

Charity Registration No. 1098120

Company Registration No. 4801751 (England and Wales)

CRIMINON UNITED KINGDOM
TRUSTEES' REPORT AND INDEPENDENTLY EXAMINED ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2019



CRIMINON UNITED KINGDOM

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mrs M Shuster
Mr M Billing
Ms E Bailey

Secretary

Mrs M Stacey

Charity number

1098120

Company number

4801751

Registered office

42-44 Copthorne Road
Felbridge
East Grinstead
West Sussex
RH19 2NS
Chartered accountants
Crown House

CRIMINON UNITED KINGDOM

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CRIMINON UNITED KINGDOM

TRUSTEES' REPORT

FOR THE YEAR ENDED 30 JUNE 2019

The Trustees present their report and accounts for the year ended 30 June 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 governing document, the Companies Act 2006 and the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005.

Structure, governance and management

The charity is a company limited by guarantee, with the liability of members restricted to £10 each. It is exempt from including "Limited" in its title under Section 60 of the Companies Act 2006.

It is registered as a charity with the Charity Commission for England and Wales, charity number 1098120. The directors of the company are its trustees for the purpose of charity law and throughout this report are collectively referred to as the trustees.

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

Mrs M Shuster
Mr M Billing
Ms E Bailey

The policy on recruitment and appointment is that they are given an induction pack consisting of the Charity's governing documents, the latest annual report and accounts, minutes of the most recent trustees' meeting and the Charity Commission's Publication CC3a: THE ESSENTIAL TRUSTEE. They are encouraged to download and study the full document CC3.

None of the Trustees has any beneficial interest in the company. All of the Trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

The board of trustees, which currently consists of three members, meets regularly to oversee the administration of the charity.

The Board of Trustees would like to thank the Executive Director and Deputy Executive Director who manage the day-to-day operations of the charity on a full-time basis and the volunteers for continuing to contribute towards the success of the charity.

The Board of Trustees have assessed the major risks to which the charity is exposed and are satisfied that systems are in place to mitigate exposure to the major risks.

Organisational Structure

The charity operates as an independent entity. It has fraternal links to a worldwide network of Criminons.

Criminon UK is administered by two full-time and one part-time staff and a network of trained tutors and administrative volunteers. There were 47 volunteers at the year end. The staff and volunteers have contributed over 18,000 hours, assisting in the rehabilitation of hundreds of offenders throughout the UK.

CRIMINON UNITED KINGDOM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

Objectives and activities

The Trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake for the public benefit.

The charity's objects are to assist in the reformation and rehabilitation of persons who have at any time been convicted of any crime.

The CRIMINON Programme seeks to address:

- Reading and learning skills
- Ability to solve problems
- Self-respect and confidence
- Anti-social conduct
- Drug and alcohol abuse

To achieve the above, the charity delivers 10 distance learning courses by mail, which cover subjects such as drug awareness, literacy, effective communication and a clear moral code.

The Understanding & Overcoming Addiction, Learning Skills for Life, Learning How to Learn and Restoring Self-Respect courses are accredited by Laser Learning Awards, an educational body affiliated with the University of Kent. Membership of Laser Learning Awards has been ongoing since 2005.

The advantages of accreditation to the offender are that:

1. It often gives them the first publicly recognised qualifications they have ever had.
2. The courses give them credits towards further education.
3. It allows them to engage in an officially recognised course of study as part of their sentence planning.

Some of the benefits of the distance learning approach are:

1. Any offender, including those who do not have access to mainstream prison education, have the opportunity to participate in Criminon courses, allowing them to gain necessary life skills to assist in their personal rehabilitation.
2. Flexibility to the individual offender's ability and needs.
3. The courses have both theoretical and practical elements which allow the offender to demonstrate that he/she can apply the information he/she has learnt.
4. The offender continues with the same tutor throughout all the courses, where possible, to maintain a close working relationship.

