

**ANGLIA CARE TRUST**

**(A Company Limited by Guarantee)**

**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2018**

# ANGLIA CARE TRUST

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# ANGLIA CARE TRUST

## REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS FOR THE YEAR ENDED 31 MARCH 2018

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### **Trustees**

Colin Reid  
Colin Shiers  
Ann Bryant  
Susan O'Gorman (resigned 1 September 2017)  
Stuart Sumner (resigned 2 November 2017)  
Tony Horner (appointed 1 September 2017)  
Alexander Lloyd, Treasurer (appointed 22 May 2017)  
Rachael Wyartt (appointed 1 September 2017)  
Graham Walker, Chair (appointed 27 March 2018)  
Roy Wisdom, Vice-Chair (appointed 27 March 2018)  
Richard Trotter (appointed 27 March 2018)

### **Company registered number**

02223103

### **Charity registered number**

299049

### **Registered office**

Unit 8, The Square, Martlesham Heath, Ipswich, Suffolk, IP5 3SL

### **Company secretary**

Mrs J Simpson

### **Independent auditor**

Scrutton Bland LLP, Fitzroy House, Crown Street, Ipswich, Suffolk, IP1 3LG

### **Bankers**

Royal Bank of Scotland Plc, 8 - 10 Princes Street, Ipswich, IP1 1QT

### **Solicitors**

Prettys Solicitors, Elm House, 25 Elm Street, Ipswich, Suffolk, IP1 2AD

# ANGLIA CARE TRUST

## CHAIRMAN'S STATEMENT FOR THE YEAR ENDED 31 MARCH 2018

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The chairman presents his statement for the period.

The Trust has strengthened its financial position this year by expanding its sources of funding, establishing a path which places an increasingly lower emphasis on funds from the public sector (reduced from 58% to 46%). Additionally our income has grown by a healthy 5.3%, and our balance sheet and cashflow remain strong. It is particularly pleasing to have secured grants from new sources such as the Police and Crime Commissioner (for Alcohol Recovery), which not only increases our investment sources, but hopefully will raise our profile in order to attract further opportunities. We have also maintained our focus with respect to widening our geographic reach, with funding continuing to flow from sources outside Suffolk, such as the North Essex Partnership University NHS Foundation Trust.

It is with great honour that I was asked to accept the role of Chair in June 2018, taking over from Colin Shiers, to whom the Trust owes gratitude for his excellent stewardship as Chair. The Board has experienced three Trustee resignations, however in turn has been strengthened through the recruitment of five new Trustees (including myself). Another organisational highlight is our ability to retain and grow its volunteer numbers, a key component in our service delivery model.

Looking forward I expect the Trust to see ongoing managed growth, drawing on our strong financial position, and in line with our Objects and our strategic direction.

Name Graham Walker  
Chairman

Date 24 September 2018

# ANGLIA CARE TRUST

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2018

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The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Anglia Care Trust Limited (the company) for the ended 31 March 2018. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

### **Objectives and Activities**

#### **a. Policies and objectives**

The principal objects of Anglia Care Trust are set out in its governing document which states;

"The objects for which the Company is established are the relief of poverty and sickness; the training, re-training and education of offenders, ex-offenders and those who might offend; the care, resettlement and support of offenders, ex-offenders, those who might offend and their families so that they can live independently and contribute to their communities; the prevention and reduction of crime, including the promotion of public safety and order by providing services or mediation, conciliation, arbitration and advocacy; the provisions of advice and support to vulnerable individuals of whatever age, including those with disabilities, dependencies, mental or physical health problems; the provision of housing and related services to offenders, ex-offenders and those who might offend provided that nothing is done which would relieve local authorities or other bodies of their statutory duties; and the management, co-ordination of the functions of other corporations, bodies or institutions, including the management, training and supervision of their employees, agents or volunteers provided that those activities are connected with and are in furtherance of these objects."

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

In summary, the aims of our charity are to support communities and improve lives by helping people to be heard; helping people to feel safe; and helping people to keep a roof over their heads and they fully reflect the purposes that the charity was set up to further.

#### **b. Strategies for achieving objectives**

As funds available from the public sector in general continue to reduce this year, we have striven to maintain our financial viability by continuing to source funds from charitable trusts and other grant makers. We are proud to have been successful in obtaining grants from the Police and Crime Commissioner for our work in the Alcohol Recovery field. We have received grants from Comic Relief and the Money Advice What Works Fund to expand our Money Advice Outreach Service for victims of domestic abuse. We continue to be supported by the LD Rope Charitable Trust for our work with volunteers and the Suffolk Community Foundation for our work with young people, both in the field of mentoring and support for young people who have been exposed to domestic abuse.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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There has however been some growth in ACT's public sector work, expanding our work in the domestic abuse field with a grant from Suffolk Coastal District Council to provide Satellite Accommodation, Support and Guidance for victims who cannot access the traditional refuge. In West Suffolk, we have been awarded a grant to supply a domestic abuse Link Worker to support victims who present at their Housing Options department. In Ipswich, we have been awarded a grant to deliver Financial Capability sessions to hostels and supported accommodation service users. We are delivering this in partnership with Ipswich Housing Action Group (IHAG). We are also working in partnership with IHAG to deliver the Rough Sleeper Outreach Service in Ipswich and Suffolk Coastal.

The continued use of Advice Pro, our secure case management system developed in conjunction with Advice UK, has continued to give us more improved methods of recording and reporting on data across all services.

We have continued to maintain partnerships with North Essex Partnership University NHS Foundation Trust who have carried out their training from our conference room and also with Lapwing Education who have continued their lease with us for office space.

All organisational policies and procedures have been reviewed and updated where required to ensure we are all working consistently and within all relevant legislation.

Our valuable volunteer base has continued to expand further, increasing this year by an additional 15% to over 150 active volunteers by the end of the period. Our increased focus on retention this period has seen the introduction of well attended volunteer hubs, social events and forums across the county. A focus has been maintained on the development and training of our volunteers with the introduction of further training to aid their continuing professional development.

Throughout the year, volunteers have been deployed in our Appropriate Adult and Young Person's Mentoring teams, as Volunteer Advocates, Mediators and Independent Visitors and supporting our Money Advice, Domestic Abuse Outreach and Housing Services. Our Board of Trustees also acts in a voluntary capacity. Our volunteers have continued to commit an outstanding number of hours this period giving over 14,900 hours across all services equating to over 7.5 fulltime employees. Their contribution, as always, has been vital to the success of our work.

During 2017/18, we have delivered services that accord with the aims and objectives of the charity as defined in our Business Plan for 2016 - 2019 giving our service users the stability, support and challenge they often need to achieve full independence and empowerment. Our focus is to develop safer and stronger communities for adults, families and young people alike.

