

The Prison Phoenix Trust CIO

Report and Accounts December 31, 2019



The Prison Phoenix Trust CIO
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Registered Charity Number 1163558



Mission Statement

The opportunity for personal growth exists in a prison cell.

The Prison Phoenix Trust responds to and encourages prisoners in the development of their spirituality and sense of personal responsibility, through the disciplines of meditation and yoga working with silence and the breath.

The Trust offers personal support to prisoners through teaching, workshops, correspondence, books, CDs and newsletters – and to prison officers too.

The Trust recommends simple yoga sensitively tailored to students' needs which include postures and movements, breathing exercises, relaxation and meditation where students focus on their breath.

Concentrating on silence in the breath throughout yoga practice offers students ultimate peace of mind, which is the goal of ancient yoga, as well as being a safe, calming practice.



A Summary of Activities

January - PPT staff assess three more teachers leading prison yoga classes as part of those teachers' accreditation from our 2018 prison yoga course. Twenty of the 21 participants eventually become accredited.

February - Prison teachers from across the country attend our day on working with autism and to hear former prisoner John's story of transformation, aided by yoga and meditation.

March - We meet with psychologists working in the Glasgow area prisons to explore how we can support their work; we hold a training day with Scottish prison teachers.

April - Volunteer and staff letter-writers gather to hear the story of former prisoner Richard, and to discuss how his experience might inform their letter-writing with prisoners.

May - Former prisoner Sue is interviewed in Leeds by a radio producer, as part of our work on Freedom Inside, a 12-episode radio programme for National Prison Radio.

June - Letter writers and yoga teachers attend our annual meditation retreat, to deepen their own practice and their work with prisoners.

July - We speak about our work at the annual conference of yoga school FRYOG and also at the Reading Quaker Meeting.

August - Our Director speaks to the Witney Summer Yoga School about our work and leads a yoga and meditation session.

September - Irish yoga and meditation teachers from the North and South gather in Co Laois for a silent meditation day.

October - Dr Jeremy Howick delivers the PPT annual lecture on the evidence for empathy and positive environments in modern medicine, and in prison yoga classes.

November - We attend a Wellbeing Day at high security prison Woodhill with local teacher Rachel, in an effort to provide more yoga classes there.

December - Tai-chi teacher and former prisoner Dominic holds a fund-raising day in aid of the Prison Phoenix Trust

... and throughout the year, we continue our core activities of:

Sending 3,278 book packs to prisoners who requested help (see p. 13)

Running weekly yoga and meditation classes: 181 classes each week in 85 institutions, including 45 for staff (see p. 16)

Producing and despatching our newsletter to prisoners, prison staff and supporters: over 10,000 each quarter (see p. 17)

Holding taster workshops in prison as a step towards establishing weekly classes: 32 workshops in 13 prisons (see p. 15).

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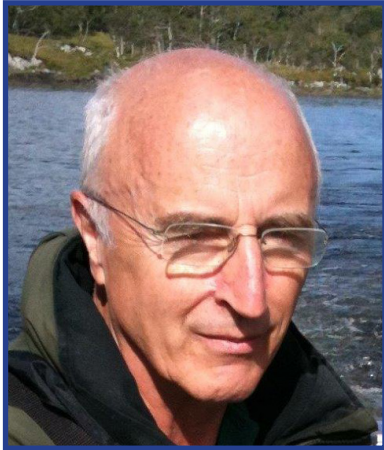
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From the Chair



It has been another busy and important year for the Trust, and for the Trustees.

We are sad to have said goodbye to John Dring, who had been a Trustee since 2005, and who welcomed one of the first yoga teachers into HMYOI Aylesbury when he was Governor there in the early 1990s. Also, Jamie Bennett retires from our board, having changed roles from Governor of Grendon, then Long Lartin and now into a new position at HMPPS headquarters in London, making it difficult for him to continue his good work with us. We are indebted to John and Jamie for sharing their expertise, good judgment and commitment in the midst of their busy lives.

We are also grateful to Trustee Penny Boreham for her work on the Prison Radio project. This will give considerable extra exposure to the Trust right where it matters – inside prisons.

Work is well under way to recruit new Trustees, in a process which is letting us find new talent and expertise beyond our current circles. This will allow for a slight shift in emphasis, to make sure our board includes people who have directly benefited from our work in the past.

Turning to staff, we were sorry to say goodbye to Kaye Drinkwater, PA to the Director and Brent Scott, Yoga Coordinator. A special thanks go to both of them for many years of deeply compassionate commitment to the Trust.

And we welcome their replacements: Laura Parrack, who took up the newly created post of Office Administrator early in 2019, and Selina Sasse, who agreed to come work with us in December. Both have settled in well and are making great contributions.

On behalf of the board I also extend warmest thanks to our volunteers who perform many central tasks, not least the deeply therapeutic work of corresponding with prisoners. Giving up a morning or more of their time each week, they are right at the coal face as they skilfully accompany people through very challenging life situations. We received the Queen's Award for Voluntary Service (the MBE for volunteer groups) in 2011, and because of our current volunteers, we are very much still deserving of that award. I feel fortunate to be associated with their work.

Finally my gratitude must go to the hardworking, dedicated staff, especially to Sam who provides such good wisdom and leadership.

A handwritten signature in black ink, appearing to read 'Giles Charrington'.

Giles Charrington, Chair of the Trustees

Report of the Trustees for the year to December 31, 2019

The Trustees present their report along with the financial statements of the charity for the year ended December 31, 2019. The financial statements have been prepared in accordance with the accounting policies set out on page 34 and comply with the Charity's Constitution and applicable law.

Structure, Governance and Management

The Prison Phoenix Trust CIO ("the Trust") was established under a constitution dated September 14 2015 and is a registered charitable incorporated organisation No 1163558. The assets and liabilities of the unincorporated charity of the same name were transferred to the CIO as at 31 March 2016. The unincorporated charity remains on the register of charities but is now inactive. The Trustees met four times in the period to December 31 2019.

Appointment of Trustees

Trustees are appointed only when they are fully familiar with the work of the Trust. Potential Trustees respond to advertisements or are recommended by existing Trustees, staff or friends of the Trust because of relevant skills or experience of the prison system, spirituality or charity management. Following interviews, any prospective Trustees observe two Trustee meetings and are given copies of the books and material the PPT sends to prisoners to help them understand our work and philosophy. They are also provided with a copy of the Trust Deed, and given appropriate Charity Commission publications including the guidance on public benefit. This induction continues after a Trustee is appointed by the provision of detailed Director's reports in advance of each Trustee meeting. Trustees are invited to all promotional, social and fundraising events of the Trust, so they can meet with ex-prisoners, staff, volunteers, supporters and yoga teachers who can provide first-hand feedback on the daily work of the Trust.

Risk Management

The Trustees have conducted a review of the major risks to which the charity is exposed. A risk management framework has been established and where appropriate, systems or procedures are being developed to mitigate the risks the charity faces. The review highlighted the high risks to the charity's core work of teaching yoga in prisons from a lack of evidence and governance of teaching in prisons. The Trustees and the Director will continue to investigate ways in which the charity's work can be accredited and how evidence of the effectiveness of teachers recommended through the charity can be measured. There will be ongoing monitoring and review of other key risks identified in the framework. The Trustees will formally review the framework at least annually.

Aims

The objects of the CIO as noted in the constitution are for the public benefit to advance the education of and to rehabilitate and promote the mental and moral improvement of (principally)

prisoners and former prisoners, primarily in the UK and Ireland, but also of:

1. people in other forms of compulsory detention;
2. those undergoing community punishments, and
3. those identified as being at risk of entry into the criminal justice system.

Objectives

Our objectives are set to reflect our aims of education, rehabilitation and mental and moral improvement. This is done primarily through correspondence with prisoners, the provision of free books and CDs, a quarterly newsletter, running prison and teacher workshops, and supporting ongoing yoga and meditation classes for prisoners and prison staff. These activities are provided freely and are available to anyone detained in any secure establishment and the staff looking after them in the United Kingdom and Ireland. These objectives reflect the principal aim for which the Trust was established.

The Trustees, together with the staff, meet regularly to review our objectives and activities to ensure that they continue to reflect our principal aims. The Trustees considered the Charity Commission's general guidance on public benefit and in doing so complied with their duty to have regard for that guidance.



Activities

As set out below, the Trust carries out a wide range of activities in pursuance of its charitable aims. The Trustees consider that these activities, for which there is no financial charge, provide benefit to any prisoners, detainees, patients in secure hospitals and approved premises residents who wish to avail themselves of our support. Among those held within these institutions, we place no restrictions on who may benefit from our activities.

Prisons continued to make headlines last year, usually not for good reasons. Safety in prisons has deteriorated rapidly since 2012. Prisoners and staff are less safe than they have been at any point since records began, with more self-harm and assaults than ever. Despite a brief decline, the number of self-inflicted deaths is rising once again, and in June 2019 such deaths were 6.2 times more likely in prison than in the general population. Mental health continues to be a major problem, with those unable to access services outside of prison winding up inside: 25% of women and 15% of men in prison reported symptoms indicative of psychosis. (The rate among the general public is about 4%.)¹

It is these environments into which teachers take their commitment to yoga and meditation, based on their own experience of it transforming their lives. And it is the people behind these statistics who draw succour not just from yoga and meditation classes, but from the letters they exchange with PPT letter writers, from our radio programme, and from our books, CDs, newsletters and *Inside Time* articles.

We were pleased to produce another programme for National Prison Radio; the first one we made was in 2016. Called *Freedom Inside* it ran for 2 ½ years. Since then, professional radio producer Penny Boreham joined our board of Trustees, so Penny produced the new *Freedom Inside*, working with the four yoga teachers on our staff to make twelve 45-minute yoga and meditation sessions.