The charity's aims, objectives and activities are reviewed each year to ensure it remains focused on its stated purpose. This review looks at what has been achieved and the outcome of its work in the previous 12 months. It looks at the success of the charity's activity and the benefits it has brought to those participants that are engaged with.

CRIMINON UNITED KINGDOM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

Achievements and performance

Since our previous trustee report we have achieved the following:

1. Criminon UK purchased and fully renovated an office and maisonette in the local area and has been operating from the office since September 2018.
2. The maisonette has been rented out to create an additional income stream.
3. Three years' salary set-asides for an additional staff member;
4. Four months' reserves of monthly expenditure;
5. Promotion to prison education departments and prison staff has resulted in 2078 further requests for information;
6. During 2018/2019, 1845 offenders enrolled on one of the Criminon UK courses;
7. There were 634 offenders completing at least one course during the same period;
8. There were over 638 participants still progressing on a course at year end;
9. During 2018/2019, a further 21 Criminon Mentors have been trained. The number of active Mentors was 47 at the year end. This has enabled current programme participants to learn transferrable skills that can be used to benefit other offenders, whether on a Criminon course or other study. The results have shown a greater degree of engagement with beneficiaries and non-participants.

"Currently I got another mentoring job in ESOL (English for Speakers of Other Languages) class, where I'm working with Entry Level students. EVERYTHING that I have learned in the "Learning how to Learn" and "Mentoring" courses is a gift, which lets me help other students more effectively."
I.M., HMP Frankland (Mentor)

"I found out this week, that my work to help someone get their HDC (Higher Diploma in Commerce) when the prison told them they wouldn't get it, was successful, so they are now out in August instead of January."
C.H., HMP Leyhill (Mentor)

"It helped with my reading for the future in terms of overcoming words I don't understand and how I can improve my reading for that reason I am glad I got the help. Thank you!"
HMP Swaleside (Mentee)

"My Criminon course mentor has been very supportive from the start. Whilst undertaking the Overcoming Addiction Course he has helped me settle into having confidence to prepare myself for the future goals in my personal life. Many thanks."
C.M., HMP Bure (Mentee)

CRIMINON UNITED KINGDOM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

Improving Our Evidence

Our outcomes and impact are monitored and evaluated in a number of ways:

1. Testimonials and life stories that show how our intervention has made a difference to offenders' lives.
2. All completed students are sent Pre/Post Course Questionnaires which ask the offender to evaluate the difference a course has made by scoring statements on a scale of 1 (low) to 10 (high), both before they started the course and after, as this gives a better measurement of impact.
3. We continue to obtain 6-month post-course evaluation questionnaires to show sustainability of impact.
4. Obtaining Case Studies from offenders, showing the difference that Criminon UK courses have made to the likelihood of their re-offending.
5. Obtaining 3rd party evidence from prison staff that have worked with Criminon UK beneficiaries and can observe any changes made relating to offenders completing the Restoring Self-Respect Course. Questionnaires have been regularly sent throughout the year, as this has proven successful.

"He has demonstrated that he is able to apply his new learning and is keen to continue to improve himself. The Criminon course has been really useful."

Probation Officer, HMP Bure

"Ayden now goes to the gym, which I believe is showing a great improvement in self-respect and physical appearance. Ayden communicates more with staff and his peers and appears more confident when doing so."

Officer, HMP Long Lartin

"Since Kevin started this course he has gained in confidence to the point where he has become a Mental Health Rep, Safer Custody Rep and a Listener. Also since completing the course we have promoted him in his role at work."

Officer, HMP Birmingham

CRIMINON UNITED KINGDOM

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

Financial review

Income

The charity receives regular donations from many individuals, Trusts and organisations and this provides a steady income flow to allow the charity to continue its valuable work, sometimes in areas where little other assistance is available.