The four key strategies are:

- Excellent service delivery – To maintain and further develop excellence in service delivery, constantly reviewing our practices, ensuring that excellence is at the forefront of our thinking, in everything we do.
- Adapting to change – To build our resilience, by continuing our record of bringing innovative solutions to changing needs.
- Partnership and collaboration – To continue to develop our collaborative working approach across voluntary, public and private sectors, improving efficiencies, quality and joined up solutions.
- Resource management – To build upon our skilled volunteer and paid workforce, robust infrastructure and established financial strengths to ensure we continue to offer a professional and flexible response to changing needs.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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The organisation's objectives to achieve these strategies during this period were:

### Excellent service delivery

- To ensure the expectations of our funders are met in full or exceeded
- To extend our funding agreements
- To ensure Support Plans and advice enquiries are successfully delivered
- To ensure responses to all feedback from service users
- To maintain our external accreditations through Investors in People and Investors in Diversity
- To achieve benchmarks such as the Practical Quality Assurance System for Small Organisations (PQASSO), the Advice Quality Standard (AQS) and the Service Quality Tool (SQT)
- To achieve positive social, environmental and economic impact.

### Adapting to change

- To invest in needs/demand analysis, marketing and market research and service development
- To develop innovative service delivery models
- To implement new services working in new locations and helping people with different needs.

### Partnership and collaboration

- To build upon current partnerships/collaborative arrangements
- To develop additional partnerships/collaborative arrangements.

### Resource management

- To review our compliance with governance and statutory and legal requirements
- To attract, develop and retain motivated people
- To maintain our financial viability
- To maintain systems which promote service excellence.

## **c. Activities for achieving objectives**

Our charitable activities summarised below are undertaken to further our charitable purposes for public benefit and can be split into three areas:

### Helping people to be heard

- Appropriate Adult Service
- Advocacy and Independent Visiting
- Return to Care Interviews
- Advice and Guidance – Money Advice
- SEND independent advice and guidance, mediation and disagreement resolution services
- Independent Advice

### Helping people to feel safe

- Domestic Abuse Outreach Service
- Family Support
- Drug and Alcohol Recovery Outreach Service
- Mentoring

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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Helping people to keep a roof over their heads

- Accommodation Based Support
- Suffolk Offender Accommodation Project (SOAP)
- Triangle Tenancy Scheme
- Community Rehabilitation
- TCHC Opportunity Suffolk (Employment Advice)
- Satellite Domestic Abuse Service
- Rough Sleeper Outreach Service

### **d. Policy statements**

Below are summaries of our major policy statements:

#### **Grant Giving**

This is a very small part of the activities of the charity and is supported by the charity from its current unrestricted services. This fund is now known as the Empowerment Fund. Applicants must be existing users of ACT's service to apply and must be able to evidence how the application will empower them to make positive changes for the future. For the purposes of administration, it is administered by the Directors of Operations and Business Support as part of their management responsibilities.

#### **Fundraising Activities**

Anglia Care Trust raises funds for specific purposes, as needs are identified and does not currently engage in fundraising activities for general unrestricted purposes.

#### **Principal Funding Sources**

The principal funding sources for the charity during this period are currently by way of grant and contract income from Suffolk County Council, Ipswich Borough Council, Suffolk Coastal District Council, West Suffolk Council, Havebury Housing Partnership, The Police and Crime Commissioner, Public Health, The Big Lottery Fund, Comic Relief, the Money Advice Service What Works Fund, The Esmee Fairbairn Foundation, Sodexo and St Edmundsbury District Council as well as a series of grants through Suffolk Community Foundation.

#### **Designation of funds and free reserves**

A designation of £290,000 remains for the purchase of an additional property to further the charity's objectives.

Once the value of the fixed assets is excluded, the charity's free reserves at 31 March 2018 amounted to £450,218 (2017: £401,810), of which £290,000 is committed to property purchase and £42,633 to long term property maintenance.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### Income Funds

Anglia Care Trust is in receipt of income as follows:

- In line with service level agreements as restricted income. However, upon the completion of all service level agreements and having delivered the terms defined within such agreements, any unspent financial resources will be considered as unrestricted income. This will also apply to 'one off or call down' services each financial year.
- Grants as restricted income. Such income which is not expended during the lifetime of a project will remain restricted, with the grant giving body being notified, with a view to extending the duration of the project.
- Investment income as unrestricted income.
- Other income will be treated as unrestricted e.g. rent from the properties owned or managed by the Trust.

### Reserves Policy

Anglia Care Trust aims to maintain financial reserves equating to:-

- 6 months salary costs, inclusive of pension and NI contributions, for the purpose of ensuring that the organisation can meet its obligations in law to all staff, should it cease operating. These reserves can be funded not just by designated cash reserves but also by the capital values tied up in Anglia Care Trust properties which in the case of properties subject to mortgage or charge would be restricted to the prior legal claim of the charge and noting that the first call on the sale of any property would be salary reserves.
- 5% of the market value of properties owned by Anglia Care Trust, for the purpose of ensuring that any unplanned eventualities regarding the properties, inclusive of damage and large scale maintenance or refurbishment, can be dealt with.

### e. Main activities undertaken to further the charity's purposes for the public benefit

Our objects and funding limit the services we provide to those living in East Anglia. Priorities are decided after assessing the needs of the individuals and their personal commitment to achieving success. All our services are provided free to our service users.

Anglia Care Trust believes that equal access to our services is vital to our success and that successful outcomes must be shared by all communities that use our services. We monitor access to our services by gender, disability, age and race, but exclude no one for whom the service is suitable. Further information about who benefits directly from our services is explained in the reporting on each service's achievements below.

However, the impact of our work goes far further than just the individuals or families who access our services. We believe that entire communities benefit indirectly from much of the work that we do, and our work with families such as through our Mediation Service and our work with victims of domestic abuse is a strong example of how a whole community can benefit from improvements in behaviour from one family. The work that we do with our Alcohol Outreach Project working with Street Drinkers is another example of how working with one individual can have a positive impact on many others: from neighbours, to family members, through to the local community.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### Achievements and performance

#### a. Key financial performance indicators

As a charity, our financial governance is key to our success and our integrity. Therefore, our internal monitoring and controls are among our Key Performance Indicators. We can confirm that our income for 2017/18 was 7.9% above budget and our expenditure was 1% under budget. However, there was only a 0.25% and 1.3% variance between actual and forecast figures respectively, giving Trustees confidence in our internal financial processes and knowledge of our business.

#### b. Review of activities

The charity has delivered the following services during the year that can be grouped into our three areas of focus:

##### Helping people to be heard

###### Appropriate Adults

We attended 2,817 call outs during this period, an increase of over 20% compared to the previous year with all being responded to in the contracted time scales.