She also enlisted the help of eight prisoners and former prisoners for the introductions to each episode, about ten minutes of “dialogue” between two prisoners, or between a prisoner and a former prisoner talking about their experience of meditation and yoga and how they’re helping them find meaning, and other areas of overlap between the practice and their life. She couldn’t get them all in the same room for obvious reasons, so Penny played a recording of one person talking about their experience to someone else. That person’s response after listening was recorded, and then played later to the first person, whose response was recorded, and so on, for three or four goes back and forth. The result were heartfelt “dialogues” about different aspects of yoga and meditation, with each person sparking off the other



¹ The Prison Reform Trust’s Bromley Briefings Factfile, Winter 2019



Brent and Penny recording the radio show

and a real sense of connection.

People now released who we supported while in prison are becoming increasingly involved in our work. Three former prisoners formed a focus group, giving feedback on the 2016 radio programme and helping make the next one even better. People who benefitted from our yoga classes or letter writing spoke at a volunteer training day, a teacher training day and at our annual lecture. And we decided to recruit someone with lived experience onto our Trustee board.

“Meditation has helped me make sense of my emotions, why I get stressed and easily annoyed. I’m still struggling with the breathing, but the meditation practice will help and like you said, once I get used to it it will become natural.”

From a prisoner at HMP Werrington

2019 also saw us offering training and support for prison yoga teachers in Scotland, the Republic of Ireland, Northern Ireland, and England & Wales. (see ‘PPT Scotland’, ‘PPT Ireland’ and ‘Prison Yoga Teachers’) Teachers are at the coal face of the PPT’s work, as are the individuals writing to prisoners (see ‘Volunteers’ and ‘Letters, Books and CDs’). They often rely not just on their understanding of how prisons work to meet all manner of challenges, but must also draw deeply on their inner resources. So helping them cultivate those, and support their personal development with such training is an important part of our work.

It’s also vital that we give yoga teachers interested in finding out what prison teaching is all about a chance to do so. Our teachers’ newsletter (circulation 610) helps us do that, as does the annual training day for potential prison teachers.

Similarly, it’s important that we let the public, as well as our friends and supporters, know about our work. While the prisoners’ newsletter helps fulfil that function, we also hold a public event each year, to highlight an issue relevant to our work or new research, or to give attendees a chance to hear the stories of former prisoners. In October of last year, Dr Jeremy Howick of Kellogg College, Oxford, delivered a lecture for this event at the Oxford Quaker Meeting House, on the evidence for empathy and positive environments in modern medicine, and in prison yoga classes.

In 2019, we worked with social enterprise J-Go, to produce a series of yoga and meditation videos for their Clean Slate project, an on-line tool for ex-offenders designed to support education and rehabilitation and reduce recidivism. Tablets with Clean Slate will also be made available for sentence-serving prisoners.

At the start of 2019, we were delighted to be joined by Laura Parrack, who turned out to be a perfect fit for the newly created Office Administrator post. Also last year, two important Trustees stepped down: former prison governor and area manager John Dring, and Jamie Bennett (now Deputy Director of Operational Security Group for Her Majesty’s Prison and Probation Service). So we began recruiting to replace them, and two more to expand the number of trustees. Those

four, including a prison governor and a former prisoner, will be introduced in two stages to the board over 2020. And Yoga Coordinator Brent Scott handed in his notice as well in the autumn. We recruited his replacement from a very strong field, added a day to make it a 3-days / week post, and are pleased that Selina Sasse began in January 2020.

“I have moved to the recovery wing and I’m still practising most mornings. I always meditate as there are so many things I’m noticing that have changed or improved. I got a knock back on my paper parole this week and although it was disappointing, the feeling passed very quickly. I didn’t do what I usually do, which is dive in a pool of self pity and make sure everyone knows about poor me. This time I just kept moving forwards. It didn’t consume me like it would have before I set out on this path of recovery and spirituality.”

From a prisoner at HMP Brixton

In September, in the cosy rooms of the Abbey in Sutton Courtney, staff, trustees and volunteers gathered for the afternoon to socialise and reflect on our work. The focus was guest speaker and PPT friend Elizabeth Gowing (see ‘Keeping in Touch’). She spoke and led us in discussion of the principles which have made a success of her own similarly-sized charity, The Ideas Partnership, and what the PPT might be able to learn. A bring and share meal afterwards helped make this the perfect away day.

Last year we were pleased to accept invitations to speak to groups interested in finding out about and supporting our work, including Reading and Bedford Quaker Meetings, FRYOG yoga school, Witney and Wolvercote (in Oxford) yoga summer schools, and The Dead Yogis Society. The generosity of these groups and individuals attending them is moving: we are grateful for their support.

Perhaps what strikes us most about 2019 is just how long and deep our reach as a charity has become, and the positive regard and gratitude which prisoners and former prisoners hold for the Prison Phoenix Trust. In one recent prison visit, we met Ian, who was first in touch with the Trust in 2004, and corresponded with veteran letter writer and Deputy Director Jason. His face really lit up when he made the connection between the two of us shaking his hand and the newsletters and letter writing which had helped him feel part of a positive community over the years. We had the chance to hear some of his story, and it struck us just how powerful meditation and yoga have been as he deals with the pain of imprisonment and the weight of his offence, and just how important it is to him that the Prison Phoenix Trust is here providing the things we do. That same day, we met Michael, who’d done yoga in HMP Brixton with a teacher we support. Off his own bat, Michael acted as a recruiting sergeant for our yoga workshops that day, and held forth unprompted on the benefits of yoga. The whole range of what we offer – books, letter writing, classes, newsletter, articles in *Inside Time* – seems to affect many people in a powerful way that we who are working at it day-to-day can sometimes take for granted.

How Yoga and Meditation Help Prisoners

"I'm an older guy in my late 50s and pretty cynical in general but I've got to admit I'm impressed with what you teach. I've been closed off for years – keeping people at a distance, trying not to feel much and succeeding. But I've rediscovered what a smile feels like and how good it feels to just breathe. Thank you for taking the time to bring some very positive energy into where people can get lost and forgotten.

I'd be really grateful if you'd accept a donation I'd like to make. Maybe it'll help provide a few more books and CDs to those in need. It's not money that's come easy to me, but what I've had to work and save hard for. I only say this to try and show how amazed I am that people do what you do. I know from first hand experience that if you can put a smile and a spring in my step for someone like me then you're doing good things for people who need some positivity in their lives."

From a prisoner at HMP Dovegate

Prisoners tell us each day in their letters or when we meet them that the practices we recommend are helping: they allow them to sleep and to feel more at ease; to get along better with family, fellow prisoners and officers; and to discover a sense of hope and purpose for their lives, and their futures. Most importantly, meditation and yoga help them see, at a profound level, that they are not separate from the rest of the world. They speak of feeling less fearful and antagonised, of wanting to give something back to society, of feeling connected with something positive.

Day to day stress as well as tension from traumatic events in one's life are held and show up not only in the mind, but also the body. The stretches, postures, breathing practices and relaxation of yoga not only keep the body's systems strong and healthy, they also release tension in a safe and controlled fashion, especially when practised with continued attention on the breathing. The



seated meditation, focussing on the immediate physical experience of the breath rather than on thoughts and feelings, allows the normal activity of the mind to slow down, so that they can be more easily seen. This break from being locked into the internal chatter is not only deeply refreshing, it gives prisoners a chance to experience thoughts and feelings without reacting to them automatically. This is empowering: it allows one to see that strong physical and mental conditioning can be responded to with wisdom, instead of habit.



As this ability to see one's own inner "workings" strengthens, and with support from PPT letter writers and yoga teachers, prisoners develop concentration, interest and even joy in their meditation. This leads them to become more and more familiar with an inner, living strength which is not reliant on concepts, and which reaches beyond their past and notions of who they are or are not.

That spiritual strength matures through a regular practice of "not thinking," so we offer silent meditation on the breath, as extolled by the world's wisdom traditions. This practice is not confined to any one religion, nor does one have to be a believer in any system to practise it: it is rooted in silence and informed by silence, which means familiarity with the mind that isn't overwhelmed by feeling or conceptual thinking. The only belief necessary is that such silence can be therapeutic, and that one can feel better (and even that belief can be let go of in true inner silence).

It isn't a matter of minimising or repressing one's personality, thinking or emotional life: the practice of silent meditation and yoga enables a fuller, more harmonious expression of being human. Many prisoners take this daily discipline seriously and discover that their thinking and feeling become clearer and more manageable, and that they have fresh energy and creativity to engage with their lives.

The PPT recognises that prison staff are under tremendous pressure, and that those staff are key to any activity in prison running successfully, so we provide classes, books and support for prison officers too. This not only creates goodwill among staff, making it more likely that they will support the prisoners' yoga classes; of equal importance, yoga and meditation offer practical help for the intense stress of their jobs.

"For over 15 years I have suffered with periods of depression relating to personal loss and a complete breakdown which left me without even the basic ability to care for myself. Since being in prison I have had to handle this with the staff and mental health team.

I recently received your book Freeing The Spirit and CD Clearing the Head, Relaxing the Body, and the help that I get from using this material has allowed me to feel an inner peace that I have not had for many years.

My meditation period is 30 minutes, but I am working on increasing this. The yoga techniques have assisted me with back problems and my flexibility and mobility are improving."