The following Charitable Trusts, Foundations and organisations donated funds in 2018/2019:

Albert Hunt Trust, Alchemy Foundation, Archer Trust, Ballard Chalmers, Barbour Foundation, Bassil Shippam and Alsford Trust, Boutell Bequest, Brian Mitchell Charitable Settlement, Carmela & Ronnie Pignatelli Foundation, Charles Irving Charitable Trust, Christadelphian Samaritan Fund, Colin and Anna Frizzell Charitable Trust, Condry Charity, D S Smith Charitable Foundation, D.C.R. Allen Charitable Trust, Deacons Charitable Trust, Dentons UKMEA LLP Charitable Trust, Doctor Philip Welch Charity, Dowager Countess Eleanor Peel Trust, Duke of Cornwall's Benevolent Fund, Duke of Northumberland's Charity, Emerton-Christie Charity, Florence Turner Trust, Frank Litchfield General Charitable Trust, G J W Turner Trust, George and Esme Pollitzer Charitable Trust, George Bairstow Charitable Trust, Gisela Graham Foundation, Grace Trust, H A Holliday Charitable Settlement, Haramead Trust, Harford Charitable Trust, Harry Bottom Trust, Heart of England-Harry Payne Trust, Helen Jean Cope Charity, Henry Smith Charity, Hudson Charitable Trust, Ian Askew Charitable Trust, J H Burn Charity Trust, J H McGregor Charitable Trust, James Beattie Charitable Trust, Jessie Spencer Trust, John James Bristol Foundation, John Jarrold Trust, Joseph and Annie Cattle Trust, Ken Bromley Art Supplies, Kobler Trust, Lady Hind Trust, Lahart Carpentry, Lawson Trust, Leaver Family Charitable Trust, Lindsay Foundation, Lochlands Trust, Lord Cozens-Hardy Trust, M J Hindley Charitable Trust, MJ Kloss Decorators, Marjory Boddy Charitable Trust, Marsh Christian Trust, Mary Homfray Charitable Trust, Mary Robertson Trust, Matthews Wrightson Trust, Maud Elkington Charitable Trust, Millennium Oak Trust, N.Smith Charitable Settlement, Nichol-Young Foundation, Nirvana Charitable Trust, Oakdale Trust, P & C Hickinbotham Charitable Trust, Paradigm Norton Trust, Paul Bassham Charitable Trust, Persula Foundation, Porta Pia 2012 Foundation, Project Charity Trust, Queen Elizabeth's Grant, Robert and Margaret Moss Charitable Trust, Roger & Douglas Turner Charitable Trust, Rotary Club of Alnwick, Rowlands Trust, Royal Society of St George, S & R Charitable Trust, Shanly Foundation, Sir Derek Greenaway Foundation, Sir James Roll Charitable Trust, Sir Jules Thorn Charitable Trust (Ann Rylands Fund), Sir Robert Gooch Charitable Trust, Southborough Lions Club, Sydney Black Charitable Trust, Tay Charitable Trust, Theo Paphitis Charitable Trust, Thoresby Charitable Trust, Tory Family Foundation, Valentine Charitable Trust, Wakeham Trust, Wessex Water, Whitaker Charitable Trust, Worldwide PR.

Legacy Income

In this accounting period Criminon UK received a substantial legacy donation of £156,000 which, added to the legacy in the previous accounting year, will be utilised in the purchase of an investment property that will generate further rental income.

Fundraising Policy

The charity's fundraising activity is done in-house and no professional fundraiser or commercial participator was used. No complaints have been received by the charity in the accounting period. All fundraising by the charity is governed by the Code of Fundraising Practice.

Reserves Policy

The Board of Trustees have analysed the fundraising income and due to its fluctuation throughout the year, have agreed to hold 4 months of reserves based on monthly expenditure. This is reasonable as it allows the charity to cover lower-income periods throughout the year, should this situation arise. At least twice each year, the Trustees will review the reserves requirement and reserves policy to ensure it is adequate to meet our needs.