The service has continued to be predominantly volunteer delivered by a team of over 80 volunteers. They have offered over 12,000 hours availability to the call out rota throughout the year with over 3,000 hours actually being delivered in attendance across the three Police Investigation Centres.

###### Advocacy

During the first year of the service's two year extension, 3,630 advocacy hours have been delivered with the service meeting its contractual requirements for the year.

92 young people have been supported throughout the year (with over 50 new referrals being received) to ensure their wishes and views were taken into consideration by those responsible for making decisions about their lives.

The service has continued to be supported by a small number of volunteers with over 200 volunteer hours being delivered during the year.

###### Return to Care

We have continued to complete the Return to Care Interviews on behalf of Suffolk County Council for young people missing from care with over 33 interviews being completed this period, twice that of the previous year. The contract has been successfully met and extended for a further year.

###### Independent Visiting

In the first year of the two year extension of our volunteer led contract commissioned by Suffolk County Council alongside our advocacy work, we have provided 41 young people with the support of an Independent Visitor.

All current Independent Visitors have continued to report very positive outcomes as a result of their activities with young people and have delivered nearly 1,000 hours throughout the year.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### **Mediation**

This was our third year of the Special Educational Needs and Disability Information, Advice & Support Service (SENDIASS) commissioned free and impartial service to offer SEND Mediation or Disagreement Resolution and advice and guidance associated with this.

The service has exceeded all anticipated figures with 357 people being helped this year through a combination of telephone advice and face to face mediation. The number of Disagreement Resolutions has increased this period to 13 and the service has continued to be supported by volunteers with over 150 volunteer hours being delivered.

### **Money Advice**

Demand for the service has continued to grow throughout the period with over 1,000 requests for assistance during the year thanks to funding from Comic Relief, the Money Advice Service What Works Fund and ACT charitable funds. The service has supported 697 service users during the year and nearly 1,000 associated family members, an increase of 15% compared to the previous year.

The service has continued to meet targets for the year, helping to maximise nearly £600,000 worth of income and managing over £1.9 million worth of debt.

We have maintained the Advice Quality Standard, the mark of quality for independent advice.

We have also completed the first full year of our project in partnership with We Are Digital called Earn it Don't Burn it, helping clients to maximise their income through the use of technology and social media.

### **Independent Advice**

Our extension of the predominantly volunteer-led Independent Advice model funded by a local grant from the Esmée Fairbairn Foundation in conjunction with The Suffolk Foundation came to an end in February 2018. During this period, 35 volunteer Independent Advisers delivered over 3,000 hours between them to support 106 young people to help guide them through difficult transition periods with the aim of enabling them to stay in education and training and improve their levels of achievement.

The funding came to an end in February 2018. Due to the success of the model, the aim is to seek further funding when it becomes available.

### **Helping people to feel safe**

#### **Mentoring**

We have supported 15 young people throughout the year thanks to funding received from RJB Fund, Davies Family Fund, the High Sheriff and the Maurken Fund. The service has provided a volunteer mentor to work with them over a 12 week period and as a result, 12 have reported improved physical, mental or emotional wellbeing. Over 180 volunteer hours have been delivered through this service.

#### **Domestic Abuse**

This period has seen the start of the final year of the Domestic Abuse Outreach Service (DAOS) which was extended until September 2018. However, at the time of writing, it can be confirmed that we have successfully been re-awarded the service from October 2018.

The service has continued to exceed expectations receiving over 1,200 referrals for victims of domestic abuse during the year and working with over 2,800 service users throughout this period. In addition to this, the service has responded to over 1,300 advice queries. The service has continued to demonstrate its value to the families of victims with over 1,600 children and young people being supported through the work carried out.

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# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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During this year, ACT has also delivered additional services through the Money Advice Service to victims of domestic abuse across Suffolk.

Our work with domestic abuse victims also provided us with the basis to extend our work to offer a refuge service in partnership with West Suffolk Women's Refuge to sit within our housing services. This project supported an additional 9 service users before the funding came to an end in June 2017.

Our work in this area has also seen the post of Domestic Abuse Link Officer being introduced in February 2018, to be funded for 2 years and based at West Suffolk House within the Housing Options Team.

### **Family Support**

Our project in West Suffolk with Havebury Housing Partnership had been extended until March 2018 and has continued to bring about positive change with 44 service users being supported throughout the year delivering 18 health related outcomes and 49 positive tenancy related goals being achieved.

### **Drug and Alcohol Outreach**

During this period, the name of this area of work has changed from Alcohol Recovery to Drug and Alcohol Recovery to recognise the changing nature of substance abuse faced by this client group. This project, still funded by Public Health, has continued to yield positive outcomes for profiled "street drinkers" to support them into and through the recovery and rehabilitation process. Supporting 15 individuals through this project, ACT continues to hold a strong presence as Vice Chair within the 'Start Afresh' group and has demonstrated positive outcomes in addiction support, accommodation, benefits and welfare, health and general wellbeing, evidencing the project's social impact.

Our Alcohol Outreach work has also continued to be funded throughout this period through new funding from the Police and Crime Commissioner and additional funding from Forest Heath and St Edmundsbury Council. 17 service users have been supported across the county.

### **Helping people to keep a roof over their heads**

#### **Accommodation Based Support**

As a result of the Housing Related Support Review across Suffolk and subsequent tenders submitted, we were successfully awarded a new single homeless contract in partnership with Genesis Housing Association and the outright offender contract, both of which commenced in April 2017. This has led to an increase on our provision from 28 units to 50.

During the period, 20 Offenders moved from the ABS services on to independent accommodation, 3 of which did so after securing full time employment.

We continue to deliver further housing management and support on behalf of St Edmundsbury District Council at their temporary accommodation provision in Bury St Edmunds. Throughout the course of the year 51 individuals and 26 families avoided homelessness as a result of this provision.

#### **Suffolk Offender Accommodation Project – Suffolk County Council**

The contract to provide advice and accommodation solutions to offenders upon release and those already within the community was extended to March 2018.

The service has continued to exceed contractual outcomes, with 294 service users being supported and 94% of service users being accommodated during this period.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### **Triangle Tenancy Scheme**

This year has seen further growth in our Triangle Tenancy Scheme, leasing properties from landlords and renting them out to Service Users, whilst maintaining a Tenancy Management role to ensure the success of the tenancy.

The number of these properties has increased from 67 to 82 and during the reporting year provided accommodation to 105 individuals and 19 families that would have otherwise faced homelessness.

During this period, we have continued our role as the housing management provider for the Suffolk Refugee Resettlement Programme by Suffolk County Council in partnership with Suffolk Refugee Support, committing to housing 200 refugees over the next 5 years. 59 were housed during this period.