From a prisoner at HMP Channings Wood

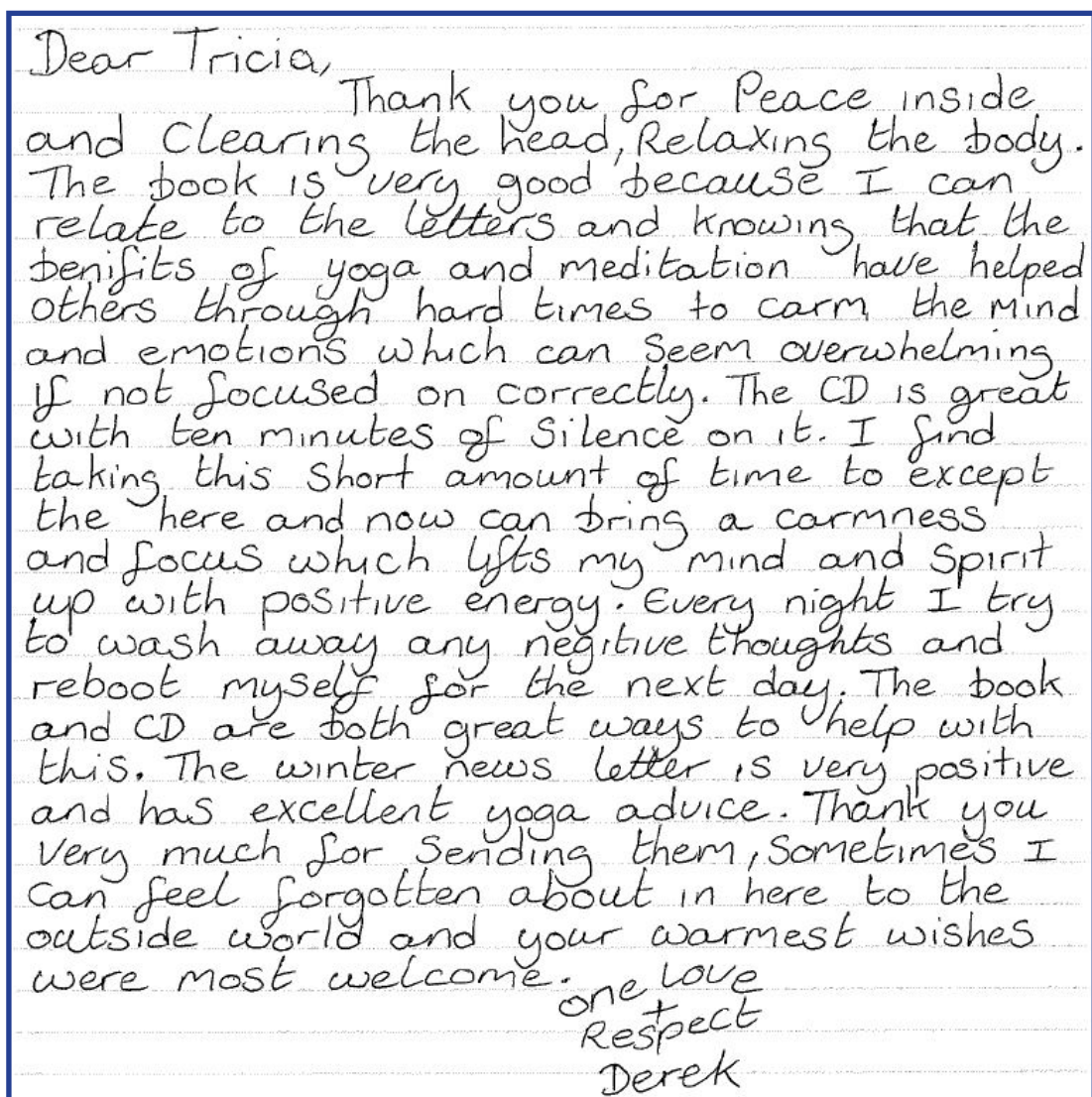
Letters, Books and CDs

"I'm currently reading Peace Inside and it's really interesting, especially the letters about anger. I'm really angry on the outside and my crime was violent. Reading the letters proves that I can change. Since I've been doing meditation I've felt more calm and started to do a good deed every day."

From a prisoner at HMP Werrington

The original aim of the Prison Phoenix Trust, as set out by its creator, Ann Wetherall, was to support and encourage prisoners in their spiritual lives through correspondence. This element is alive and strong today, with a team of 24 volunteers corresponding with people in prison. They also despatched 3,278 book packs for free to prisoners and prison staff who requested our help in 2019 – an increase of 13% since 2015.

Prisoners find out about what we offer through the prison grapevine, regular articles in the prison newspaper *Inside Time*, or when we visit prisons to run free taster workshops. Prison staff – from officers to chaplains to medical staff to governors – recognise the value of the practice and frequently recommend that prisoners contact us.

A handwritten letter on lined paper, enclosed in a blue border. The letter is written in cursive and is addressed to Tricia. It expresses gratitude for 'Peace Inside' and 'Clearing the head' materials, describing how they help with meditation and managing emotions in prison. The writer, Derek, mentions using the materials every night to wash away negative thoughts and feels forgotten by the outside world. The letter ends with 'one love + Respect' and the signature 'Derek'.

Dear Tricia,

Thank you for Peace inside and Clearing the head, Relaxing the body. The book is very good because I can relate to the letters and knowing that the benefits of yoga and meditation have helped others through hard times to calm the mind and emotions which can seem overwhelming if not focused on correctly. The CD is great with ten minutes of silence on it. I find taking this short amount of time to except the here and now can bring a calmness and focus which lifts my mind and spirit up with positive energy. Every night I try to wash away any negative thoughts and reboot myself for the next day. The book and CD are both great ways to help with this. The winter news letter is very positive and has excellent yoga advice. Thank you very much for sending them, sometimes I can feel forgotten about in here to the outside world and your warmest wishes were most welcome.

one love
+
Respect
Derek

The yoga and meditation books include those we specifically produced for people with low literacy, and for those who cannot read at all. One such book is *Freeing the Spirit*, a guide to practising yoga and meditation written at literacy level 1 and using light-hearted drawings which accurately depict how to safely practise the postures. The other is *Yoga Without Words*, a picture book showing how to practise yoga and meditation in a prison cell, designed for prisoners with extremely low literacy or who cannot read at all, including foreign nationals.

“My reading and writing are not 100% and here at the prison they’ve noticed and I’ve started getting extra lessons in Maths and English. I’m glad that Freeing the Spirit is set out how it is because it’s easy to read and understand and I can focus on it better than other books I’ve got out of the library.”

From a prisoner at HMP Wealstun

Our most recent free resource book for prisoners is *Peace Inside: a prisoner’s guide to meditation*. The book features a large section of letters from prisoners telling their experience of meditation and how it is helping them find meaning and hope, as well as replies from letter-writers at the Trust. This is the first book we asked a publisher to print, rather than us self-publishing, and this is helping to raise the Trust’s public profile as the book is sold in book stores and on-line. More importantly, it is encouraging more prisoners to correspond with us, and to share their own inner experiences and self-development.

Our two CDs allow prisoners to practise a yoga class either on their own, or in a group using the recordings for guidance. Each CD has a number of yoga and meditation sessions narrated by an experienced prison yoga teacher. They are popular with those unable to attend a prison yoga class and with those who do attend, but who wish to practise in their cells in between classes.

Each prisoner who writes receives a personal, usually hand-written letter in reply, along with the books or CD she or he requested. In that initial letter, the volunteer will also offer to stay in touch, to support the prisoner in their practice and effort to live out the beneficial aspects of what they are discovering. The Trust stays in contact with around 6% of the UK and Ireland prison population: this is at least 6,450 inmates in 232 prisons, detention centres, young offender institutions, secure hospitals and approved premises. In addition, we remain in touch with 237 ex-prisoners who continue their meditation and yoga practice in the community. Members of the public interested in meditation and yoga, and keen to support our work, also buy the books and CD.

“The CD Clearing the Head, Relaxing the Body and the book Freeing the Spirit have made such a difference to me. I am not saying that I am able to sleep properly every night but there has been such an improvement. Many people don’t seem to understand how a good night’s sleep can impact upon a person’s wellbeing. This is amplified many times when you are in prison.

Unfortunately the yoga classes that we had here at the Therapeutic Community have ceased but there are a group of us who get together at the weekend to have our own yoga sessions.”

From a prisoner at HMP Gartree

Weekly Classes and Taster Workshops

“Meditation and yoga has made me feel better, brighter, less stressed, more relaxed and just generally more upbeat and happier. I will speak to people and see if they are interested in taking this up. In my opinion I think that all prisons should teach yoga and meditation as I think there would be more chilled prisoners and less violence in prisons.”

From a prisoner at HMP Werrington

Taster yoga and meditation workshops are the most effective way of getting weekly classes going in prisons, approved premises (aka bail hostels), immigration removal centres (IRCs) and secure hospitals.

The introductory workshops offer prisoners and staff alike the direct experience of yoga and meditation. Two PPT staff members will take in a local yoga teacher who we think would be suitable. On the day, that teacher can experience the atmosphere and conditions of prison and just take part in the workshops without any teaching responsibility to begin with. It's a great chance for the local teacher to meet the prisoners and prison staff, start to get acclimatised and join the discussion about the possibility of an on-going weekly class.

Many good things happen during workshops:

- Prisoners experience the release of tension from the postures and movements, reduced stress from breath work and relaxation, and calmness and insight during meditation. They often conclude that meditation and yoga would be great life-long disciplines.
- Staff have a class just for them, away from their professional roles they have to maintain with prisoners. They experience how the practice helps reduce stress and later that night, how it improves sleep. They are often surprised how much better they feel following the session. This leads to an appreciation of the practice for themselves and for prisoners.
- Prison managers get written and verbal feedback from participants, which often persuades them to fund weekly classes.
- Managers may realise that yoga and meditation classes help staff well-being, reducing sick leave and supporting a more positive regime.
- Prisoners and staff have a chance to request our books and CDs, which guide and encourage them to practise on their own.
- Prisoners hear about the letter-writing support we offer and our weekly yoga programme on National Prison Radio.

