



**PRISON FELLOWSHIP**

**(A company limited by guarantee)**

**TRUSTEES' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2023**

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**TRUSTEES' REPORT**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**CHAIR'S REPORT**

Prison Fellowship (PF) is without doubt a key tool by which the wider Church fulfils its Biblical mandate to visit and serve people in prison in England and Wales. Our current 2,590 Volunteers do this not only with a compassionate heart, but also with the expert knowledge and skills that enable them to help those they support move away from a life of crime. With overcrowding and understaffing in our prisons becoming the norm, there has never been a time when the mission of PF to support prison chaplaincy teams has been more needed.

As prisons have slowly reopened their doors to visitors and Volunteers again after the Covid-19 crisis, we have found that our reputation for professionalism and care, hard-won over four decades, has perfectly placed us to return to prison and support the hard-working prison staff and Chaplaincy colleagues working there.

In this report, you will read how PF has met the high demand for our work and grown back our existing programmes after the Covid-19 lockdown, exceeding our expectations and flourishing through the development and implementation of new offerings, relevant to today's context.

I give thanks to God for our Volunteers who actively support our ministry by going into prisons or writing letters to people in prison or praying and even buying Angel Tree presents for the families of people in prison. I give thanks to God for each of our Supporters who uphold and sustain the work financially. And I find myself regularly giving thanks for all those who have gone before as Volunteers and Supporters who served faithfully for decades in many cases and on whose shoulders we stand and work. And all the work is so ably guided and supported by our passionate and able Support Team and the Board of Trustees.

I feel privileged and grateful in my first year as Chair of PF to have witnessed all the above and am excited as we look to the future.

*Peter Harlock*

**Peter Harlock**  
Chair of Trustees

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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The Trustees present their annual report together with the audited financial statements of the Prison Fellowship for the year 1 April 2022 to 31 March 2023. The Annual report serves the purposes of both a Trustees' report and a directors' report under company law. The Trustees confirm that the Annual report and financial statements of the charitable company comply with the current statutory requirements, the requirements of the charitable company's governing document and the provisions of the Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019).

Since the Company qualifies as small under section 382 of the Companies Act 2006, the Strategic report required of medium and large companies under the Companies Act 2006 (Strategic Report and Directors' Report) Regulations 2013 has been omitted.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**  
5003795 (England and Wales)

**Registered Charity number**  
1102254

**Registered office**  
21-27 Lamb's Conduit Street  
London, WC1N 3GS

**Trustees**

Mr Peter Francis Travers Harlock	Chair	Appointed 14.06.2022
Ms Frances Mary Beckett OBE	Chair	Resigned 30.04.2022
Mr David Wesley Cooke	Acting Chair	01.05.2022 - 13.06.2022
Rev Kevin Dawkins		Resigned 31.01.2023
Ms Patricia Molly Hodson		
Rev Joanna Honour		
Mr Andrew Roger Jordon	Treasurer	
Dr Stephen Rawlins		
Ms Maria Olukemi Shaw (nee Adeshina)		Resigned 31.05.2023
Rev Kathleen Mavis Kirby		
Ms Ruth Woodhouse		

**Chief Executive Officer**

Mr Peter Holloway

**Auditors**

Griffin Stone Moscrop & Co  
Chartered Accountants and Statutory Auditors  
21-27 Lamb's Conduit Street  
London, WC1N 3GS

**Bankers**

HSBC Bank plc  
99 High Street  
CHELMSFORD  
Essex, CM1 1EQ

**Website**

[www.prisonfellowship.org.uk](http://www.prisonfellowship.org.uk)

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**TRUSTEES' REPORT (CONTINUED)**  
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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing Instrument and Constitution**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

**Board of Trustees**

During the year, the Board met for three normal meetings. In addition, a subgroup of Trustees appointed by the Board, met on a number of occasions to oversee the recruitment and appointment of the new Chair of the Trustees. The newly formed Audit and Risk Board sub-committee met for the first time during March 2023. All business is conducted through the Board and training is offered as the need arises.

**Aims, Objects and Geographical Area**

Prison Fellowship aims to support people in prison by coming alongside them, providing practical help through its programmes, and by supporting their plans to stop offending. We aim to offer our programmes and services throughout England and Wales to all willing to accept them. They are inclusive and open to people of any age, ability, faith, gender or ethnicity.

Our objectives are to provide prayer and support for people in prison by having:

1. Every prison supported by Prison Fellowship Local Groups;
2. Prison Fellowship Volunteers regularly active in every prison;
3. Prayer support available for every individual person in prison and in every prison;
4. A range of programmes to allow our Local Groups and members to support people in all types of prisons;
5. A national infrastructure to:
  - Provide support for every Volunteer and Local Group, allowing us to recruit, train and retain our Volunteers and give them a high-quality experience and proficient delivery to prisons;
  - Offer opportunities to give financially to our work;
  - Increase our reach to all communities.

**Public benefit**

The Trustees confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. Earlier paragraphs of this report set out the purpose and objects of Prison Fellowship; the focus of our work and how we ensure that our work delivered our aims. The Trustees are satisfied that the aims and objectives of the charity meet the public benefit requirement; and that the charity's activities are in support of those aims.

**SUMMARY OF THE YEAR**

The financial year 2022-23 has been one that has seen PF deliver outstanding care for people in prison throughout England and Wales in an incredibly tough context. The painful impact of the continuing lockdowns in our prisons, caused by the tail of Covid-19, was exacerbated by a crash in UK finances, the war in Ukraine and the cost of living crisis. In addition to these strong headwinds, an already struggling prison system, was plunged deeper into crisis through a variety of factors including a rise in the prison population, combined with acute staff shortages and high levels of staff inexperience due to high turnover.

Perversely, this environment provided greater opportunity for PF, due to the increased demand for our work. Delivering our programmes and services has, however, been very challenging as prison access for Volunteers relies upon adequate prison staffing levels. In all of this, we have sought to keep the spiritual life of PF alive and thriving as our key foundation in maintaining hope in the work we do.