### **Community Rehabilitation**

We have continued our partnership with Sodexo, who own the local Community Rehabilitation Company, during this period. The contract, to offer financial and accommodation support to offenders upon release from prison, has continued to yield positive results with over 570 service users supported and completing financial health checks and 295 accommodated. The service has exceeded the expected delivery hours this period for the first year since it commenced.

### **Satellite Domestic Abuse Service**

Following a successful competitive tender we were commissioned by Suffolk Coastal District Council at the beginning of 2018 to provide 10 units of accommodation for victims of domestic abuse who are excluded from generic refuge provision (males, those with substance abuse or those with severe mental health issues). Within weeks of commencement the properties were fully occupied and over the next 3 months 12 victims were supported, with two successfully moving on to their own independent accommodation.

### **TCHC Opportunity Suffolk (Employment Advice)**

Commencing in March 2017, the service supported 33 individuals over the remainder of the year towards achieving their goals around employment and training. Of this number, 12 engaged in some form of education, 10 in training and 9 in voluntary work placements.

### **Rough Sleeper Outreach Service**

This new service, delivered in partnership with IHAG, aims to reduce the number of Rough Sleepers in the areas of Ipswich and Suffolk Coastal. Our focus within the service is Suffolk Coastal and in the first year 11 rough sleepers were supported off the streets in to secure accommodation.

## **c. Investment policy and performance**

ACT's cash reserves are held with Charities Aid Foundation and the Royal Bank of Scotland. Our current account operations are with Royal Bank of Scotland. As with all investments during the current period, performance has been disappointing due to the level of interest rates.

## **d. Factors relevant to achieve objectives**

Factors relevant to achieving objectives have been included in the review of activities (b).

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# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### Financial review

#### a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

#### b. Material investments policy

The charity does not hold any investments including material social investments.

### Structure, governance and management

#### a. Constitution

The organisation is a charitable company limited by guarantee, incorporated on 19 February 1968 and has been in existence as an independent registered charity since 1968. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members, currently set as the Directors of the company, are required to contribute an amount of not exceeding £1. The charitable company is constituted under a Trust Deed and is a registered charity number 299049.

The Directors of the company are ex officio Trustees for the purpose of charity law. The Memorandum and Articles of Association require a minimum of three Directors; the maximum number is fifteen. As at 31 March 2018 there are eight members of the Board. The Memorandum and Articles of Association require that one-third of the membership retire annually. The members to retire are those that have been in office the longest. Retiring members are eligible for re-election. The members of the Board of Directors have the power to co-opt members to the Board; any such members hold office until the next Annual General Meeting when they are eligible to stand for election.

#### b. Method of appointment or election of Trustees

Potential new recruits to the Board of Directors meet with the Chair and others he or she may involve in order to discuss their request to join the Board with intent to examine their potential suitability for the role of Director of the Company, to assess their understanding of the role of Director and the degree to which they meet the current needs of the Board in terms of skill, experience and diversity. If satisfied, the Chair may then invite the applicant to attend a Board Meeting as an observer. The Board will then consider the appointment and if satisfied they will co-opt the applicant to the Board until the next Annual General Meeting takes place.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### **c. Policies adopted for the induction and training of Trustees**

Many of the Board of Directors are familiar with the practical work of the company by virtue of service, either as a Director or as a volunteer or both for a number of years. Board members are also invited to attend the staff conference days held three times a year. Their induction involves spending time with the Senior Management Team and other personnel and Service Users to ensure that they have an overview of the organisation. New Board members are also inducted into the Board process by the Company Secretary, who ensures that they receive copies of the following:

- Most recent Annual Reports and Audited Accounts
- Memorandum and Articles of Association
- The Essential Trustee Guide produced by the Charity Commission

### **d. Pay policy for senior staff**

As with all staff, remuneration is based on market rates and staff are subject to annual Competency Based Performance Reviews. Senior Staff are afforded the same annual increments as the rest of the organisation.

### **e. Organisational structure and decision making**

#### **Board of Directors**

The Board of Directors is legally responsible for the management and control of the charity; the Directors meet eight times per year and hold an Annual General Meeting in accordance with the governing document. They also have the authority to establish Board committees.

There are three committees in existence: Governance, Finance and Human Resources with Strategy now being discussed quarterly at a dedicated Board Meeting. Each committee consists of a minimum of three Board members (other Board members contribute when required) and are supported by the Senior Management Team. All committees usually meet a minimum of four times per year.

#### **Senior Management Team**

The Board of Directors delegates day-to-day responsibility for the management of the charity to the Senior Management Team consisting of the two executives: the Director of Operations and the Director of Business Support.

#### **The Executives' joint responsibilities**

The Directors of Operations and Business Support have joint responsibility for the delivery of the strategic direction of the charity, the day to day management of the charity's activities, finances, budgetary control, recruitment and dismissal of staff. They also have responsibility for the determination of salaries for all personnel below their level, providing that these are in line with the current salary structure as approved by the Human Resources Committee and also within the overall budget agreed for the year. They are jointly required to ensure that key performance targets are agreed and met by all staff. Finally, they are responsible for ensuring that the charity delivers the services specified, thus ensuring that the aims and objectives of the charity are met.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### **The Executive' individual responsibilities**

#### **Director of Operations**

The Director of Operations also has responsibility for the delivery of the charity's strategic objectives and for the day to day operation and management of its services, including recruitment of personnel at management and co-ordinator level and the preparation of financial information and budgets relating to all operation of services, in consultation with the Director of Business Support. He is responsible for ensuring that project teams continue to develop their skills and working practices in line with internal and external policies and procedures and good practice. The Director of Operations has the authority to delegate operational activities to service managers.

#### **Director of Business Support**

The Director of Business Support has responsibility for ensuring that the administrative and financial activities of the charity are executed efficiently and in a timely manner, including preparation of financial data, management accounts and budgets. She is responsible for Finance, Human Resources, Facilities Management, ICT and Marketing for the whole organisation. Additionally, she is responsible for assisting the Treasurer and Auditors in the preparation of year end accounts. Currently the Director of Business Support is also the Company Secretary.

#### **Board Strategy**

The purpose of the Board meetings are to:

- Set Anglia Care Trust's strategic direction in consultation with the Senior Management Team and to support them in delivering it
- Make sure that ACT's business plan implements ACT's strategic direction
- Make sure that ACT's achievements against its business plan are assessed annually
- Explore available opportunities for collaborative working, cost sharing, mergers, alliances, joint venture and new sources of funding
- Promote and encourage innovation in all aspects of ACT's work and to make sure that there are continuous quality improvements and efficiency gains
- Develop and sustain ACT as a flexible, learning organisation enabling it to carry out its strategic aims of developing safe and stronger communities for adults, families and young people in the East of England.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### **Governance Committee**

The remit of this committee is to oversee and make recommendations to the Board of Directors with particular reference to:

- Promoting and monitoring sound Corporate Governance including staff relations
- Ensuring that Anglia Care Trust complies with its legal obligations
- Monitoring the management of risk within the organisation
- Reviewing and making recommendations to the Board on the recruitment, structure, size and composition of the Board
- Health and Safety
- Monitoring and reviewing the company's Environmental Action Plan.