2019 was busy for those of us involved in running taster workshops, as we were also involved in the production of our new 12-part yoga and meditation programme for National Prison Radio. We made 13 visits to different establishments, holding 32 individual yoga sessions. The establishments we visited were: HMPs Bedford, Brixton, Eastwood Park, Garth, Hull, Lincoln, Oakwood, Sudbury, Woodhill and Wymott; HMP-YOI Drake Hall; HMYOI Swinfen Hall; and Rainsbrook Secure Training Centre.

Prison Yoga Teachers

The Prison Phoenix Trust is dedicated to offering training and support to qualified yoga teachers to prepare them to work successfully in prison. Our training and workshops prepare them for the practical realities of prison work, and emphasise the importance of their own ongoing spiritual development. Teachers are helped to have a healthy respect for the prison environment so they can work safely and effectively. They are taught the importance of security and boundaries, to understand and work with the prison hierarchy and to recognise and respect the great work done by prison staff in very challenging conditions.

It is not easy to teach in prison: the pay is usually poor, and teachers often face administrative hurdles when getting their classes established. This can feel isolating and they may feel undervalued by their prison, so we provide support and foster the prison yoga teacher community, reminding them of the power and benefit of their work. We support teachers through such challenges by being on the end of the phone or meeting up as needed.

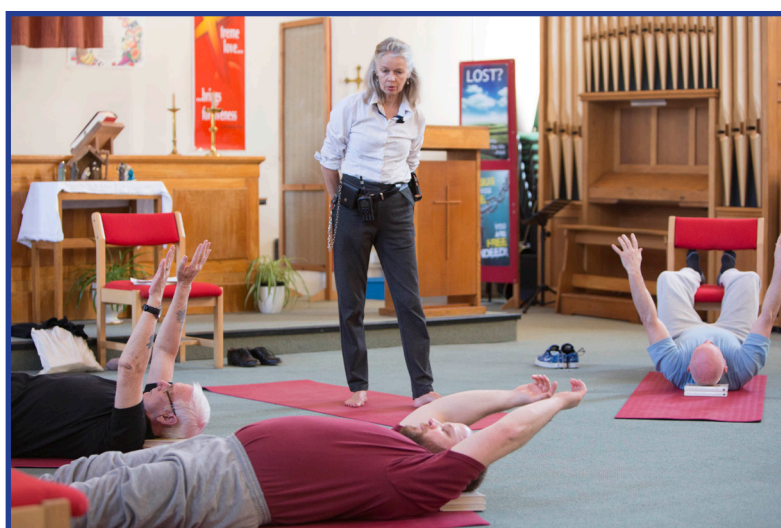
In February the PPT held a training day for teachers working in prisons and other secure environments. The main speaker was a specialist in autism, who helped the group recognise and work with prisoners with autism. We also had a former prisoner who had benefitted from his contact with the PPT who told his story of transformation, and took part in a discussion afterwards. Teachers later drew on the support of each other and PPT staff as they examined the challenges of teaching in prison.

In March, during Sally and Sam's trip to Scotland, we held a training day in Edinburgh for teachers currently working in prison and those wanting to learn more about what that work is like.

Our annual silent retreat weekend took place in June. Prison yoga teachers from across the country came together to experience the benefits of meditation. By deepening their own practice they were helped to support their students in prison.

In September, we held a meditation day in the Republic of Ireland for prison teachers north and south of the border, and were joined by other teachers curious about the work.

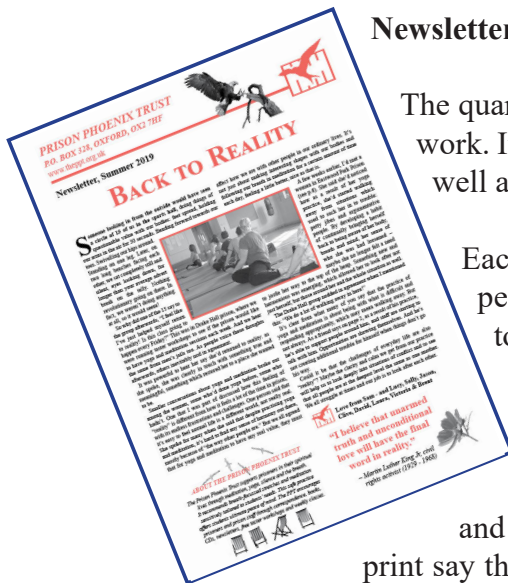
Our fifth training event for yoga teachers, in October, gave teachers not yet established in prison the chance to explore some of the issues and principles of the work. The day helped them gauge whether the work is for them, perhaps whetting their appetite as they heard what it's really like.



Judy teaching at HMP Winchester

Keeping In Touch

Newsletter



The quarterly newsletter for prisoners is one of the cornerstones of our work. It keeps us in touch with prisoners, patients and ex-prisoners, as well as supporters, yoga teachers, and prison staff.

Each issue is underpinned by the theme of spiritual development and peace through the practices of yoga and meditation and is geared towards the general prison population, with its low literacy rate.

The main content is taken with prisoners' permission from their correspondence with letter-writing volunteers. In these letters they share the ups and downs of their spiritual journeys, their hopes, fears and breakthroughs. Not only do the letters touch

and reassure thousands of people, the prisoners whose letters we print say that seeing their stories on the page helps them realise that they

have something worth sharing with others, and reaffirms their commitment to the practice and reaping the benefits. A pictorial yoga sequence with few words, aimed at non-readers often prompts the reader to contact the Trust and request one of our free resource books or CDs so they can practise in their cell.

Prisoners tell us that the newsletter makes them feel hopeful, motivated and less lonely by being connected to a healthy social network. While it's geared completely toward prisoners, many friends on the outside who send donations towards our work include a note saying that they too draw hope and inspiration from the newsletter. We circulate over 10,000 paper copies each quarter, and a further 700 supporters and yoga teachers receive it by email.

"The yoga practice helps me to focus on peace and calm. I found that outside was so very stressful for me and I felt alone. The support was not there for me and it was hurting me. I just want peace.

The newsletter helped me find ways of relieving stress and being at peace. It is not always easy to do in a constantly changing society and in certain environments. But I'm grateful I can use my time whilst here to learn positive ways of being and doing. One day at a time.

Learning how to breathe properly has really helped me with anxiety."

From a prisoner at HMP Bronzefield

Prison Media

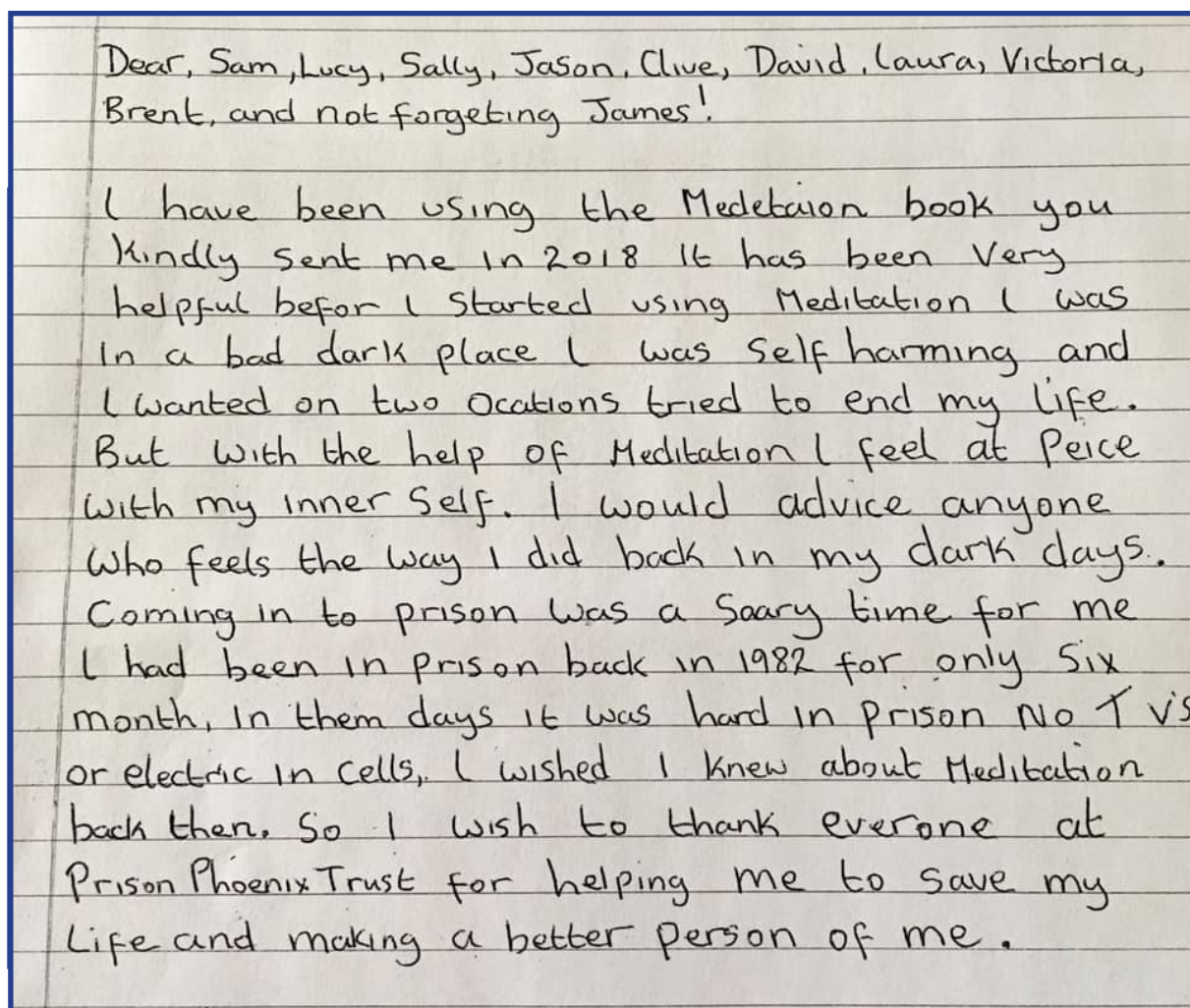
Another way we keep in touch with those in prison is our monthly article in *Inside Time*, the prisoners' newspaper. These picture-based articles usually address specific conditions such as insomnia, bad backs, or anxiety. *Inside Time* has a circulation of over 60,000, so this allows us to reach prisoners who may not have heard of our work. We also offer yoga articles to other prison charities for publication if they request them, including Women In Prison and Prisoners Abroad. In 2019 we developed a new radio programme, which started airing on National Prison Radio in January 2020. In 2018 we completed three years of airing our previous programme, which was played three times a week. We receive many positive comments and requests for further help from prisoners who have heard the programme.