In the above context, we have beaten our fundraising and expenditure targets, enabling us to: bring the delivery of *Sycamore Tree* (ST) back to 81% of pre-pandemic levels; provide more *Angel Tree* (AT) Christmas presents

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year-on-year for the third year running; match more people in prison to PF Volunteer letter writers than at any time in the programme's history; and produce and distribute weekly written *Bible Studies* to people in their cells across the prison estate. 2,170 calls were made to our *Prayer Line* (PL) during 2022-23 bringing the total number of calls received since the programme started during Covid-19 to 5,764. During the year, we were also invited to join with our HMPPS Chaplaincy partners in developing a new *Pastoral Care* offering, which will be rolled out during 2023-24.

During the Covid-19 crisis, the third sector saw a significant reduction in formal volunteering. Although we were pleased to exceed our Volunteer recruitment target for the year, recruiting 156 new Volunteers, we also saw Covid-19 being a natural decision point for very long-serving and faithful PF Volunteers to step back from active service, with our overall numbers falling during 2022-23 by 18% to 2,591.

Financially PF's fundraising targets were exceeded, with overall donation income increasing year-on-year by a remarkable margin of 20% (£120,779) to £714,440.

Overall, 2022-23 has been a year during which PF has delivered a wider range of programmes to people in prison whilst also increasing the delivery of its three large existing programmes *ST*, *AT* and *LL*. This is an outstanding result in an extremely challenging prison estate and UK fundraising environment.

#### **Volunteers and engagement**

As with many aspects of public life, the UK volunteering picture changed significantly during the Covid-19 crisis. This was especially so for prison volunteering as the national lockdowns experienced by the general public were dwarfed by the duration of the lockdowns applied to people in prison. In addition to the prison lockdowns, which held many in their cells for up to 23 hours a day over many months, family prison visiting also ceased, which had a devastating impact on both those in prison and their families outside.

The visiting ban stopped most PF Volunteers from being permitted to carry out their prison visiting volunteering activities. Furthermore, whilst the ban was enforced overnight, it continued for many months and in some cases more than a year. This had the effect of creating an enforced volunteering hiatus and time to consider retirement from volunteering. This was especially so for prison volunteering as the nature of prison-base volunteering means that many are at semi-retirement age and the security approval process required to enable Volunteers to re-enter prison is very arduous.

During 2022-23, as prisons started their long road to normality after Covid-19, PF was asked by prison managers to assist them in providing purposeful rehabilitative activities for people in prison at a very high volume. Whilst we were delighted to be given this privilege, this need could only be met through the efforts of our skilled staff Support Team and our amazing local Volunteers. As Volunteers were called upon to return to prison at high capacity, decisions to retire became apparent and we saw an 18% reduction in PF's overall Volunteer numbers. The impact of this was mitigated by the sterling work of our teams, who recruited 156 new Volunteers during the year.

PF is dedicated to being a Volunteer-driven organisation. We have highly committed and skilled Volunteers, with an outstanding reputation in the prisons in which they work. The fast-paced, safety-critical prison environment requires our Volunteers to have leading-edge development and guidance from our Support Team. To add to our outstanding programme training and thanks to the generosity of a Trust grant, during 2022-23 we were able to fund a new staff role called Head of Volunteer Engagement. The role incumbent is specifically tasked to lead and grow PF's national Volunteer leadership structures as well as our training and development approaches to ensure that we remain the best in the sector. This new individual already started making a positive impact in 2022-23, working alongside our Volunteer leaders to identify development needs, which will be met in the coming year.

During 2022-23, we also launched a strategic listening process to engage with and gain input from, PF's key stakeholders, with the intention of using this information to develop our new 5-year strategic plan from 2023-24

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onwards. What is already clear from this process is that our existing Volunteer engagement work has built very high levels of trust in the organisation and alignment with PF's mission and values.

**PROGRAMMES AND ACTIVITIES**

***Sycamore Tree***

*Sycamore Tree* (ST) is an accredited Volunteer-led victim awareness programme, run over a six-week period, which teaches the principles of restorative justice, providing learners with a level one or level two qualification in 'Understanding the Restorative Justice Process.' The aim of ST is to reduce re-offending of people in prison in England and Wales by changing attitudes that are known to be conducive to offending. ST is believed to be the largest restorative justice and victim awareness intervention in the prison system of England and Wales. The course has been independently evaluated by the Sheffield Hallam and Manchester Metropolitan Universities and forms an important part of the sentence plan for many people in prison.

One of our key goals for the year was to bring ST back into prisons at scale after Covid-19. We were very pleased that, despite prisons being generally cautious and generally slow to move out of the pandemic lockdown, we saw huge demand for this exceptional programme. The number of courses delivered in prisons grew by 113% to 111 across 46 different prison establishments.

To assist prisons in restarting the programme, we reduced the number of learners on a course from the pre-Covid norm of 20, to a maximum of 15. This enabled Volunteers and prison staff to comply with transitional Covid-19 arrangements. As and when the local circumstances allow, course numbers were increased to 16-20.

Every 4-6 weeks across the year, ST Tutor gatherings were run to support Tutors. These gatherings have been key in ensuring that PF was ready to restart the programme in each prison as their gates opened again for learning activities. We currently have 84 active ST Tutors and 19 Volunteers in training, placing us in an excellent position to grow the programme further next year as requested by many prisons.

***Angel Tree***

*Angel Tree* (AT) allows people in prison to send a gift to their children at Christmas, either through the post or in person on family days in a small number of prisons, all free of charge to the person in prison and their family. We also run a similar scheme on Mother's Day to allow young offenders to send a gift and card to their mum or female carer. The programme is administered by trained Volunteers and funds are raised regionally and nationally. Family cohesion is one of the seven pathways determined by HMPPS as being critical to improving desistance. AT assists family cohesion and is much appreciated by those in prison and their families. One mother said:

'To receive something via post with his name on was the start off his excitement. Then to see it's a Christmas gift from his dad was an amazing feeling for him. He hasn't opened the present yet but it wouldn't matter if it was a pencil. It's receiving a gift from his Dad that matters to him. Thank you *Angel Tree*, what a wonderful thing to do.'