### **Finance Committee**

The remit of this committee includes all financial aspects of the business including:

- Overseeing the development, implementation and review of Anglia Care Trust's financial policies
- Ensuring that the Finance Regulations help achieve the organisation's aims and objectives and compliance with the Board, auditor's and other regulatory bodies requirements
- Ensuring continuous quality improvements and efficiency
- The promotion and monitoring of sound financial governance
- Reviewing and making recommendations to the Board on finance related issues
- Liaising with the Human Resources Committee with regards to salary related issues.

### **Human Resource Committee**

The remit of this committee is to promote equality, diversity and effective Human Resource management by:

- Assessing and agreeing all job roles against the agreed set of competencies
- Assessing and reviewing salary bandings comparisons with NJC salary bandings and market conditions in conjunction with the Finance Committee
- Determining salary range for each job role
- Overseeing Human Relations aspects including staff and volunteer training policies and wellbeing, including staff and volunteer benefits
- Overseeing the staff appraisal system with regular audits to ensure good governance
- Overseeing the review of all Anglia Care Trust's policies and procedures.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### Governance Activities

Anglia Care Trust applies the term 'Governance Activities' to those activities which ensure sound governance and strategic development as guided by the Association of Chief Executives of Voluntary Organisations (ACEVO) in allocating costs. The Board of Directors have adopted the following Governance Policy:

All administration costs associated with the governance of the charity will be allocated in accordance with the ACEVO model of "Full Cost Recovery"; the charity will therefore allocate the following to Governance Costs:-

- Directors' travel and subsistence
- Costs associated with meetings related to the governance of the charity
- AGM and Annual Review
- Directors' Liability Insurance
- Directors' recruitment, training and induction
- Costs associated with the employment of the Company Secretary i.e. salaries, the cost of travel and subsistence
- Legal costs
- Audit fees.

### f. Risk management

All ACT services follow a Risk Management Procedure which covers:

- Strategic Risk Assessment and Control
- Service Specific Risk Assessment and Control
- Service User Needs Assessment and Control
- Completing and monitoring of a central risk register
- Business Continuity Plan

It is our aim that all of the Senior Management Team are IOSH Managing Safely accredited and this level of competency is now mandatory for Operational Managers.

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity and has reviewed those risks and established systems and procedures to mitigate the risks the charity faces. All significant activities undertaken are subject to a risk review as part of the initial project assessment and implementation; major risks are identified and ranked in terms of their potential impact and likelihood. The Trustees are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

### Plans for future periods

#### a. Future developments

We have published our Business Plan for 2016 - 2019 and a copy of this can be found on our website or by contacting our Business Support Team. We are currently working on our 2019-2022 Business Plan.

In delivering our plan, there are numerous inter-related external factors which create uncertainty, increase risk and complicate longer term strategic planning. Some of the key issues are the continuing reduction in public expenditure and national/local change programmes. We anticipate that the operating environment will be one of continued uncertainty and challenge.

# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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Ongoing reductions in public expenditure are here for the short to medium term and we will have to adapt accordingly. We therefore aim to further diversify our income streams to be less reliant on public sector funding and try to increase our grants from charitable trusts and funds and increase our work with the private sector, for example through our Triangle Tenancy Scheme. We also aim to continue to review our costs and increase efficiencies wherever prudent to do so. In addition to this, we aim to further extend our geographical reach. At the time of writing, we can announce that we have recently been awarded the Appropriate Adult Service for Norfolk, commencing 1st October 2018 and are therefore starting to achieve this strategic aim.

Our objectives for this period are:

Excellent Service Delivery - Maintain and further develop excellence in service delivery, constantly reviewing our practices, ensuring that excellence is at the forefront of our thinking, in everything we do.

Adapting to Change - Working within our objects, build our resilience, by continuing our record of bringing innovative solutions to changing needs.

Partnership and Collaboration - Continue to develop our collaborative working approach across voluntary, public and private sectors, improving efficiencies, quality and joined up solutions.

Resource Management - Build upon our skilled volunteer and paid workforce, robust infrastructure and established financial strengths to ensure we continue to offer a professional and flexible response to changing needs.

### **Funds held as custodian**

There are no funds in this category.

### **Trustees' responsibilities statement**

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

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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# ANGLIA CARE TRUST

## TRUSTEES' REPORT (continued) FOR THE YEAR ENDED 31 MARCH 2018

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### Disclosure of information to auditor

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

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

This report was approved by the Trustees, on 24 September 2018 and signed on their behalf by:

Graham Walker, Chair

# ANGLIA CARE TRUST

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ANGLIA CARE TRUST

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### Opinion

We have audited the financial statements of Anglia Care Trust (the 'charitable company') for the year ended 31 March 2018 set out on pages 22 to 40. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

### Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the

# ANGLIA CARE TRUST

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ANGLIA CARE TRUST

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work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

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

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

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

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

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

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

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

### **Responsibilities of trustees**

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

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

# ANGLIA CARE TRUST

## INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF ANGLIA CARE TRUST

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### **Auditor's responsibilities for the audit of the financial statements**

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

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our Auditor's Report.

### **Use of our report**

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

Sharon Gravener (Senior Statutory Auditor)

for and on behalf of

### **Scrutton Bland LLP**

Chartered Accountants  
Statutory Auditor

Fitzroy House

Crown Street

Ipswich

Suffolk

IP1 3LG

26 October 2018

# ANGLIA CARE TRUST

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2018

	Note	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
<b>Income from:</b>					
Charitable activities	2	1,251,360	1,224,390	2,475,750	2,350,998
Investments	3	-	612	612	971
<b>Total income</b>		<b>1,251,360</b>	<b>1,225,002</b>	<b>2,476,362</b>	<b>2,351,969</b>
<b>Expenditure on:</b>					
Charitable activities	4,7	1,220,591	1,187,901	2,408,492	2,487,587
<b>Total expenditure</b>	8	<b>1,220,591</b>	<b>1,187,901</b>	<b>2,408,492</b>	<b>2,487,587</b>
<b>Net income / (expenditure) before other recognised gains and losses</b>		<b>30,769</b>	<b>37,101</b>	<b>67,870</b>	<b>(135,618)</b>
<b>Net movement in funds</b>		<b>30,769</b>	<b>37,101</b>	<b>67,870</b>	<b>(135,618)</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		77,980	957,701	1,035,681	1,171,299
<b>Total funds carried forward</b>		<b>108,749</b>	<b>994,802</b>	<b>1,103,551</b>	<b>1,035,681</b>

The notes on pages 25 to 40 form part of these financial statements.

