial Activities, and is reported as part of the expenditure to which it relates.

WRITE TO FREEDOM
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2019

1.6 Tangible Fixed Assets and Depreciation

Tangible fixed assets, other than freehold land, are stated at cost or valuation less depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost or valuation of fixed assets, less their estimated residual value, over their expected useful lives on the following basis:

Fixtures and fittings	25% Reducing balance
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1.7 Fund accounting

Funds held by the charitable company are either:

Unrestricted general funds – these funds can be used in furtherance of the charitable objectives at the discretion of the Trustee Board.

Restricted funds – these funds can only be used for the particular restricted purposes within the objects of the charity. Restrictions, which are legally binding, arise when specified by the donor or when funds are raised for particular restricted purposes.

The aim and use of each restricted fund is set out in the notes to the financial statements.

Transfers to or from restricted funds are only made where a legal or constructive obligation has arisen requiring a transfer to be made.

1.8 Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

Prepayments are valued at the amount prepaid after taking account of any trade discounts due.

1.9 Cash at bank and in hand

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

1.10 Creditors and provisions

Creditors and provisions 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. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

1.11 Financial instruments

The charity only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

2 Legal Status of the Charity

The charitable company is limited by guarantee and does not have a share capital.

In the event of the company being wound up each member, or any person who has ceased to be a member within one year of the winding up, undertakes to contribute a sum not exceeding £10 if the company is insolvent.

WRITE TO FREEDOM
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2019

3 Net income for the year	2019	2018
	£	£
Net income for the year is stated after charging:		
Depreciation	82	108
Independent examiner's fee	180	180

4 Donations & grants	2019	2018
	Total	Total
	£	£
Donations	1,448	670
	1,448	670
Frederick Mulder Foundation	18,000	18,000
Awards for All 2018	-	-
	10,000	-
	18,000	18,000
Total Donations & Grants	19,448	18,670

5 Taxation

The company is a registered charity and is therefore not liable to corporation tax on its charitable income.

6 Incoming resources from Charitable activities

	2019	2018
	Total	Total
	£	£
Course Fees	3,000	1,139
	3,000	1,139

WRITE TO FREEDOM
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2019

7 Total resources expended

	Unrestricted £	Restricted £	2019 Total £	2018 Total £
Charitable activities				
Activities undertaken directly	27,368	10,386	37,754	28,940
Support Costs	5,964	-	5,964	6,418
Total	33,332	10,386	43,718	35,358

8 Resources expended

	Unrestricted £	Restricted £	2019 Total £	2018 Total £
Activities undertaken directly				
Staff Salaries	13,986	-	13,986	13,412
Staff Salaries for facilitation and mentoring	1,845	3,055	4,900	5,470
Pensions	460	0	460	196
Professional fees	1,481	179	1,660	744
Facilitation and mentoring fees	870	3,646	4,516	2,250
Project Management	5,680	400	6,080	-
Venue hire	338	1,350	1,688	2,447
Project costs	589	1,459	2,048	1,115
Volunteer expenses	0	0	0	939
Staff training	600	0	600	845
Travel	455	297	752	572
Promotion	97	0	97	0
Insurance	967	0	967	950
	27,368	10,386	37,754	28,940
Support Costs				
Administrative salary	-	-	-	4,840
Administrative work	5,028	-	5,028	682
Office costs	356	-	356	327
Sundry expenses	58	-	58	41
Accountancy	260	-	260	240
Governance cost - Independent Examiners Fee	180	-	180	180
Equipment depreciation	82	-	82	108
	5,964	-	5,964	6,418

Of the resources expended for 2018, £23,703 were unrestricted and £11,655 were restricted

WRITE TO FREEDOM
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2019

9 Tangible fixed assets

	Fixtures, fittings, and equipment
	£
Cost	
At 1 March 2018	839
Additions in year	-
At 28 February 2019	839
Depreciation	
At 1 March 2018	511
Charge for year	82
At 28 February 2019	593
Net book value	
At 28 February 2019	246
At 28 February 2018	328

10 Debtors

	2019	2018
	£	£
Prepayments	400	-
	400	-

11 Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade Creditors	487	299
Taxation and social security	218	672
	705	971

12 Trustees and employees

Number of employees

There was 1 employee during the year (2018 - 2)

Trustees remuneration and reimbursement

None of the trustees received any remuneration or reimbursement of expenses during the year.

13 Analysis of assets between funds

	Fixed assets	Net current assets	Total
	£	£	£
Unrestricted funds			
General	246	21,112	21,358
Restricted funds	-	-	-
As at 28 February 2019	246	21,112	21,358

WRITE TO FREEDOM
NOTES TO THE FINANCIAL STATEMENTS
for the year ended 28 February 2019

14 Summary of movement in funds

The restricted income funds of the charity arising through its activities are as follows:

Fund name (Funder)	Restricted purpose of funding
Persimmon	A grant towards Anger Management and Hoodies
Awards for All	A grant to fund the New Horizons Addiction Recovery Project
Awards for All	A grant to fund new residential places

15 The movements of funds for the year ended 28 February 2019 were as follows:

	Opening balance	Incoming resources	Outgoing resources	Transfers	Closing Balance
	£	£	£	£	£
Restricted funds					
Persimmon	180	-	180	-	-
Awards for All 2017	206	-	206	-	-
Awards for All 2018	-	10,000	10,000	-	-
	386	10,000	10,386	-	-
Unrestricted funds					
General	32,242	22,448	33,332	-	21,358

Sufficient resources are held for each restricted fund in an appropriate form to enable funds to be applied in accordance with the restrictions.

16 Control

The charitable company has no single controlling party.