Each year, we set a goal to send more presents to the children of people in prison. In 2022-23, we met that goal by providing and delivering 150 more presents. 4,792 presents were sent from parents in 98 prisons. This is the third year running in which we have seen an increase in present numbers delivered. Delivering the programme in 98 prison establishments is an all-time high for PF.

This year, we also marked the remarkable achievement of PF providing 100,000 presents since we starting running AT in England and Wales. This astounding number represents the hopes of a better life for many in prison, their families and especially their children.

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***Letter Link***

*Letter Link* (LL) allows trained, supervised Volunteers to write to people in prison. It is particularly valued by those who have no friends or family who visit or with whom they can correspond. The programme also enables Volunteers with limited capacity to visit prison in person to play an active part in PF's prison-based mission.

In planning for 2022-23, we set a goal to transform the scale of the programme by allowing those in prison direct access to the application process. Previously, application forms were often distributed by prison staff. We are thankful to the charity Junction 42 whose partnership assisted us through their cell-pack programme.

This strategy proved very successful, with 2022-23 being a record year in the programme's twelve year history. A 37% increase in LL connections took the total number of writers to 385 across eighty five prisons, which is also a record number. Fifty new LL writers were trained during the year allowing even more Volunteers to participate in the programme.

***Prayer Line***

*Prayer Line* (PL) was introduced during the Covid-19 crisis to allow those confined in their cells for 23 hours a day to feel that they have not been abandoned by society and faith communities. It allows any person in prison to call a free number and leave a confidential message with their personal prayer request. PF's team of Volunteers is committed to pray for each person who calls on that day and across the following month. It is as simple as that, and there are no catches.

The programme has continued to be a lifeline to many in prison and a blessing to the Volunteers who engage with the programme. The number of prisons using the service has remained high and we are still seeing programme growth, with new prisons using the service for the first time during the year.

2,170 calls were made to PL during 2022-23 bringing the total number of calls received since the programme started to 5,764. The total number of prisons who engaged with PL during the year was 89. This is a 5% increase on the previous year.

We are pleased that PL is also now being used by people in the community, such as the family members of those in prison and by people in supported or secure accommodation establishments. 58 PF Local Groups support the service via WhatsApp and prayer requests are also distributed to other prayer Supporters through various channels.

The PL programme team is trained to spot potential safeguarding issues. In addition to playing a part in the spiritual life of the people in prison, the service has also assisted the pastoral care of individuals as a planned component of the overall care brought to bear by the HMPPS Chaplaincy Team.

***Bible Studies***

By the end of 2022-23, PF had produced and distributed 125 newly-designed weekly Bible Study sheets for those in prison. Additionally, 712 people outside of prison have now signed up to receive them and they continue to be made available to the wider PF International family.

The Volunteer production team for this programme do an extraordinary job of producing the weekly studies which are suitable and attractive for people in prison and its interdenominational and interfaith audience.

The sheets are distributed to the Chaplaincy department in every prison across England and Wales and, from there, they are printed and given to any person wishing to receive them. At a time when our prison system struggles to have the staff to facilitate those in prison having sufficient time out of their cells, these activities sheets have proved very popular, not only aiding spiritual development, but also providing purposeful activity.



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***Pastoral Care***

We are delighted that PF has been asked, alongside the bereavement support charity Cruse, to support HMPPS Chaplaincy in their pastoral care for people in prison. The privilege of this invitation has been made, in no small part, because of PF's reputation for providing skilled, reliable well-trained Volunteers.

The nature of being in prison leads many to experience profound feelings of loss. This may arise from a bereavement or from simply being separated from family and friends. Whatever the cause, people in prison are often deeply affected by the emotional impact of loss and prison Chaplains play a key role in their pastoral care

This new programme has the long-term aim of placing a PF pastoral care Volunteer in every prison Chaplaincy team across England and Wales.

An outline of the process for recruiting, selecting and training new and existing PF Volunteers has been agreed with HMPPS and to date, ten Volunteers have been jointly selected by PF and HMPPS to be involved with the pilot. All have been approved by each prison where they will be placed.

Initial training, in partnership with HMPPS, has been successfully delivered to the pilot group of Volunteers and work has also begun in identifying suitable candidates for the second phase.

The overall programme involves the charity Cruse, who specialise in bereavement support. They are providing expert training along with some Volunteers for the HMPPS programme and we are delighted to be partnering with them.

**Key Partnerships and Relationships**

PF is committed to working in formal and informal partnerships whenever there is benefit for the people we serve in prison. With an estimated 1,500 plus charities third sector, we do whatever we can to assist others in the field and benefit from their support.

There are numerous organisations through which PF has worked positively and informally with across the year. Those who work formally with us or who do so regularly are mentioned by name below. We are grateful for their support.

**HM Prison and Probation Service**

HM Prison and Probation Service (HMPPS) are PF's key enabling partners.

HMPPS an executive agency, sponsored by the Ministry of Justice. They carry out sentences given by the courts, in custody and the community, and rehabilitate people in their care through education and employment.

Within HMPPS, the Chaplaincy department of the Prison Service is where PF executes its mission, working alongside the multi-faith teams within the prisons of England and Wales.

We are delighted that our Volunteers have established excellent working relationships with our Chaplaincy colleagues. These relationships are built upon mutual trust and respect which has been hard-won over the many decades through which PF has ministered in prisons. Our Christian faith leads us to wish to treat every person we encounter with equal respect and dignity, believing that every life has inherent worth without exception. With God's help, we do our best to live out these fundamental beliefs in the same way: when we meet the Governor responsible for running the prison, just as when we encounter a person starting a sentence that will see them live out the remainder of their life in prison.