**ANGLIA CARE TRUST**  
**REGISTERED NUMBER: 02223103**

**BALANCE SHEET**  
**AS AT 31 MARCH 2018**

	Note	£	2018 £	£	2017 £
<b>Fixed assets</b>					
Tangible assets	12		<b>544,584</b>		555,581
<b>Current assets</b>					
Debtors	13	<b>160,881</b>		131,955	
Cash at bank and in hand		<b>598,054</b>		541,059	
			<u><b>758,935</b></u>	<u>673,014</u>	
<b>Creditors:</b> amounts falling due within one year	14	<b>(199,968)</b>		(192,914)	
<b>Net current assets</b>			<u><b>558,967</b></u>		<u>480,100</u>
<b>Net assets</b>			<u><b>1,103,551</b></u>		<u>1,035,681</u>
<b>Charity Funds</b>					
Restricted funds	15		<b>108,749</b>		77,980
Unrestricted funds	15		<b>994,802</b>		957,701
			<u><b>1,103,551</b></u>		<u>1,035,681</u>
<b>Total funds</b>			<u><b>1,103,551</b></u>		<u>1,035,681</u>

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

The financial statements were approved and authorised for issue by the Trustees on 24 September 2018 and signed on their behalf, by:

**Graham Walker, Chair**

The notes on pages 25 to 40 form part of these financial statements.

# ANGLIA CARE TRUST

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2018

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	<b>Note</b>	<b>2018</b> <b>£</b>	<b>2017</b> <b>£</b>
<b>Cash flows from operating activities</b>			
Net cash provided by/(used in) operating activities	17	<b>60,392</b>	(134,878)
<b>Cash flows from investing activities:</b>			
Interest received		<b>612</b>	971
Purchase of plant and equipment		<b>(4,009)</b>	(3,360)
<b>Net cash used in investing activities</b>		<b>(3,397)</b>	(2,389)
<b>Change in cash and cash equivalents in the year</b>		<b>56,995</b>	(137,267)
Cash and cash equivalents brought forward		<b>541,059</b>	678,326
<b>Cash and cash equivalents carried forward</b>	18	<b>598,054</b>	541,059

The notes on pages 25 to 40 form part of these financial statements.

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 1. Accounting Policies

#### 1.1 Basis of preparation of financial statements

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Anglia Care Trust 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.

#### 1.2 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

#### 1.3 Income

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

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), the general volunteer time is not recognised, more information about their contribution is included within the Trustees' Report.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income tax recoverable in relation to investment income is recognised at the time the investment income is receivable.

#### 1.4 Expenditure

All expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management carried out at Martlesham Heath.

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 1. Accounting Policies (continued)

#### 1.5 Tangible fixed assets and depreciation

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold property	-	Included at estimated market value
Leasehold property	-	Over the 5 year lease term
Plant and machinery	-	33.33% on a straight line basis
Fixtures and fittings	-	25% on a straight line basis

#### 1.6 Interest receivable

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

#### 1.7 Operating leases

Rentals under operating leases are charged to the Statement of Financial Activities incorporating Income and Expenditure Account on a straight line basis over the lease term.

#### 1.8 Financial instruments

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

#### 1.9 Government grants

Government grants relating to tangible fixed assets are treated as deferred income and released to the Statement of Financial Activities incorporating Income and Expenditure Account over the expected useful lives of the assets concerned. Other grants are credited to the Statement of Financial Activities incorporating Income and Expenditure Account as the related expenditure is incurred.

#### 1.10 Pensions

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

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 1. Accounting Policies (continued)

#### 1.11 Fund accounting

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

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

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

### 2. Income from charitable activities

	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Advice, Guidance and Advocacy	500,668	5,225	505,893	380,015
Community Safety	347,038	95,337	442,375	477,625
Housing Services	402,732	1,109,062	1,511,794	1,482,212
General	922	14,766	15,688	11,146
Total 2018	<u>1,251,360</u>	<u>1,224,390</u>	<u>2,475,750</u>	<u>2,350,998</u>
Total 2017	<u>1,217,932</u>	<u>1,133,066</u>	<u>2,350,998</u>	

### 3. Investment income

	<b>Restricted funds 2018 £</b>	<b>Unrestricted funds 2018 £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Bank interest	-	612	612	971
Total 2017	<u>-</u>	<u>971</u>	<u>971</u>	

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# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 4. Analysis of expenditure on charitable activities

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Advice, Guidance & Advocacy	489,335	18,511	507,846	425,396
Community Safety	342,747	88,482	431,229	491,460
Housing Services	387,239	1,068,760	1,455,999	1,549,967
General	1,270	4,354	5,624	12,784
Total 2018	<u>1,220,591</u>	<u>1,180,107</u>	<u>2,400,698</u>	<u>2,479,607</u>
Total 2017	<u>1,272,650</u>	<u>1,206,957</u>	<u>2,479,607</u>	

### 5. Direct costs

	Advice, Guidance & Advocacy £	Community Safety £	Housing Services £	General £	Total 2018 £	Total 2017 £
Other Costs	45,964	32,378	922,396	5,624	1,006,362	865,145
Staff Costs	388,953	352,184	454,877	-	1,196,014	1,356,670
Total	<u>434,917</u>	<u>384,562</u>	<u>1,377,273</u>	<u>5,624</u>	<u>2,202,376</u>	<u>2,221,815</u>
Total 2017	<u>362,285</u>	<u>410,663</u>	<u>1,435,919</u>	<u>12,948</u>	<u>2,221,815</u>	

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 6. Support costs

	Advice, Guidance and Advocacy £	Community Safety £	Housing Services £	Total 2018 £	Total 2017 £
Staff and other costs	70,228	43,366	69,722	183,316	229,481
Depreciation	2,701	3,301	9,004	15,006	28,311
	<u>72,929</u>	<u>46,667</u>	<u>78,726</u>	<u>198,322</u>	<u>257,792</u>
Total 2017	<u>63,111</u>	<u>80,797</u>	<u>113,884</u>	<u>257,792</u>	

### 7. Governance costs

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £	Total funds 2017 £
Auditors' remuneration	-	7,794	7,794	7,980
	<u>-</u>	<u>7,794</u>	<u>7,794</u>	<u>7,980</u>