Mainstream and Social Media

In early 2019 we received some media attention as a result of the Prince Of Wales' Charitable Foundation releasing their annual report, including a small grant made to the Prison Phoenix Trust. Articles were run in *The Telegraph*, *The Independent* and *The Express*, all offering a positive spin on our work and featuring links back to our social media accounts.

In the summer of 2019 Elizabeth Gowing, a friend of the Trust, released *Unlikely Positions: A Yoga Journey around Britain* with Brandt Travel Guides. This book showcases unusual approaches to yoga from around the UK and features a chapter on the Trust's work.

Our social media platforms and website continue to do well and are growing steadily. Our best performing posts of the year included a link to *The Telegraph*'s Prince Charles article, a post about our Yoga Coordinator vacancy, and a photo of a letter from a prisoner (below) which achieved a reach of over 4,000, more than four times our average for the year. Social media is often used by ex-offenders and the families of those in prison to reach out for help or express their appreciation for our work.



PPT Scotland

“ I am practising every day now and can feel myself slowly starting to find peace. It can be very lonely in here at times and I miss friendship very much as I lost many friends when I came to prison. For now, when I feel lonely I come to my cell, get myself comfy and meditate. Afterwards, I feel happier and less alone, but it doesn't last forever. But I know that it will help me through my time here.

I know I had to change and already I feel a much better person with a kind heart. I just wish I could get a chance to show it to others outside these walls now.”

From a prisoner at HMP Glenochil

Once again we would like to thank friends and donors in Scotland who supported our work in 2019. Their continued generosity in helping prisoners and prison staff in Scotland benefit from the practices of yoga and meditation is much appreciated. Particular thanks go to the Inchrye Trust and the MA Lascelles Charitable Trust for their continued support.

The history of the PPT in Scotland dates back to 1996. The Prison Phoenix Trust Scotland was set up to increase the number of yoga and meditation classes in prisons in Scotland. In 2019 weekly classes ran in twelve of the eighteen prisons and other secure institutions. This includes yoga and meditation classes in the Royal Edinburgh Hospital and The State Hospital, Scotland's high security hospital. Our thanks go to Katy Macfarlane, volunteer Yoga-Coordinator for Scotland for her help in establishing yoga in Scottish prisons. She taught for many years in HMP Barlinnie and more recently in HMP Low Moss.

In Scotland, as in the rest of the UK and Ireland, the grants and donations we receive go towards producing and sending free books and CDs to prisoners and offering them support through on-going correspondence. It also goes towards supporting one-off taster workshops for prisoners and prison staff. In March 2019 Sam and Sally had the pleasure of visiting and representing the PPT in Scotland, as they do every two years. We taught taster workshops in HMPs Barlinnie and Shotts. Taster workshops are an effective way to encourage prisons to offer regular weekly classes, as prisoners and staff experience directly, for themselves, the benefits of the practice.

We also ran a training event in Edinburgh to support yoga teachers working in Scottish prisons and to meet teachers interested in finding out more about our work. The training and support we offer prison yoga teachers is an important aspect of our work in Scotland, as in the rest of the UK and Ireland. Twelve yoga teachers attended the day, six who were already working in prison, and six who were not. One eager teacher from London travelled up; another was about to begin teaching in Low Moss Prison. Four of the teachers had completed our 5-day residential training course for qualified yoga teachers, 'Teaching Yoga in Prison'.

The day provided an opportunity for teachers not yet working behind bars to find out more about prison teaching. And those already teaching in prison had the opportunity to talk in detail about their classes and to share the joys and challenges of what they do. We also talked about developments in prison yoga around the country, the current work of the PPT, how the PPT supports teachers and the kind of training we offer. Feedback was positive and we feel like the work in Scotland is going well.

PPT Ireland

The Prison Phoenix Trust Ireland was formed in 2003 to support yoga and meditation classes in prisons in Northern Ireland and the Republic of Ireland.

We are fortunate to have Claire Ferry as the PPT's volunteer Yoga Coordinator and contact for teachers enquiring about prison teaching and training on the island of Ireland. Claire has been teaching in Hydebank Wood College and Women's Prison since 2014. She continues to do great work building a cross-border community of yoga teachers interested in prison work.

All three prisons in Northern Ireland – Maghaberry, Hydebank Wood and Magilligan – have regular yoga and meditation classes funded by South Eastern Health and Social Care Trust.

Yoga teachers in the Republic of Ireland are usually better integrated and supported by the prison, compared to their UK counterparts, as they tend to be hired by the Prison Education Service, alongside a small team of teachers of other subjects, all overseen and supported by a Head Teacher. We are delighted that in the Republic of Ireland there are yoga classes in eleven of the 13 prisons.

We visit Ireland every other year to hold taster workshops in prisons, meet with and support teachers currently holding prison classes with training days, and offer information to new teachers interested in working in prison. In September Sam and Victoria had a three-day visit to the Republic of Ireland, to facilitate a day for prison yoga teachers and to meet with Irish Prison Service (IPS) staff.

In Portarlinton we held a day of meditation and support for nine yoga teachers, in the beautiful setting of Mount St Anne's Retreat Centre. The majority of the day was given over to silent meditation. The aim was to provide teachers with the opportunity to spend a good amount of uninterrupted time with the practice, and encourage greater confidence in offering it as part of their prison classes.

The day was held in silence, including lunch, with 90 minutes at the end to share how the day had gone, and to hear how each teacher's work in prison was going. It was a simple, powerful day.

Our meeting on the final day with a Prison Governor and a senior member of the Irish Prison Service was cancelled due to unforeseen circumstances. But we are seeking guidance on how the PPT could work better in Ireland, and support the IPS in their goals.

Volunteers

We are immensely proud of our team of 24 committed volunteers who are outstandingly generous in the time they give to the Trust. They correspond with prisoners, despatch books and the quarterly newsletters, and help with other essential office work. All of them share a common interest in selflessly helping prisoners find peace in their lives.



Trustee Giles and volunteer Sally discuss the PPT

All our volunteers who write to prisoners have a daily meditation practice, an essential part of empathising with those who are taking up meditation in their prison cells. They receive ongoing support from the Deputy Director, and use our Letter Writers' Manual to show relevant and creative ways to encourage prisoners in their yoga and meditation practice. Letter writers are encouraged to keep advice to a minimum, by reflecting back to each inmate his or her own words of discovery whilst observing appropriate boundaries with prisoners. Their letters are an essential support for many prisoners, who often otherwise struggle alone in prison.

Twice a year the Trust holds support meetings and training for volunteers. For the spring Volunteers' Meeting, we were pleased to have Richard Lambe visit the office as a guest speaker. A former student in prison yoga classes, Richard also corresponded with us during his time in prison, and after release he has helped us on a number of occasions. Richard shared a spoken-word performance to the group, allowing him to emphasise the value of our correspondence to him whilst in prison. Afterwards, there were many questions for Richard about his time in secure settings and how his life gradually became transformed through meditation and yoga.

This coming year one of the training days will be a visit to a prison. This will help our volunteers gain first-hand experience of prison conditions and understand what it is like to practise meditation and yoga in such challenging conditions.



Ann, Bob and Stella at the newsletter despatch

Reference and Administrative Information

Trustees

Giles Charrington, Chair of the Trustees, is a management consultant, a coach and therapist. He is also a Zen meditator.

Stephen Eeley is a former magistrate and senior administrator at Oxford University, and a member of the Oxford Zen Centre.

Jamie Bennett was Governing Governor for HMPs Grendon and Spring Hill in 2018. Jamie stepped down as Trustee in November 2019

Penny Boreham is a radio producer and broadcaster and craniosacral therapist.

Jo Child is a yoga teacher and runs a series of high-quality yoga workshops with guest teachers in Oxford. She is a former staff member of the PPT.

Nicholas Colloff OBE was Oxfam's Director of Strategy and Innovation and is now Executive Director of the Argidius Foundation. He is a PPT co-founder.

John Dring OBE is a former prison governor and prison area manager with experience of coaching prison governors. John stepped down as trustee in September 2019.

Peter Stevenson, Treasurer, is a chartered accountant who works for a number of charitable organisations.



*John
Dring*



*Stephen
Eeley*



*Jo
Child*



*Peter
Stevenson*



*Giles
Charrington*



*Jamie
Bennett*



*Penny
Boreham*



*Nicholas
Colloff*

Key Management Personnel Remuneration

The Trustees consider that the Director and Deputy Director comprise the key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day-to-day basis. The rate of pay for key management personnel is reviewed annually by the Trustees and set at a level commensurate with the market rate for similar roles in the sector.

Staff

Director: Sam has worked full time in this role since 2010. He joined the PPT in 2003 as a Yoga Coordinator and was a Buddhist monk and development worker in Thailand before that. He is a British Wheel of Yoga (BWY) teacher and a member of the Oxford Zen Centre.

Deputy Director: Jason, who works full time, is a former engineer. He is a Zen meditator and assists with PPT workshops. He manages the prisoner correspondence, and directs and guides our volunteers. Prior to joining the PPT in 2005, he was a volunteer letter writer for seven years.