The partnership we have built with HMPPS Chaplaincy has meant that our Volunteers are welcomed into prisons

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and can fulfil PF's mission. It has also meant that in the last three years, we have been able to launch our new *Prayer Line* service and that PF was the charity specifically invited by HMPPS to serve those in prison through the new *Bible Study* and *Pastoral Care* programmes. We work hard for this privilege and do not take the partnership for granted.

**The Welcome Directory**

The vision of The Welcome Directory (TWD) is to empower faith communities to welcome prison leavers. It is a multi-faith organisation, supporting the resettlement of people leaving prison through faith-based social inclusion.

The partnership established between TWD and PF in 2021-22 has enabled both organisations to benefit through mutual cooperation and support.

The long-term strategic goal of PF to enhance its support to people as they pass from prison into the community has been furthered through this partnership. This has happened through our Volunteers' use of the directory in assisting people in finding a supportive faith community to join. Faith is considered a 'protective factor' meaning that it is associated with a lower likelihood of negative outcomes or that it reduces the impact of other risk factors associated with reoffending. Assisting individuals in continuing their faith journey after prison is therefore an important aim, assisted by our work with TWD.

**Signpost**

*Signpost* is a fledgling service that provides details of organisations that can help those leaving prison and homeless people. It allows them to select the help they need and receive a personalised 'Your Signpost Services' report listing organisations that can help in their local area.

*Signpost* covers all areas of need – accommodation, finances, education, employment, physical and mental health, addictions, mentoring and faith communities – and it can be used by those supporting people in prison or homeless people to produce a paper report as they often do not have access to technology.

The service is freely available to all online without the need to sign on by those with access to technology and our staff and Volunteers regularly use the service to assist people coming in finding much-needed rehabilitative or other practical service.

PF Volunteers have also contributed to the development of *Signpost* by assisting with adding local content to the product.

**Prison Fellowship International**

PF is a founding member of the Prison Fellowship International (PFI) family which operates in 112 countries around the globe. The relationship enables PF to learn from international best practice, gain practical assistance, and support others in their national ministry. In 2022-23, PF was pleased to benefit from its relationship with members of the PFI family and to provide support to others. In particular PF has been able to support other national ministries in the rest of the UK, The Republic of Ireland and France in rolling out the *Sycamore Tree* programme and has also made the weekly *Bible studies* available for translation across the Europe and Central Asia Region.

**Mothers' Union and Spurgeons:** We are grateful to the kind assistance the Mothers' Union and Spurgeons who give us practical help in running our *AT* programme each Christmas.

**UCB and other media outlets:** Promoting PF's work and helping us promote positive attitudes towards people in prison is much valued help from UCB and other media outlets.

**Prison Alpha and others:** We are grateful to Prison Alpha and others who give PF Volunteers the opportunity to co-deliver spiritual programmes under the mandate of local prison Chaplains.

**Prisons Week (PW):** During one week each October, *PW* facilitates the wider church across England and

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Wales focussing upon people in prison and their families.

**Junction 42:** Junction 42 regularly provide 'cell packs' for those in prison. These packs contain spiritual and life-enhancing materials and through them we are most grateful that PF has been able to place promotional materials for its programmes.

**Dernier, SPCK and other publishers:** Each year PF is assisted by publishers who provide discounted or free high-quality, age-appropriate Christian-themed books for distribution in our AT programme with the permission of the parent taking part in the scheme.

**Cruse:** We are delighted that Cruse are assisting PF's new *Pastoral Care* programme through the provision of expert training.

### Fundraising

PF is most grateful for the long-term commitment of donors. Income provided from Trusts and Partner bodies increased during the year by 15% to £206,374.

Prison Fellowship is extremely grateful to all those who support our work financially including the following Trusts and Foundations in 2022/23:

Donations and grants giving £1,000 or more: Archer Trust, Ashburnham Thanksgiving Trust, Bishop Radford Trust, C & K Sommer Trust, Charles and Elsie Sykes Trust, Colyer-Fergusson Charitable Trust, David Pickford Charitable Foundation, Deo Gloria Trust, Dorema Charitable Trust, Drapers' Company, Elizabeth Bennett Charitable Trust, Eveson Charitable Trust, Forest Hill Charitable Trust, Fulmer Charitable Trust, Greater Manchester High Sheriff's Police Trust, Guy Fawkes Charitable Trust, Hadrian Trust, Jerusalem Trust, Liverpool Diocesan Council for Social Aid, Leigh Trust, Liz and Terry Bramall Foundation, Michael and Shirley Hunt Charitable Trust, Michael Marsh Charitable Trust, Milton Keynes Community Foundation, Mizpah Trust, Mrs L D Rope Third Charitable Settlement, Music in Ministry Trust, Nichol Young Foundation, Oak Trust, Paul Bassham Charitable Trust, Peter Stebbings Memorial Charity, Police & Crime Commissioner Thames Valley, Reed Foundation, River Trust, Selwyn Charitable Trust, Sir James Roll Charitable Trust and Winifred Eileen Kemp Trust.

Other donations and grants: Barry Davis Charitable Trust, Charles Littlewood Hill Trust, Edgar Milward Charity, Edwards Skinner Trust, Jessie Spencer Trust, Marsh Charitable Trust, Moushill Trust, Newton Charitable Trust, Norman Evershed Trust, Orangefield Trust, Rothley Trust, Sir Jeremiah Colman Gift Trust, Stockwell Charitable Trust, Sycamore Trust, Tesco Community Grants and Torrs Charitable Trust.

PF benefits from supporters whose foresight meant that the charity benefitted from their estates during the year. Giving in this area during the year was £80,274.

Overall, PF's donation income increased by £120,779 to £714,440.