The Board of Trustees would like, on behalf of all staff and volunteers, to warmly thank all of these organisations for their contributions throughout the year. Thanks also go to other donors who prefer not to be named, yet have made significant donations, and to the many regular, in-kind and one-off individual donors.

The Board of Trustees and Executives of Criminon UK plan to devote more time to additional fundraising activities to help finance planned expansion.

CRIMINON UNITED KINGDOM

TRUSTEES' REPORT (CONTINUED)

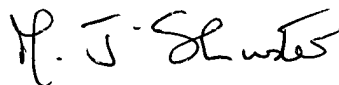
FOR THE YEAR ENDED 30 JUNE 2019

On behalf of the board of Trustees

Mrs M Shuster

Trustee

7 November 2019

A handwritten signature in black ink, appearing to read 'M. J. Shuster', written in a cursive style.

CRIMINON UNITED KINGDOM

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF CRIMINON UNITED KINGDOM

I report on the accounts of the charity for the year ended 30 June 2019, which are set out on pages 8 to 13.

Respective responsibilities of Trustees and examiner

The who are also the directors of Criminon United Kingdom for the purposes of company law, are responsible for the preparation of the accounts. The 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. I am qualified to undertake the examination being a Chartered Accountants.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- (i) examine the accounts under section 145 of the Charities Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act); and
- (iii) to state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006 and section 130 of the Charities Act; and
 - (ii) to prepare accounts which accord with the accounting records and comply with the accounting requirements of 396 of the Companies Act 2006 and the Charities Acthave not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



A.C. Whittaker FCCA
Certified Accountant

Derek Field & Co.
Chartered Accountants

7 November 2019

DEREK FIELD & Co. CHARTERED ACCOUNTANTS CROWN HOUSE 37 HIGH STREET EAST GRINSTEAD WEST SUSSEX RH19 3AF

CRIMINON UNITED KINGDOM

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 30 JUNE 2019

	Notes	2019 £	2018 £
<u>Incoming resources from generated funds</u>			
Donations	2	161,567	528,107
Investment income	3	401	31
		<u>161,968</u>	<u>528,138</u>
Incoming resources from grants	4	127,840	105,427
		<u>127,840</u>	<u>105,427</u>
Total incoming resources		289,808	633,565
		<u>289,808</u>	<u>633,565</u>
<u>Resources expended</u>	5		
Costs of generating funds			
Costs of generating donations and legacies		2,582	3,602
		<u>2,582</u>	<u>3,602</u>
Net incoming resources available		287,226	629,963
		<u>287,226</u>	<u>629,963</u>
Charitable activities			
Course delivery and administrator costs		131,869	117,490
Other administration costs		14,193	9,427
		<u>146,062</u>	<u>126,917</u>
Total charitable expenditure		146,062	126,917
		<u>146,062</u>	<u>126,917</u>
Governance costs		1,810	770
		<u>1,810</u>	<u>770</u>
Total resources expended		150,454	131,289
		<u>150,454</u>	<u>131,289</u>
Net income for the year/ Net movement in funds		139,354	502,276
		<u>139,354</u>	<u>502,276</u>
Fund balances at 1 July 2018		504,677	2,401
		<u>504,677</u>	<u>2,401</u>
Fund balances at 30 June 2019		644,031	504,677
		<u>644,031</u>	<u>504,677</u>

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

CRIMINON UNITED KINGDOM

BALANCE SHEET

AS AT 30 JUNE 2019

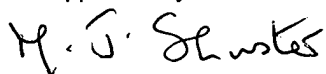
	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	12		293,232		270,053
Current assets					
Stocks		261		261	
Debtors	13	30,226		35,884	
Cash at bank and in hand		327,967		211,326	
		<u>358,454</u>		<u>247,471</u>	
Creditors: amounts falling due within one year	14	<u>(7,655)</u>		<u>(12,847)</u>	
Net current assets			350,799		234,624
Total assets less current liabilities			<u>644,031</u>		<u>504,677</u>
Income funds					
Unrestricted funds			644,031		504,677
			<u>644,031</u>		<u>504,677</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 30 June 2019. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The director acknowledges his 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 special provisions relating to small companies within Part 15 of the Companies Act 2006.