Yoga Co-ordinator: Victoria (three days a week) teaches nine yoga classes a week, including at HMP Grendon. She has been teaching in prison since 2011, and is also an Indian Head Massage practitioner.

Communications Manager: Lucy (2.5 days a week) has a background in fundraising and marketing for arts and theatre productions. Outside the PPT she is an author and creative writing lecturer.

Office Administrator: Laura (2.5 days a week) worked in communications before joining the PPT at the start of 2019. She provides support for the rest of the team and deals with donations and correspondence. Outside the PPT, Laura helps small organisations with marketing and website design.

Yoga Co-ordinator: Sally (two days a week) is a BWY teacher and teaches yoga and meditation in HMP Eastwood Park. Before joining the Trust in 2011 she worked as a probation officer, both in prisons and the community. Sally is a member of the Oxford Zen Centre.

Yoga Co-ordinator: Brent (two days a week) has been teaching yoga and meditation in prisons since 2008. He teaches three yoga classes at HMP Pentonville and works as a massage therapist. Brent left the PPT late in 2019.

Consultant Systems Supervisor: David (two days a week) is an IT trainer and consultant. He worked at a computer company in France, was a Software Team Leader at the Post Office in London, and worked at Oxford Brookes University.

Accountant: Clive (1.2 days a week) is a Chartered Accountant who has worked in the charitable/voluntary sector in Oxford for nearly 30 years. Now semi-retired, he is also a Trustee of a local charity working inclusively with children and young people.

Consultants

We are indebted to our consultants for their help and advice, which they provide voluntarily:

Rev'd George Coppen, Anglican priest and former prison psychotherapist at HMP Grendon

Imam Monawar Hussain DL, MBE, Imam of Eton College and founder of the Oxford Foundation

Professor Alison Liebling, Director, Prisons Research Centre at Cambridge University's Institute of Criminology

Rachel Holmes, independent charity law consultant and researcher

Patrons

Dr Kiran Bedi

Mr Erwin James

Sister Elaine MacInnes OLM

Sir Mark Tully OBE

Dr Benjamin Zephaniah

Mr Jeremy Irons

Mrs Shirley du Boulay

Dr Sheila Cassidy

Fr Laurence Freeman OSB

Mrs Sandy Chubb

Independent Examiner

Mrs D Pluck, Wenn Townsend, 30 St Giles, Oxford OX1 3LE

Bankers

CAF Bank Ltd, 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ

Lloyds TSB plc, 1 High Street, Oxford OX1 4AA

The Co-operative Bank plc, PO Box 250 Skelmersdale, WN8 6WT

Principal Office

The Prison Phoenix Trust

PO Box 328

Oxford

OX2 7HF

Charity Number 1163558

Financial Review

The Trustees are pleased to present their review of the financial statements (pages 32 to 40) for the year ended December 31 2019.

After record levels of income in 2018, the charity's 30th year, the Trustees took a cautious view in setting their financial targets for 2019. With reserves at the beginning of the year of £294,745, a budget was adopted by the Trustees showing a deficit in excess of £66,000. This included the anticipated costs of £12,000 for the production of a new series of programmes for National Prison Radio.

With this background, the Trustees are happy to report a deficit for the year to December 31 2019 of just £14,264 (2018 - £98,923 surplus). Total income of £335,442 (2018 - £425,647) is £42,146 more than budgeted and total expenditure of £349,706 (2018 - £326,724) was £10,008 less than budgeted.

The better than budget income levels arise from, among other things, a further distribution of £20,250 from the estate of former supporter Revd James Tysoe, an unexpected winding up distribution of £13,641 from the Trustees of a Midlands based mental health charity and a continuing rise of donations from individual supporters, £8,002. The number of individuals – currently about 300 – donating to the charity on a regular basis continues to rise with monthly, quarterly and annual donations through bankers orders, the Charities Aid Foundation, Just Giving, Virgin Money Giving and Give As You Earn amounting to more than £55,000 per annum. With associated Gift Aid and other generous one off gifts the charity was in receipt of donations from individuals amounting to £159,181 in 2019. This amounts to more than 50% of total income from all grants and donations. Since much of this sum arrives through committed regular giving, the Trustees feel especially fortunate to have this support to depend upon each year. The Trustees never take this generosity for granted and they and office staff work to ensure that such donors know how much they are valued. As such, fundraising with existing donors is limited to a one letter a year from the Director to all donors.

With reserves equivalent to nearly ten months of unrestricted expenditure, it remains difficult to generate new sources of grant income from grant making trusts. It is encouraging that the total of all grants for 2019 was still £108,054 (2018 - £136,385). As anticipated this was significantly down on the previous year, but encouragingly it is £14,454 better than the budget of £93,600. Again we are buoyed by the commitment of a number of grant-making bodies that continue to fund the charity even when reserves are at a relatively high level. This is enormously helpful since without the receipt of large legacies every few years, the cost of the regular activities of the charity might always exceed income. The Trustees understand this potential long term financial challenge for the charity but over the past ten years legacies have been received that have balanced the deficits that arise in the financially leaner years. Budgeting and financial planning continues with a commitment to keep an adequate level of reserves. Supporters are regularly encouraged to remember the charity in their wills and so the Trustees remain hopeful that reserves will continue to be boosted by occasional bequests when the finances of the charity need them.

The below-budget level of expenditure in 2019 cannot be attributed to savings in any particular area of cost. Some areas of expenditure – yoga teachers, postage, books and printing/ photocopying – were below budget while others – office building service charges and radio programme production costs – were higher than anticipated. The net effect of these variances

from budget was the £10,008 better than budget outcome for the year. Generally, the overall expenditure of the charity remains at a consistent level.

The Trustees have in the past year reviewed the charity's pay structure and an upward adjustment to pay scales took effect from April 2019. The impact of this on the expenditure in 2019 was tempered by a small reduction in weekly hours by a number of staff so that the net increase over budget of payroll costs was less than £3,000 in the twelve months to December 31 2019. As mentioned elsewhere in this report, a new set of radio programmes to be broadcast in prisons on National Prison Radio in 2020 and 2021 was recorded in 2019. The production costs and the first year broadcasting fee amounted to £15,939. This was funded by a grant from Porticus UK received in 2018. There will be a further fee to pay for the second year of broadcasting.

In the past few years, a new item of expenditure has appeared in the annual budget. This is the cost to the charity of paying some yoga teachers working in prison. Most teachers in prisons are paid directly by the establishment in which they work but some prisons are increasingly reluctant to do this and request that the Prison Phoenix Trust pay the yoga teacher and then recover the funds by invoicing the prison directly. While increasing the paperwork for the charity this has proved to be an effective way of ensuring that classes in certain prisons can be established. In some cases funding from the prison can be obtained up front or through a local trust, but there remain about ten classes for which yoga teachers are paid by the charity and subsequently, the prison is invoiced for that cost. In 2019, yoga teachers were paid £44,861 for classes provided and prisons invoiced £33,581, the amounts not invoiced were funded mainly by grants from trusts. In addition the Director sets aside £1,500 each year so that a limited number of classes can be taught in three prisons with the hope that those prisons will make funds available for yoga classes to continue when this "pump priming" comes to an end.

Taking out the one-off expenditure on the new radio programmes for National Prison Radio, total expenditure in 2019 £333,516 (£349,706 less Radio Production Cost £16,190), has risen by just 2% over 2018. This is a figure comparable to most cost of living indices for the last calendar year. With income falling significantly following a record-breaking year in 2018, the Trustees find the overall financial outcomes for the year ended December 31 2019 encouraging as we head into what might be a more challenging period.

As a result of the better-than-budget outcome for 2019, the total unrestricted reserves at £277,836 will continue to provide a significant financial cushion into 2020. As indicated before, this may result in it being challenging to generate increased levels of grants over the coming financial year. The Trustees are nonetheless confident that a number of grant-making bodies will continue to provide much needed funds so that budgeted outcomes for 2020 can be attained. The Trustees anticipate that without any unexpected and large boosts to funding during 2020 there will be a shortfall of income in the order of £48,250. Total expenditure levels are anticipated to be largely unchanged while the Trustees do not feel it is likely that the charity will reach the income levels of either 2018 or 2019. Until 2018, levels of income in years when the charity did not receive large legacies were more normally in the region of £250,000 so it has been a period of steady growth in income levels in the last 10 years. That growth allows the Trustees to set budgets where £300,000 is an achievable level of funding.

The Trustees remain ever grateful for the contribution made by volunteers to the work of the charity. The recording in our office diary of the weekly visits of our volunteers bears testimony to the commitment of those who freely give up their time to keep the wheels of the charity oiled. Filing, data entry, letter writing and newsletter mailing depend heavily on the presence of volunteers. In addition, there are a band of volunteers who faithfully correspond with

prisoners from home. These result in deep friendships made with inmates over years of writing. These enduring correspondence-based relationships are testimony to the wisdom, skills and experience that our volunteers have to offer. As in the past, the Trustees have not sought to put any monetary value on the hours that volunteers work with us each year but it would doubtless be a significant cost to the Trust if these tasks were not completed voluntarily. The generosity of our volunteers is valued by the Trustees immensely and their value to the charity is way beyond any monetary sum that could be assigned to their annual offerings.

Investment Policy

There are no restrictions on the charity's power to invest but the uncertain flow of funding for the Trust's activities means that the Trustees do not consider making long term investments of surplus funds.