Looking forward, PF will continue to follow a strategic fundraising approach based on excellent research and planning. It is hoped this will lead to a well-balanced, dependable, professional and cost-effective fundraising operation:

- Well-balanced – getting the fundraising mix as it should be, so that the charity is not over reliant on a particular source of funding;
- Dependable – so that planning can proceed with confidence;
- Cost effective – giving value for money to supporting donors, well run, not wasteful of cost or opportunities or priorities.

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**Financial Results**

The financial results for Prison Fellowship for the year 2022/23 reported net expenditure of £14,548 (2021/22 net expenditure £60,853).

Breakdown of total income:

<b>Source</b>	<b>2022/23</b>	<b>2021/22</b>	<b>%age of total</b>	<b>%age prior year</b>
Donations	421,383	403,677	58%	67%
Legacies	80,274	9,601	11%	2%
Grants from charitable trusts & partner bodies	206,374	179,464	28%	30%
Police Crime Commissioners	6,409	919	1%	-%
Income from charitable activities, investment income and other	17,684	8,996	2%	1%
<b>Total</b>	<b>732,124</b>	<b>602,657</b>	<b>100%</b>	<b>100%</b>

As can be seen from the table above, there was a rise in donation income and legacy income. All sources of income grew in the period under review.

Income excluding legacy income and income from charitable activities and investment income was up by £50,106 or 8.5%.

Overall expenditure increased by 12.5%.

Breakdown of total expenditure:

<b>Source</b>	<b>2022/23</b>	<b>2021/22</b>	<b>%age prior year</b>
Raising funds	95,543	90,460	5%
Operational expenditure	650,803	556,974	16.8%
Conference costs	133	576	-
Grants payable to partner organisation	193	15,500	-
<b>Total</b>	<b>746,672</b>	<b>663,510</b>	<b>12.5%</b>

**Reserves**

The Trustees' policy is to hold reserves to enable Prison Fellowship to plan and execute its important work over the medium term. This takes account of its commitments to prisons and staff as well as volatility in income. PF's unrestricted reserves at the year-end were £548,196 (2021/22 £567,700) a 3% decrease over the prior year. The absolute minimum monthly amount required to meet its financial obligations in insolvency is estimated at £90,000 (2021/22 £90,000).

**Investment policy**

The Board of Trustees has the power to invest in a wide range of assets. Surplus funds were kept on deposit during the year. Rates are reviewed to ensure a satisfactory return with appropriate flexibility is obtained.

**Risk management**

The Trustees regularly monitor actual income and expenditure against formally approved budgets. No financial risks are foreseen in the next financial year and the organisation is well placed to fulfil its plans and mission. Longer-term external risks arise from the challenging operating environment in prisons and the willingness of HMPPS and local prison Governors to support the role of the third sector.

The Board holds an up-to-date register of risks to the charity. Risks are reviewed and their impact and probability assessed annually by the Board. Should unforeseen risks arise during the year, or known risks

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increase significantly, the CEO reports such risks to the Board so they may be assessed and further mitigating actions planned.

There are currently 11 risks on the risk register. All have mitigating actions, agreed as satisfactory by the Board. The four most significant risks are:

1. Significant security breach by PF Volunteer;
2. Insufficient staff to run organisation;
3. PF's reputation is significantly damaged;
4. Burnout of key staff.

**Future Plans**

Prison Fellowship's **mission** is simply stated:

*'To show Christ's love to people in prison by coming alongside them and supporting them'.*

And our **dream** is that:

*'Every life in prison is transformed'.*

Four themes and objectives for the coming year developed as a part of our 5-year plan in 2017/18 will remain in focus during 2023-24.

**1. 'Christ centred and prisoner focused'**

PF's internal work and external outputs will be demonstrably focused on transforming the lives of people in prison. Every contact with PF will show Christ's love.

**2. 'Volunteer engaged'**

PF will be mobilised through a co-created and highly- consultative organisation. Structures, processes and competence will be present in PF that enable leadership opportunities for those who want them. The Volunteer base will have grown by 5% per annum and an effective Area Coordination group will be in place.

**3. 'Sustainable and resourced'**

PF will have the people, finance and prayer support it requires to enter the next decade sustainably - confident of delivering its mission and goals.

**4. 'Excellent, lean and connected'**

PF will have a support team who operate simple, effective processes that enable Volunteers to deliver PF's mission with ease. There is unity and free-flowing communication between individual Volunteers, PF groups, Support Team and Trustees. Relationships are constructive, interdependent and supportive of others fulfilling their ministry to people in prison. PF's work is recognised by stakeholders as high quality and its expenditure is appropriate for its size and donor profile.

**Strategic listening for our new 5-year strategy and plans**

During the coming year, as we execute the above plans, we will also be progressing a wide scale strategic listening process, which will inform PF's new five-year strategy.

Foundation work has already been completed to identify what questions we want to ask and how we approach the key stakeholders as identified by the Board and Support Team.

To allow us to ensure that resources are focused towards the most critical stakeholders, the eleven key stakeholder groups identified have been categorised into three priority groups; critical, significant and optional. Input from these groups will be sought using a combination of quantitative and qualitative means using surveys,

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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**TRUSTEES' REPORT (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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structured interviews and focus groups. The data will be collated, analysed and fed back to the Board with recommendations from the CEO on how PF can best respond to the needs of PF's stakeholders and mission beneficiaries.

We are excited to be embarking on a new phase in the life of PF driven by a robust process of strategic listening.

**Statement of Trustees' responsibilities**

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, 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 of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) 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 Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the 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 Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Disclosure of information to auditors**

Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

**Auditors**

The auditors, Griffin Stone Moscrop & Co, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees on 8 December 2023 and signed on their behalf by:

*Peter Harlock*  
.....  
**Mr Peter Harlock**  
Chair

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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP**

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**Opinion**

We have audited the financial statements of Prison Fellowship (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

**Conclusions relating to going concern**

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP (CONTINUED)**

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**Other information**

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' report has been prepared in accordance with applicable legal requirements.