### 8. Analysis of Expenditure by expenditure type

	Staff costs 2018 £	Depreciation 2018 £	Other costs 2018 £	Total 2018 £	Total 2017 £
Advice, Guidance & Advocacy	459,181	2,701	45,964	507,846	425,396
Community Safety	395,550	3,301	32,378	431,229	491,460
Housing Services	524,599	9,004	922,396	1,455,999	1,549,967
General	-	-	5,624	5,624	12,784
<b>Charitable activities</b>	<u>1,379,330</u>	<u>15,006</u>	<u>1,006,362</u>	<u>2,400,698</u>	<u>2,479,607</u>
<b>Expenditure on governance</b>	-	-	7,794	7,794	7,980
	<u>1,379,330</u>	<u>15,006</u>	<u>1,014,156</u>	<u>2,408,492</u>	<u>2,487,587</u>
Total 2017	<u>1,586,315</u>	<u>28,311</u>	<u>872,961</u>	<u>2,487,587</u>	

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 9. Analysis of expenditure by activities

	Activities undertaken directly 2018 £	Support costs 2018 £	Total 2018 £	Total 2017 £
Advice, Guidance & Advocacy	434,917	72,929	507,846	425,396
Community Safety	384,562	46,667	431,229	491,460
Housing Services	1,377,273	78,726	1,455,999	1,549,967
General	5,624	-	5,624	12,784
	<u>2,202,376</u>	<u>198,322</u>	<u>2,400,698</u>	<u>2,479,607</u>
Total 2018	<u>2,202,376</u>	<u>198,322</u>	<u>2,400,698</u>	<u>2,479,607</u>
Total 2017	<u>2,221,815</u>	<u>257,792</u>	<u>2,479,607</u>	

### 10. Net income/(expenditure)

This is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets: - owned by the charity	15,006	28,311
Auditor's remuneration - audit	7,794	7,980
	<u>22,800</u>	<u>36,291</u>

During the year, no Trustees received any remuneration (2017 - £NIL).

During the year, no Trustees received any benefits in kind (2017 - £NIL).

During the year the amount of expenses reimbursed to four Trustees was £1,721 in respect of travel (2017 - two Trustees reimbursed £832).

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 11. Staff costs

Staff costs were as follows:

	2018 £	2017 £
Wages and salaries (including expenses)	1,230,925	1,416,457
Social security costs	87,993	101,645
Other pension costs	60,412	68,213
	<u>1,379,330</u>	<u>1,586,315</u>

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

	No.	No.
Advice, Guidance and Advocacy	13	21
Community Safety	20	19
Housing Services	17	17
General	10	10
	<u>60</u>	<u>67</u>

No employee received remuneration amounting to more than £60,000 in either year.

The wages and salaries costs above also include volunteer expenses. The average number of volunteers for the year were 145.

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 12. Tangible fixed assets

	Freehold property £	Long-term leasehold property £	Plant and machinery £	Fixtures and fittings £	Total £
<b>Cost or valuation</b>					
At 1 April 2017	540,000	78,578	99,841	48,338	766,757
Additions	-	-	900	3,109	4,009
At 31 March 2018	<u>540,000</u>	<u>78,578</u>	<u>100,741</u>	<u>51,447</u>	<u>770,766</u>
<b>Depreciation</b>					
At 1 April 2017	-	66,453	97,539	47,184	211,176
Charge for the year	-	12,125	1,756	1,125	15,006
At 31 March 2018	<u>-</u>	<u>78,578</u>	<u>99,295</u>	<u>48,309</u>	<u>226,182</u>
<b>Net book value</b>					
At 31 March 2018	<u>540,000</u>	<u>-</u>	<u>1,446</u>	<u>3,138</u>	<u>544,584</u>
At 31 March 2017	<u>540,000</u>	<u>12,125</u>	<u>2,302</u>	<u>1,154</u>	<u>555,581</u>

The freehold and leasehold land and buildings are valued on an open market basis by the Trustees based on valuations supplied by independent valuers Richard Hawkins as at June 2015. The historic cost / valuation on donation of the land and buildings is £253,352.

### 13. Debtors

	2018 £	2017 £
Trade debtors	160,282	120,229
Other debtors	599	11,726
	<u>160,881</u>	<u>131,955</u>

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

	2018 £	2017 £
Trade creditors	33,831	35,764
Other taxation and social security	42,105	50,177
Accruals and deferred income	124,032	106,973
	<u>199,968</u>	<u>192,914</u>

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 14. Creditors: Amounts falling due within one year (continued)

Income is deferred when it specifies a period that relates to a future accounting period.

#### Deferred income

	£
Deferred income at 1 April 2017	98,993
Resources deferred during the year	116,052
Amounts released from previous years	(98,993)
	<hr/>
Deferred income at 31 March 2018	116,052
	<hr/> <hr/>

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 15. Statement of funds

#### Statement of funds - current year

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
<b>Designated funds</b>				
Long Term Development	865,402	-	(4,335)	861,067
Money Advice	40,000	-	(18,577)	21,423
Triangle tenancies	16,349	-	-	16,349
Alcohol Recovery Project	5,222	-	-	5,222
	<u>926,973</u>	<u>-</u>	<u>(22,912)</u>	<u>904,061</u>
<b>General funds</b>				
General Funds - all funds	30,728	1,225,002	(1,164,989)	90,741
Total Unrestricted funds	<u>957,701</u>	<u>1,225,002</u>	<u>(1,187,901)</u>	<u>994,802</u>

The long term development fund represents long term fixed assets required to provide the facilities required by beneficiaries. Of this fund £544,584 is already invested in fixed assets and £290,000 is earmarked for a future property purchase. The money advice, triangle tenancies and alcohol recovery project funds are required to ensure there is continuity on these projects should there be a gap in funding.

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 15. Statement of funds (continued)

#### Restricted funds

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
Advice and Guidance	-	171,443	(171,443)	-
Appropriate Adults	28,454	133,770	(131,908)	30,316
Advocacy and IV	243	66,549	(60,569)	6,223
Mentoring	2,403	5,500	(7,559)	344
Triangle Tenancies	-	2,350	(2,350)	-
Suffolk Offender Accommodation Project	7,623	48,870	(53,815)	2,678
Grant & Donations	6,531	922	(1,270)	6,183
ACT Volunteering	-	8,000	(5,154)	2,846
Domestic Abuse Outreach	10,287	272,666	(282,953)	-
Independent Advisers	-	24,219	(24,219)	-
Alcohol Recovery Project	-	25,250	(25,250)	-
Parenting Hubs	318	-	-	318
SEND mediation	1,431	17,025	(14,757)	3,699
West Suffolk Refuge	8,522	-	(2,014)	6,508
Tendring, Ips & Col Homeless	3,015	36,309	(33,501)	5,823
Sodexo Housing Income	-	75,345	(68,860)	6,485
THCH Opportunity Suffolk	9,153	74,162	(73,726)	9,589
SCDC Domestic Abuse	-	23,289	(11,010)	12,279
West Suffolk DA Link	-	5,833	(3,639)	2,194
SCDC Abuse Accommodation	-	36,895	(23,736)	13,159
HRS Single Homeless	-	82,440	(82,440)	-
HRS Offenders	-	120,523	(120,523)	-
Knife Crime	-	20,000	(19,895)	105
	<u>77,980</u>	<u>1,251,360</u>	<u>(1,220,591)</u>	<u>108,749</u>
Total of funds	<u><u>1,035,681</u></u>	<u><u>2,476,362</u></u>	<u><u>(2,408,492)</u></u>	<u><u>1,103,551</u></u>