The excess of expenditure over income of £14,264 during the year to December 31 2019 was sufficiently small that the change in the level of deposited funds is barely noticeable. The shortfall in income has been funded from funds held in the charity's current bank accounts. The funds held on deposit at December 31 2019 were £224,497 (2018 - £222,797). With an anticipated shortfall in income in the year to December 31 2020 of £48,250, it is likely that the Trustees will need to access some funds that are currently held on deposit during 2020. However, it is hoped that there will continue to be an amount in the region of £200,000 invested in term deposit accounts at the end of 2020. The balance of funds held at December 31 2019 continues to be held mainly in a 30-day notice building society account, and a 1-year and a 2-year fixed term Bank Deposit. As recounted in the Financial Review, the Trustees need to plan the finances of the charity with a backdrop of an uncertain income flow. For that reason, funds are deposited for periods of no longer than 2 years. The Trustees continue to balance the need to maximize the return on investing surplus funds with the need to ensure these funds are available in the relatively short term should cash flow require it. They are happy that the current balance of investment instruments meets these two needs. When investments mature the Trustees look at the mix of deposit accounts held to ensure that the level of return and accessibility are taken into account before making any new deposits. The Bank of England base rate has remained unchanged at 0.75% during the past twelve months so returns on deposited funds continue to be relatively low. At the same time, inflation is at a moderate level which makes the low return on deposits more tolerable.

The Trustees only deposit funds with financial institutions that are part of the Government's Financial Services Compensation Scheme. The amount of funds covered by the scheme is currently £85,000 per institution and the Trustees continue to take this limit into account when making decisions about the amounts to be deposited in any one bank or building society.

Where possible and financially prudent, the Trustees take ethical considerations into account when choosing financial institutions with which to establish a financial relationship. The main bank of the Trust is CAF Bank Ltd, a small financial institution that works exclusively with charities. While it does not have an explicit ethical stance CAF Bank's relatively small size and the nature of its customer base is such that the Trustees are confident that its policies will not involve any undue risk to its customers' funds.

Reserves Policy

References to the level of the Trust's reserves have been made in the Financial Review and

the immediately preceding paragraphs on Investment Policy. The level of total reserves at December 31 2019 was £280,481. Of these, £277,836 was unrestricted. This total should be seen in the context of the Trustees reserves policy which is that unrestricted reserves should not be allowed to fall below a minimum value of six months of unrestricted expenditure, currently about £175,000. The Trustees continue to look to having a level of reserves between the value of six and eight months of such expenditure. This would amount to between £175,000 and £234,500 for the budgeted unrestricted expenditure for 2020. This is similar to the figures from twelve months ago.

Unrestricted reserves at December 31 2019 of £277,836 equate to between nine and ten months of the unrestricted expenditure budgeted for 2020. The Trustees have set a budget for a deficit of £48,250 for 2020. This will reduce the unrestricted reserves to approximately £230,000 which is within the Trustees' target range set out above. To maintain reserves at this level or something slightly below, will require setting budgets for 2021 and subsequent years that break even or show a relatively small shortfall in income against expenditure. The Chair of Trustees and the Treasurer will continue in 2020 to be provided with monthly management accounts and the wider Board of Trustees receive quarterly financial updates for consideration at Trustees meetings. Movements in reserves during the year are monitored in this way. The Trustees are fully aware of the need to set and achieve near breakeven outcomes for 2021 and subsequent years in order to maintain reserves at an adequate level.

The Trustees have set their reserves policy using the guidance on reserves provided by the Charity Commission. As such they recognise that any policy that is set needs to be reviewed to ensure that it remains appropriate in the light of the financial, political and economic circumstances in which the Trust is working. At present, the wider environment in which the Trust operates is not expected to change significantly and the Trustees are satisfied that the reserves policy they have set for the Trust remains fit for purpose and consistent with the Charity Commission's guidance on charity reserves.

Trustees' Responsibilities in Relation to the Financial Statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charity and of the income resources and application of resources, of the charity for that period. In preparing the financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures that must be disclosed and explained in the financial statements; and
- prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its operations.

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the

financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. They are also responsible for safeguarding the assets of the charity and taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements.

Approved by the Trustees and signed on their behalf by:

A handwritten signature in black ink, appearing to read 'Giles Charrington', is written over a light blue rectangular stamp.

Giles Charrington
Chair of the Trustees

March 31, 2020

We would like to thank all who have supported our work throughout the twelve months to December 31 2019, and to acknowledge the financial support of the following individuals, trusts, companies and organisations, as well as those who wish their support to remain anonymous.

**Donors whose financial support amounted to
£5,000 or more:**

David and Anna Mills
The Sheepdrove Trust
The Tolkien Trust

**Donors whose financial support was between
£1,000 and £5,000:**

DLM Charitable Trust
Halcrow Foundation
Ian Mactaggart Trust
Mrs Lascelles Charitable Trust
The Midcounties Co-operative
S C & M E Morland's Charitable Trust
Park Hill Charitable Trust
St Michael's and All Saints Trust
The Calleva Foundation
The Pelegrin Trust
The 29th May 1961 Charitable Trust
The Whitaker Charitable Trust

Independent Examiner's Report to the Trustees of the Prison Phoenix Trust CIO

I report on the accounts of the Trust for the year to December 31 2019 which are set out on the following pages 32 to 40.

Respective Responsibilities of the Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011 ("the 2011 Act") and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts (under Section 145 of the 2011 Act);
- Follow the procedures laid down in the General Directions given by the Charity Commissioners under Section 145(5)(b) of the 2011 Act); and
- 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 Commissioners. 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 you as 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 expressed as to whether the accounts present a "true and fair view" and the report is limited to those matters set out below.

Independent Examiner's Statement

In the course of my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that, in any material respect, the trustees have not met the requirements:
 - to keep proper accounting records in accordance with Section 130 of the 2011 Act: and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;have not been met. Or,
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



D Pluck
Chartered Accountant
April 7, 2020

Wenn Townsend
30 St Giles
Oxford OX1 3LE

Statement of Financial Activities

for the year ended December 31 2019

	Note	Unrestricted Funds	Restricted	Total Funds	Unrestricted Funds	Restricted	Total Funds
		2019 £	2019 £	2019 £	2018 £	2018 £	2018 £
Income							
Donations and Legacies	2	285,105	4,865	289,970	361,167	5,000	366,167
Charitable Activities							
Yoga Teaching Fees		33,582	-	33,582	29,795	10,480	40,275
Teachers' Workshops		3,905	30	3,935	12,847	-	12,847
Sale of Books and Cards		1,793	-	1,793	1,804	-	1,804
Investments	3	3,103	-	3,103	1,528	-	1,528
Other		3,059	-	3,059	3,026	-	3,026
Total		330,547	4,895	335,442	410,167	15,480	425,647
Expenditure							
Cost of Raising Funds	5	25,471	-	25,471	26,428	-	26,428
Expenditure on Charitable Activities	6 & 7	311,758	12,477	324,235	284,292	16,004	300,296
Total		337,229	12,477	349,706	310,720	16,004	326,724
Net Income/ (Expenditure)		(6,682)	(7,582)	(14,264)	99,447	(524)	98,923
Transfer Between Funds		-	-	-	-	-	-
Net Movement in Funds		(6,682)	(7,582)	(14,264)	99,447	(524)	98,923
Reconciliation of Funds:							
Total Funds Transferred In	15	284,518	10,227	294,745	185,071	10,751	195,822
Total Funds Carried Forward	14 & 15	£277,836	£2,645	£280,481	£284,518	£10,227	£294,745

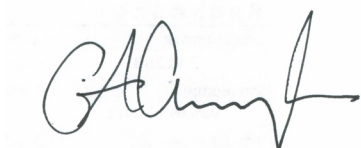
Balance Sheet as at December 31, 2019

	Note	2019 £	2018 £
Fixed Assets			
Tangible Fixed Assets	10	2,814	-
Current Assets			
Stocks	11	772	756
Debtors and Prepayments	12	22,600	32,153
Funds on Deposit		224,497	222,797
Cash at Bank and in Hand		43,244	52,824
		<u>291,113</u>	<u>308,530</u>
Less: Current Liabilities			
Amounts falling due within a year	13	<u>(13,446)</u>	<u>(13,785)</u>
Net Current Assets		<u>277,667</u>	<u>294,745</u>
Net Assets		<u><u>£280,481</u></u>	<u><u>£294,745</u></u>

The Funds of the Charity:

Restricted Income Funds	14	2,645	10,227
Unrestricted Income Funds			
General Funds	15	277,836	284,518
		<u><u>£280,481</u></u>	<u><u>£294,745</u></u>

The financial statements on pages 34 to 42 were approved by the Trustees on March 31 2020 and signed on their behalf by:



Giles Charrington
Chair of the Board

Notes forming part of the financial statements for the period ended December 31, 2018

1 Accounting Policies

(a) Accounting Basis

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102 and the Charities Act 2011).

The Prison Phoenix Trust CIO 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 notes.

The trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

(b) Depreciation

All assets costing more than £1,000 are capitalised and valued at historical cost. The cost of fixed assets is written off using the straight line method of depreciation.

Office equipment and fittings	25% per annum
Computers	25% per annum

(c) Stock of Books

The stock of books, that is held for free distribution to prisoners, is valued at the lower of cost or net realisable value.

(d) Income Recognition

All income is recognised once the charity 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 and grants are recognised when the charity has been notified of both the amount and settlement date.

Legacies are recognised on a case by case basis following the grant of probate and when the administrator/executor for the estate has communicated in writing both the amount and settlement date.

Interest on funds held on deposit is included when receivable and the amount can be reliably measured by the charity; this is normally upon notification of the interest paid or payable by the bank or deposit taking institution.

(e) Expenditure Recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated or apportioned to the applicable expenditure headings. The allocation of support and governance costs is analysed in note 6.

(f) Irrecoverable VAT

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

(g) Cost of Raising Funds

The cost of generating funds consists of staff costs, subscriptions to on-line fundraising sites, fundraising advertising and associated costs.

(h) Charitable Activities

The cost of charitable activities includes governance costs and an apportionment of support costs as shown in note 7.

(i) Volunteer Time

The value of services donated by volunteers is not reflected in the accounts.