**Matters on which we are required to report by exception**

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' report.

We have nothing to report in respect of the following matters in relation to which Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' report and from the requirement to prepare a Strategic report.



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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP (CONTINUED)**

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**Responsibilities of trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP (CONTINUED)**

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**Auditors' responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- carrying out substantive checking to supporting documents on a sample basis of individual transactions within income and expenditure to give comfort that on a sample basis the SOFA does not contain any irregular items;
- carrying out walk-through testing to verify that the charity's accounting systems and controls are being implemented as designed; and
- verifying that material balances within the Balance Sheet are supported by third party evidence to confirm the existence and valuation of these balances at the balance sheet date.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the charitable company's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trustees.
- Conclude on the appropriateness of the Trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charitable company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our Auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our Auditors' report. However, future events or conditions may cause the charitable company to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF PRISON FELLOWSHIP (CONTINUED)**

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**Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



**Robert Smith (Senior statutory auditor)**

for and on behalf of  
**Griffin Stone Moscrop & Co**

Chartered Accountants  
Statutory Auditors

21-27 Lamb's Conduit Street

London

WC1N 3GS

Date: 12/12/2023.

**PRISON FELLOWSHIP**  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)  
FOR THE YEAR ENDED 31 MARCH 2023**

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
<b>Income from:</b>					
Donations and legacies	3	278,492	435,948	714,440	593,661
Charitable activities	4	-	6,000	6,000	7,294
Investments	5	-	11,617	11,617	1,639
Other income		-	67	67	63
<b>Total income</b>		<b>278,492</b>	<b>453,632</b>	<b>732,124</b>	<b>602,657</b>
<b>Expenditure on:</b>					
Raising funds	6	-	95,543	95,543	90,460
Charitable activities	7	273,536	377,593	651,129	573,050
<b>Total expenditure</b>		<b>273,536</b>	<b>473,136</b>	<b>746,672</b>	<b>663,510</b>
<b>Net movement in funds</b>		<b>4,956</b>	<b>(19,504)</b>	<b>(14,548)</b>	<b>(60,853)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		206,540	567,700	774,240	835,093
Net movement in funds		4,956	(19,504)	(14,548)	(60,853)
<b>Total funds carried forward</b>		<b>211,496</b>	<b>548,196</b>	<b>759,692</b>	<b>774,240</b>

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 21 to 35 form part of these financial statements.

**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 05003795**

**BALANCE SHEET**  
**AS AT 31 MARCH 2023**

	Note	2023 £	2022 £
<b>Fixed assets</b>			
Tangible assets	12	1,510	5,990
		<u>1,510</u>	<u>5,990</u>
<b>Current assets</b>			
Debtors	13	78,680	15,281
Cash at bank and in hand		755,739	824,054
		<u>834,419</u>	<u>839,335</u>
Creditors: amounts falling due within one year	14	(76,237)	(71,085)
<b>Net current assets</b>		<u>758,182</u>	<u>768,250</u>
<b>Total assets less current liabilities</b>		<u>759,692</u>	<u>774,240</u>
<b>Total net assets</b>		<u><u>759,692</u></u>	<u><u>774,240</u></u>
<b>Charity funds</b>			
Restricted funds	16	211,496	206,540
Unrestricted funds	16	548,196	567,700
<b>Total funds</b>		<u><u>759,692</u></u>	<u><u>774,240</u></u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:

*Peter Harlock*  
 .....  
**Mr Peter Harlock**  
 Chair  
 Date: 8 December 2023

*Andrew Jordon*  
 .....  
**Mr Andrew Roger Jordon**  
 Treasurer

The notes on pages 21 to 35 form part of these financial statements.

**PRISON FELLOWSHIP**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

	2023 £	2022 £
<b>Cash flows from operating activities</b>		
Net cash used in operating activities	(79,932)	(35,666)
<b>Cash flows from investing activities</b>		
Dividends, interests and rents from investments	11,617	1,639
Purchase of tangible fixed assets	-	(1,164)
<b>Net cash provided by investing activities</b>	<b>11,617</b>	<b>475</b>
<b>Cash flows from financing activities</b>		
<b>Net cash provided by financing activities</b>	<b>-</b>	<b>-</b>
<b>Change in cash and cash equivalents in the year</b>	<b>(68,315)</b>	<b>(35,191)</b>
Cash and cash equivalents at the beginning of the year	824,054	859,245
<b>Cash and cash equivalents at the end of the year</b>	<b>755,739</b>	<b>824,054</b>

The notes on pages 21 to 35 form part of these financial statements

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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**1. General information**

Prison Fellowship is a registered charity with the Charity Commission for England & Wales (charity number: 1102254) and a private company limited by guarantee, incorporated in England and Wales (company number: 05003795). The principal place of business can be found on the reference and administrative details page.

**2. Accounting policies**

**2.1 Basis of preparation of financial statements**

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

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

**2.2 Income**

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

Donations, together with any associated income tax recovery, are recognised when the donation is received. Legacies are included when the charity is entitled to the funds. Where valuation of legacies cannot be readily determined at the year end, in the case of unsold property or shares, the facts are disclosed as a note to the accounts and the income recognised when the valuation becomes available.

Other income is recognised in the period in which it is receivable and to the extent the goods have been provided or on completion of the service.

**2.3 Expenditure**

Expenditure on operational programmes is recognised in the period in which it is incurred. Grants payable to partner organisations for projects are included in the Statement of Financial Activities when approved by the Trustees.

Expenditure on raising funds includes the salaries and related on-costs of the staff who promote fund-raising; and direct expenditure on fund-raising initiatives.

Expenditure on charitable activities is incurred on directly undertaking the activities which further the Company's objectives, as well as any associated support costs.

All expenditure is inclusive of irrecoverable VAT.

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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**2. Accounting policies (continued)**

**2.4 Interest receivable**

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Company; this is normally upon notification of the interest paid or payable by the institution with whom the funds are deposited.