The accounts were approved by the Board on 7 November 2019



Mrs M Shuster
Trustee

Company Registration No. 4801751

CRIMINON UNITED KINGDOM

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2019

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with applicable accounting standards, the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets other than freehold land are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Fixtures, fittings & equipment 4 years straight line

1.3 Stock

Stock is valued at the lower of cost and net realisable value.

2 Donations

	2019 £	2018 £
Donations and gifts	5,387	6,107
Legacies receivable	156,180	522,000
	<u>161,567</u>	<u>528,107</u>

3 Investment income

	2019 £	2018 £
Interest receivable	<u>401</u>	<u>31</u>

4 Incoming resources from grants

	2019 £	2018 £
Grants received	<u>127,840</u>	<u>105,427</u>

CRIMINON UNITED KINGDOM

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2019

5 Total resources expended

	Staff costs £	Other costs £	Total 2019 £	Total 2018 £
Costs of generating funds				
Costs of generating donations and legacies	-	2,582	2,582	3,602
Charitable activities				
<u>Course delivery and administrator costs</u>				
Activities undertaken directly	-	40,307	40,307	36,846
Support costs	91,266	296	91,562	80,644
Total	91,266	40,603	131,869	117,490
<u>Other administration costs</u>				
Activities undertaken directly	-	14,193	14,193	9,427
	91,266	54,796	146,062	126,917
Governance costs	1,040	770	1,810	770
	92,306	58,148	150,454	131,289

6 Costs of generating donations and legacies

	2019 £	2018 £
Other costs comprise:		
Promotion and fundraising costs	2,582	3,602
	2,582	3,602

7 Activities undertaken directly

	2019 £	2018 £
Other costs relating to Course delivery and administrator costs comprise:		
Course postage costs	24,294	22,881
Course material updates and subscriptions	16,013	13,965
	40,307	36,846

CRIMINON UNITED KINGDOM

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2019

8 Support costs

	2019 £	2018 £
Travelling expenses	271	7,847
Staff training	7,576	-
Staff costs	91,266	72,797
	<u>91,562</u>	<u>80,644</u>
Other delivery administration costs		
Office rent, light and heat	5,130	3,040
Telephone, stationery and sundry	3,727	3,102
	<u>14,193</u>	<u>9,427</u>

9 Governance costs

	2019 £	2018 £
Other governance costs comprise:		
Stationery and sundry expenses	50	50
Independent examiner fees	720	720
	<u>770</u>	<u>770</u>

10 Trustees

None of the Trustees (or any persons connected with them) received any remuneration during the year.

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2019 Number	2018 Number
Administration	<u>2</u>	<u>2</u>

Employment costs

	2019 £	2018 £
Wages and salaries	<u>92,306</u>	<u>72,797</u>

There were no employees whose annual remuneration was £60,000 or more.

CRIMINON UNITED KINGDOM

NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 30 JUNE 2019

12 Tangible fixed assets

	Land and buildings	Fixtures, fittings & equipment	Total
	£	£	£
Cost			
At 1 July 2018	270,053	250	270,303
Additions	23,179	-	23,179
At 30 June 2019	293,232	250	293,482
Depreciation			
At 1 July 2018 and at 30 June 2019	-	250	250
Net book value			
At 30 June 2019	293,232	-	293,232
At 30 June 2018	270,053	-	270,053

13 Debtors

	2019 £	2018 £
Income tax recoverable	535	109
Other debtors	29,691	35,775
	30,226	35,884

14 Creditors: amounts falling due within one year

	2019 £	2018 £
Taxes and social security costs	1,396	2,123
Other creditors	6,259	10,724
	7,655	12,847