(j) Taxation

The Trust is a registered charity. It is not, therefore, liable for tax on income derived from its charitable activities.

(k) Fund Accounting

Unrestricted Income Funds

Unrestricted Funds are funds which the trustees are free to use for any purpose in furtherance of the charitable objects. These comprise a general fund plus designated funds set aside out of unrestricted funds by the Trustees to provide for planned projects and other known contingencies.

Restricted Income Funds

These are funds which are to be used in accordance with specific restrictions imposed by the donor.

Further details of each fund are disclosed in notes 14 and 15.

(l) Pensions

The Charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are written off against income in the year they are payable.

2 Donations and Legacies	2019	2018
	£	£
Grants of £1,000 and over	87,116	119,485
Other Grants	20,938	16,900
Gifts from Individuals	144,614	143,232
Legacies	22,250	62,000
Events	485	11,163
Tax Recoverable on Donations	14,567	13,387
Total	289,970	366,167

Two legacies of £20,250 (Rev James Tysoe Dec'd) and £2,000 respectively were received during the year. A further small distribution from the estate of the Rev Tysoe will be received when the administration is completed.

3 Investment Income

All of the Charity's investment income of £3,103 (2018 - £1,528) arises from money held in interest bearing deposits and other bank accounts.

4 Net Outgoing Resources	2019	2018
This is stated after charging:	£	£
Depreciation	402	-
Independent Examiner's Fees	1,498	1,228

5 Cost of Raising Funds	Unrestricted Funds	Restricted Funds	Total December 31	
	£	£	£	2018
Staff	24,827	-	24,827	25,127
Fundraising Admin Fees	612	-	612	254
Event Costs	-	-	-	1,032
Travel and Meetings	32	-	32	15
	25,471	-	25,471	26,428

6 Analysis of Governance and Support Costs

The Charity identifies the costs of its support functions and of its governance function. Having identified its governance costs, the support and governance costs are apportioned between the main charitable activities undertaken (see Note 7) in the year. The table below shows the basis for apportionment and the analysis of support and governance costs.

	General Support	Governance	Total	Basis of Apportionment
	£	£	£	
Equipment and Other Asset Costs	2,288	-	2,288) Allocated as a % Based on
Office Accommodation	33,494	-	33,494	
Office Costs	17,948	180	18,128	
Salaries, Teacher Fees & Consultants	17,926	4,757	22,683	
Other Staff Costs	4,257	-	4,257) Time Governance
Meetings	-	57	57	
Independent Examination	-	1,498	1,498	
	75,913	6,492	82,405	

7 Analysis of Expenditure on Charitable Activities

	Prison Counselling £	Prison Workshops £	Public Education £	Newsletter £	Yoga Teacher Support £	Teacher Workshops £	Scottish Yoga Support £	Irish Yoga Support £	Prison Radio Project £	Total £
Salaries, Teachers & Consultants	28,255	22,626	26,188	25,588	71,653	22,412	-	400	-	197,122
Books for Stock	3,741	-	-	-	-	-	-	-	-	3,741
Events	-	-	418	-	-	-	-	-	-	418
Miscellaneous	-	(425)	200	-	123	-	-	-	-	(102)
Photocopying & Printing	188	-	-	6,461	-	-	-	-	-	6,649
Postage	496	-	-	4,108	-	-	-	25	-	4,629
Publicity	1,336	-	-	-	-	-	-	-	-	1,336
Radio Production Costs	-	-	-	-	-	-	-	-	15,939	15,939
Stationery	342	-	-	1,092	-	-	-	-	-	1,434
Subsistence/Hospitality	-	159	-	22	-	8	78	14	11	292
Travel & Accommodation	-	2,082	285	-	26	133	1,150	839	240	4,755
Volunteers	-	-	-	49	-	-	-	-	-	49
Workshops/Meetings	-	-	-	-	-	4,625	210	733	-	5,568
Governance Costs	1,623	1,298	974	1,136	812	649	-	-	-	6,492
Support Costs	18,010	14,408	10,806	12,607	9,005	7,204	2,130	1,743	-	75,913
	53,991	40,148	38,871	51,063	81,619	35,031	3,568	3,754	16,190	324,235

Expenditure on charitable activities was £324,235 (2018 - £300,296) of which £311,758 (2018 - £284,292) was unrestricted and £12,477 (2018 - £16,004) was restricted.

8 Governance Costs

	Unrestricted Funds	Restricted Funds	Total December 31 2019	2018
	£	£	£	
Staff	4,757	-	4,757	4,255
Independent Examiner's Fees	1,498	-	1,498	1,228
Travel and Meetings	57	-	57	54
Miscellaneous Costs	180	-	180	147
	<u>6,492</u>	<u>-</u>	<u>6,492</u>	<u>5,684</u>

9 Total Resources Expended

	Yoga Teacher Costs	Staff Costs	Other Costs	Total December 31 2019	2018
	£	£	£	£	
Charitable Activities	44,861	160,988	118,386	324,235	300,296
Cost of Generating Funds	-	24,827	644	25,471	26,428
	<u>44,861</u>	<u>185,815</u>	<u>119,030</u>	<u>349,706</u>	<u>326,724</u>

	2019	2018
	£	£
Staff Costs Comprise:-		
Salaries Staff	164,716	164,261
Social Security Costs	13,348	13,484
Pension Costs	7,751	7,258
	<u>185,815</u>	<u>185,003</u>

The average number of staff during the period was 1 full time and 7 part time (equal to a total of 5 full time staff). No employees received emoluments of more than £60,000 per annum (2018 - None).

The total remuneration of the key management personnel - the Director and Deputy Director - including employer's National Insurance and Pension contributions was £92,264 (2018 - £87,246).

10 Tangible Fixed Assets

	Computer Equipment	Office Equipment	Total
	£	£	£
Cost			
As at January 1 2019	7,086	7,746	14,832
Disposals in the Year		(1,895)	(1,895)
Additions in the Year	-	3,216	3,216
As at December 31 2019	<u>7,086</u>	<u>9,067</u>	<u>16,153</u>
Depreciation			
As at January 1 2019	7,086	7,746	14,832
Disposals in the Year		(1,895)	(1,895)
Provision in the Year	-	402	402
As at December 31 2019	<u>7,086</u>	<u>6,253</u>	<u>13,339</u>
Net Book Value at December 31 2019	<u>-</u>	<u>2,814</u>	<u>2,814</u>
Net Book Value at December 31 2018	<u>-</u>	<u>-</u>	<u>-</u>

11 Stock		2019	2018	
		£		
Postage		435	136	
Printer and Franking Machine Cartridges		237	520	
Stationery		100	100	
		<u>772</u>	<u>756</u>	
12 Debtors and Prepayments		2019	2018	
		£		
Tax Recoverable on Gift Aided Donations		3,209	2,917	
Rent, Service Charge and Utilities Prepaid		6,195	7,192	
Rent Deposit		5,675	5,675	
Prison Teacher and Workshop Expenses		7,007	15,880	
Insurance		514	489	
		<u>22,600</u>	<u>32,153</u>	
13 Creditors: Amounts Falling due Within One Year		2019	2018	
		£		
Tax, National Insurance and Pensions		3,118	4,553	
Independent Examiner's Remuneration		1,500	1,400	
Consultancy and Yoga Teachers		2,115	3,055	
Postage Charges		3,000	2,500	
Telephone, Utilities, Printing, Photocopying and Service Charges		1,213	327	
Books for Stock		-	1,842	
Accruals and Accounts Payable		-	58	
Accommodation - Meditation Weeked		2,500	50	
		<u>13,446</u>	<u>13,785</u>	
14 Restricted Funds				
	Yoga	Scottish	Total	
	Classes	Link		
	Funds	Fund	2019	2018
	£	£	£	
Balance at January 1 2019	8,819	1,408	10,227	10,751
Grants, Donations & Workshops	4,865	30	4,895	15,480
Direct Charitable Expenditure	(11,039)	(1,438)	(12,477)	(16,004)
	<u>2,645</u>	<u>-</u>	<u>2,645</u>	<u>10,227</u>
Balances at December 31 2019				
Represented by:				
Bank and Cash	2,645	-	2,645	10,227

The Scottish Link Fund is used to finance yoga classes and teacher support for Scottish Prisons. The Yoga Classes Funds finance yoga classes at HMP's Styal, Ranby, Downview, Dartmoor, Ashfield and Approved Premises in Oxford. It also funds the distribution of books and newsletters to inmates in secure establishments in Oxfordshire, and equipment at IRC Heathrow, HMP Bronzefield and HMYOI Feltham.

15 Unrestricted Income Funds

	Designated Funds	Unrestricted Funds	Unrestricted Funds December 31 2019	2018
			£	
Balance at January 1 2019	12,000	272,518	284,518	185,071
Incoming Resources	-	330,547	330,547	410,167
Expenditure	(12,000)	(325,229)	(337,229)	(310,720)
Transfer to Designated Funds	-	-	-	-
Balances at December 31 2019	-	277,836	277,836	284,518
Represented by:				
Fixed Assets	-	2,814	2,814	-
Current Assets	-	288,468	288,468	298,303
Creditors	-	(13,446)	(13,446)	(13,785)
	-	277,836	277,836	284,518

The designated funds of £12,000 were fully utilised in 2019 to produce a new series of Yoga and Meditation programmes that began to be broadcast on National Prison Radio in 2020.

16 Financial Commitments

As at December 31 2019 the Trust has annual commitments under non-cancellable leases of:

	Land and Buildings December 31 2019	Land and Buildings December 31 2018
Length of Commitment	£	£
One Year	-	-
Two to Five Years	22,700	22,700

17 Trustee's Remuneration

No Trustee (Nil - 2018) received or waived any emoluments during the year.

No out of pocket expenses (Nil - 2018) were reimbursed to Trustees in the year .



All prison images in this report and accounts were taken in HMP Winchester