**2.5 Tangible fixed assets and depreciation**

Tangible fixed assets costing £500 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Office equipment	-	25%
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**2.6 Debtors**

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

**2.7 Cash at bank and in hand**

Cash at bank and 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.

**2.8 Liabilities and provisions**

Liabilities are recognised when there is an obligation at the Balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably.

Liabilities are recognised at the amount that the Company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide.

Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised in the Statement of financial activities as a finance cost.



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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**2. Accounting policies (continued)**

**2.9 Financial instruments**

The Company only has financial assets and financial 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 with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

**2.10 Pensions**

The Company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Company to the fund in respect of the year.

**2.11 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 Company and which have not been designated for other purposes.

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

Investment income, gains and losses are allocated to the appropriate fund.

**PRISON FELLOWSHIP**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**3. Income from donations and legacies**

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Donations	143,324	278,059	421,383
Legacies	19,364	60,910	80,274
Grants from charitable trustees & partner bodies	112,659	93,715	206,374
Police Crime Commissioner	3,145	3,264	6,409
<b>Total 2023</b>	<b>278,492</b>	<b>435,948</b>	<b>714,440</b>
	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Donations	133,498	270,179	403,677
Legacies	5,000	4,601	9,601
Grants from charitable trustees & partner bodies	82,823	96,641	179,464
Police Crime Commissioner	219	700	919
<b>Total 2022</b>	<b>221,540</b>	<b>372,121</b>	<b>593,661</b>

**4. Income from charitable activities**

	Unrestricted funds 2023 £	Total funds 2023 £
Sycamore Tree courses	6,000	6,000
<b>Total 2023</b>	<b>6,000</b>	<b>6,000</b>

**PRISON FELLOWSHIP**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**4. Income from charitable activities (continued)**

	Unrestricted funds 2022 £	Total funds 2022 £
Other income	7,294	7,294
<b>Total 2022</b>	<u>7,294</u>	<u>7,294</u>

**5. Investment income**

	Unrestricted funds 2023 £	Total funds 2023 £
Deposit account interest	11,617	11,617
<b>Total 2023</b>	<u>11,617</u>	<u>11,617</u>

	Unrestricted funds 2022 £	Total funds 2022 £
Deposit account interest	1,639	1,639
<b>Total 2022</b>	<u>1,639</u>	<u>1,639</u>

**PRISON FELLOWSHIP**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**6. Expenditure on raising funds**

**Costs of raising voluntary income**

	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Staff costs and consultancy fees	66,270	<b>66,270</b>
Other direct costs	29,273	<b>29,273</b>
<b>Total 2023</b>	<u>95,543</u>	<u><b>95,543</b></u>
	<b>Unrestricted funds 2022 £</b>	<b>Total funds 2022 £</b>
Staff costs and consultancy fees	67,678	67,678
Other direct costs	22,782	22,782
<b>Total 2022</b>	<u>90,460</u>	<u>90,460</u>

**PRISON FELLOWSHIP**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**7. Analysis of expenditure on charitable activities**

**Summary by fund type**

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total 2023 £
Operational Programmes	273,536	377,267	650,803
Conference	-	133	133
Grants payable to partner organisation	-	193	193
<b>Total 2023</b>	<b>273,536</b>	<b>377,593</b>	<b>651,129</b>

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total 2022 £
Operational Programmes	195,584	361,390	556,974
Conference	-	576	576
Grants payable to partner organisation	-	15,500	15,500
<b>Total 2022</b>	<b>195,584</b>	<b>377,466</b>	<b>573,050</b>

**8. Analysis of expenditure by activities**

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £
Operational Programmes	643,988	6,815	650,803
Conference	133	-	133
Grants payable to partner organisation	193	-	193
<b>Total 2023</b>	<b>644,314</b>	<b>6,815</b>	<b>651,129</b>

**PRISON FELLOWSHIP**  
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

**8. Analysis of expenditure by activities (continued)**

	Activities undertaken directly 2022 £	Support costs 2022 £	Total funds 2022 £
Operational Programmes	551,754	5,220	556,974
Conference	576	-	576
Grants payable to partner organisation	15,500	-	15,500
Total 2022	<u>567,830</u>	<u>5,220</u>	<u>573,050</u>

**9. Auditors' remuneration**

	2023 £	2022 £
Fees payable to the Company's auditor for the audit of the Company's annual accounts	<u>5,400</u>	<u>5,400</u>

**10. Staff costs**

	2023 £	2022 £
Wages and salaries	364,723	346,299
Social security costs	31,342	28,759
Contribution to defined contribution pension schemes	9,597	8,965
	<u>405,662</u>	<u>384,023</u>

The average number of persons employed by the Company during the year was as follows:

	2023 No.	2022 No.
Employees	<u>13</u>	<u>13</u>

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**PRISON FELLOWSHIP**  
**(A company limited by guarantee)**

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2023**

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**10. Staff costs (continued)**

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	<b>2023</b>	<b>2022</b>
	<b>No.</b>	<b>No.</b>
In the band £80,001 - £90,000	<b>1</b>	<b>1</b>

The key management of personnel of the charity, comprise the trustees and the CEO. The total employee benefits of the key management of the charity were £87,000 (2022: £87,000).

**11. Trustees' remuneration and expenses**

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, expenses totalling £1312 were reimbursed or paid directly to 8 Trustees (2022 - £NIL to Trustee).