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 15. Statement of funds (continued)

#### Statement of funds - prior year

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
<b>Designated funds</b>					
Long Term Development	888,235	-	(22,833)	-	865,402
Money Advice	40,000	-	-	-	40,000
Triangle tenancies	12,311	-	(15,962)	20,000	16,349
Alcohol Recover Project	10,000	-	(4,778)	-	5,222
	<u>950,546</u>	<u>-</u>	<u>(43,573)</u>	<u>20,000</u>	<u>926,973</u>
<b>General funds</b>					
General Funds - all funds	90,261	1,134,037	(1,171,364)	(22,206)	30,728
Total Unrestricted funds	<u>1,040,807</u>	<u>1,134,037</u>	<u>(1,214,937)</u>	<u>(2,206)</u>	<u>957,701</u>

The long term development fund represents long term fixed assets required to provide the facilities required by beneficiaries. Of this fund £544,584 is already invested in fixed assets and £290,000 is earmarked for a future property purchase. The money advice, triangle tenancies and alcohol recovery project funds are required to ensure there is continuity on these projects should there be a gap in funding.

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 15. Statement of funds (continued)

#### Restricted funds

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
Advice and Guidance	21,742	65,443	(87,185)	-	-
Appropriate Adults	2,147	133,770	(107,463)	-	28,454
Advocacy and IV	16,262	65,203	(81,222)	-	243
Suffolk Advocacy Forum	22,002	27,295	(49,297)	-	-
Mentoring	56	11,300	(8,953)	-	2,403
Family Support West	3,100	9,300	(12,400)	-	-
Triangle Tenancies	-	26,636	(26,636)	-	-
Suffolk Offender Accommodation Project	12,332	96,893	(101,602)	-	7,623
Grant & Donations	6,142	748	(359)	-	6,531
Ropes Trust	-	8,000	(8,000)	-	-
Domestic Abuse Outreach	17,014	299,295	(306,022)	-	10,287
Independent Advisers	-	28,032	(28,032)	-	-
Alcohol Recovery Project	-	20,000	(20,000)	-	-
Parenting Hubs	318	-	-	-	318
ABS Housing Services	12,677	130,771	(145,654)	2,206	-
SEND mediation	2,415	13,300	(14,284)	-	1,431
West Suffolk Refuge	245	54,010	(45,733)	-	8,522
Tendring, Ips & Col Homeless	9,006	148,242	(154,233)	-	3,015
Sodexho Housing Income	5,034	70,044	(75,078)	-	-
THCH Opportunity Suffolk	-	9,650	(497)	-	9,153
	<u>130,492</u>	<u>1,217,932</u>	<u>(1,272,650)</u>	<u>2,206</u>	<u>77,980</u>
Total of funds	<u>1,171,299</u>	<u>2,351,969</u>	<u>(2,487,587)</u>	<u>-</u>	<u>1,035,681</u>

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 15. Statement of funds (continued)

#### Summary of funds - current year

	Balance at 1 April 2017 £	Income £	Expenditure £	Balance at 31 March 2018 £
Designated funds	926,973	-	(22,912)	904,061
General funds	30,728	1,225,002	(1,164,989)	90,741
	<u>957,701</u>	<u>1,225,002</u>	<u>(1,187,901)</u>	<u>994,802</u>
Restricted funds	77,980	1,251,360	(1,220,591)	108,749
	<u>1,035,681</u>	<u>2,476,362</u>	<u>(2,408,492)</u>	<u>1,103,551</u>

#### Summary of funds - prior year

	Balance at 1 April 2016 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2017 £
Designated funds	950,546	-	(43,573)	20,000	926,973
General funds	90,261	1,134,037	(1,171,364)	(22,206)	30,728
	<u>1,040,807</u>	<u>1,134,037</u>	<u>(1,214,937)</u>	<u>(2,206)</u>	<u>957,701</u>
Restricted funds	130,492	1,217,932	(1,272,650)	2,206	77,980
	<u>1,171,299</u>	<u>2,351,969</u>	<u>(2,487,587)</u>	<u>-</u>	<u>1,035,681</u>

Unrestricted reserves also includes the value represented by the charity's fixed assets. Once the value of fixed assets is excluded, the charity's free reserves at 31 March 2018 amounted to £450,218 (2017: £401,810) of which £290,000 is committed to purchase of a property.

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

### 16. Analysis of net assets between funds

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

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	-	544,584	544,584
Current assets	108,749	650,186	758,935
Creditors due within one year	-	(199,968)	(199,968)
	<u>108,749</u>	<u>994,802</u>	<u>1,103,551</u>

#### Analysis of net assets between funds - prior year

	Restricted funds 2017 £	Unrestricted funds 2017 £	Total funds 2017 £
Tangible fixed assets	-	555,580	555,580
Current assets	77,980	595,034	673,014
Creditors due within one year	-	(192,913)	(192,913)
	<u>77,980</u>	<u>957,701</u>	<u>1,035,681</u>

### 17. Reconciliation of net movement in funds to net cash flow from operating activities

	2018 £	2017 £
Net income/(expenditure) for the year (as per Statement of Financial Activities)	67,870	(135,618)
<b>Adjustment for:</b>		
Depreciation charges	15,006	28,311
Interest received	(612)	(971)
(Increase)/decrease in debtors	(28,925)	30,459
Increase/(decrease) in creditors	7,053	(57,059)
<b>Net cash provided by/(used in) operating activities</b>	<u>60,392</u>	<u>(134,878)</u>

# ANGLIA CARE TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

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### 18. Analysis of cash and cash equivalents

	2018 £	2017 £
Cash in hand	598,054	541,059
Total	<u>598,054</u>	<u>541,059</u>

### 19. Operating lease commitments

At 31 March 2018 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2018 £	2017 £
<b>Amounts payable:</b>		
Within 1 year	46,315	46,612
Between 1 and 5 years	130	46,446
Total	<u>46,445</u>	<u>93,058</u>

### 20. Related party transactions

The key management personnel of the charity comprises the trustees, the Director of Business Support, the Director of Operations, the Operational Manager for Housing services, the Operational Manager for Community Safety and the Business Support Manager.

The total employee benefits of the key management personnel of the Trust were £204,835 (2017: £194,800).