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**12. Tangible fixed assets**

	Office equipment £
<b>Cost or valuation</b>	
At 1 April 2022	76,926
At 31 March 2023	76,926
<b>Depreciation</b>	
At 1 April 2022	70,936
Charge for the year	4,480
At 31 March 2023	75,416
<b>Net book value</b>	
At 31 March 2023	1,510
At 31 March 2022	5,990

**13. Debtors**

	2023 £	2022 £
<b>Due within one year</b>		
Trade debtors	67	-
Other debtors and prepayments	76,602	13,037
Tax recoverable	2,011	2,244
	78,680	15,281



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**14. Creditors: Amounts falling due within one year**

	<b>2023</b>	2022
	£	£
Trade creditors	<b>8,381</b>	2,565
Other taxation and social security	<b>7,565</b>	8,558
Other creditors	<b>39,355</b>	45,028
Accruals and deferred income	<b>20,936</b>	14,934
	<u><b>76,237</b></u>	<u>71,085</u>

**15. Financial instruments**

	<b>2023</b>	2022
	£	£
<b>Financial assets</b>		
Financial assets measured at fair value through income and expenditure	<b>755,739</b>	824,054
	<u><b>755,739</b></u>	<u>824,054</u>

Financial assets measured at fair value through income and expenditure comprise cash at bank and in hand.

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**16. Statement of funds**

**Statement of funds - current year**

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
<b>Unrestricted funds</b>					
General Funds	567,700	453,632	(473,136)	-	548,196
<b>Restricted funds</b>					
Angel Tree, held centrally	82,783	127,396	(123,829)	-	86,350
Sycamore Tree courses generally, held centrally	-	16,128	(16,128)	-	-
Sycamore Tree courses at specific prisons, held centrally	26,503	50,120	(57,144)	-	19,479
Volunteer Development	-	33,395	(10,344)	-	23,051
Other groups funds, held by regional groups	54,161	14,825	(32,032)	(3,711)	33,243
Angel Tree, held by regional groups	43,093	36,628	(34,059)	3,711	49,373
	<u>206,540</u>	<u>278,492</u>	<u>(273,536)</u>	<u>-</u>	<u>211,496</u>
<b>Total of funds</b>	<u><u>774,240</u></u>	<u><u>732,124</u></u>	<u><u>(746,672)</u></u>	<u><u>-</u></u>	<u><u>759,692</u></u>

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**16. Statement of funds (continued)**

**Statement of funds - prior year**

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
<b>Unrestricted funds</b>					
General Funds	643,806	381,117	(467,926)	10,703	567,700
<b>Restricted funds</b>					
Angel Tree, held centrally	56,891	132,078	(106,186)	-	82,783
Sycamore Tree courses generally, held centrally	-	26,183	(26,183)	-	-
Sycamore Tree courses at specific prisons, held centrally	23,990	6,894	(4,381)	-	26,503
Volunteer Development	13,898	11,555	(11,555)	(13,898)	-
Other groups funds, held by regional groups	52,471	13,882	(10,875)	(1,317)	54,161
Angel Tree, held by regional groups	44,037	30,948	(36,404)	4,512	43,093
	<u>191,287</u>	<u>221,540</u>	<u>(195,584)</u>	<u>(10,703)</u>	<u>206,540</u>
<b>Total of funds</b>	<u><u>835,093</u></u>	<u><u>602,657</u></u>	<u><u>(663,510)</u></u>	<u><u>-</u></u>	<u><u>774,240</u></u>

**Angel Tree** - *Angel Tree* provides Christmas presents for the children of prisoners, thus helping family links to be maintained.

**Angel Tree funds held centrally** - This fund represents *Angel Tree* monies held by PF central office.

**Angel Tree funds held by locally** - This fund represents *Angel Tree* monies held by PF local groups.

**Sycamore Tree courses** - *Sycamore Tree* courses are accredited programmes for prisoners on victim awareness and restorative justice. These funds represent donations that have been provided specifically to fund these courses; either across the sector, or in specific prisons or groups of prisons.

**Other funds held by Local Groups** - This represents balances held by local Prison Fellowship groups operating throughout England and Wales, for local Prison Fellowship related activities.

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**17. Analysis of net assets between funds**

**Analysis of net assets between funds - current year**

	<b>Restricted funds 2023 £</b>	<b>Unrestricted funds 2023 £</b>	<b>Total funds 2023 £</b>
Tangible fixed assets	-	1,510	1,510
Current assets	211,496	622,923	834,419
Creditors due within one year	-	(76,237)	(76,237)
<b>Total</b>	<u>211,496</u>	<u>548,196</u>	<u>759,692</u>

**18. Reconciliation of net movement in funds to net cash flow from operating activities**

	<b>2023 £</b>	<b>2022 £</b>
Net expenditure for the year (as per Statement of Financial Activities)	<u>(14,548)</u>	<u>(60,853)</u>
<b>Adjustments for:</b>		
Depreciation charges	4,480	5,515
Dividends, interests and rents from investments	(11,617)	(1,639)
Decrease/(increase) in debtors	(63,399)	3,401
Increase in creditors	5,152	17,910
<b>Net cash used in operating activities</b>	<u>(79,932)</u>	<u>(35,666)</u>

**19. Analysis of cash and cash equivalents**

	<b>2023 £</b>	<b>2022 £</b>
Cash in hand	755,739	824,054
<b>Total cash and cash equivalents</b>	<u>755,739</u>	<u>824,054</u>

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**NOTES TO THE FINANCIAL STATEMENTS  
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**20. Analysis of changes in net debt**

	At 1 April 2022	Cash flows	At 31 March 2023
	£	£	£
Cash at bank and in hand	824,054	(68,315)	755,739
	<u>824,054</u>	<u>(68,315)</u>	<u>755,739</u>

**21. Pension commitments**

The group operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the group in an independently administered fund. The pension cost charge represents contributions payable by the group to the fund and amounted to £9,597 (2022 - £8,965). No amounts were payable to the fund at the balance sheet date.

**22. Operating lease commitments**

At 31 March 2023 the Company had commitments to make future minimum lease payments under non-cancellable operating leases as follows:

	2023	2022
	£	£
Not later than 1 year	26,678	18,306
Later than 1 year and not later than 5 years	23,810	6,083
	<u>50,488</u>	<u>24,389</u>

**23. Related party transactions**

The charity received total donations of £7,430 (2022 - £3,705) from the trustees during the year.