

## ACCURO (CARE SERVICES)

### TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017



## **ACCURO (CARE SERVICES)**

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## **ACCURO (CARE SERVICES)**

### **REFERENCE AND ADMINISTRATIVE DETAILS**

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Registered Company Number:	4507249 (England and Wales)
Registered Charity Number:	1094736
Registered office:	Suite C Skyway House Parsonage Road Takeley Essex CM22 6PU
Trustees:	Mr D McConnell Mrs. K Shefford Mr. D Lister Mr. G Phillips Mrs. S Foote Mrs. D Murray Mrs. J Francis (Resigned June 2017) Mrs M Standen (Appointed July 2017) Mrs. M Pate (Appointed Sept 2017)
Company Secretary:	Mr. D Farr (Resigned March 2017) Ms. L Baker (Appointed June 2017)
Senior Management Leadership Team:	Mr. D Farr- CEO (Resigned March 2017) Ms. L Baker- CEO (Appointed June 2017) Ms. A McKeown- Operations Manager
Independent Examiners:	Price Bailey LLP Causeway House, 1 Dane Street Bishop Stortford, Hertfordshire CM23 3BT
Bankers:	Unity Trust Bank plc Nine Brindley Place Birmingham B1 2HB  Scottish Widows Bank Plc PO Box 12757, 67 Morrison Street Edinburgh EH3 8YJ
Solicitors:	Whiskers LLP Solicitors & Notaries 6 Mitre Buildings Kitson Way Harlow Essex CM20 1DR

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## ACCURO (CARE SERVICES)

### TRUSTEES' REPORT FOR THE YEAR ENDED MARCH 2017

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The Trustees present their annual report together with the financial statements and independent examiners report of the charitable company for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017. The annual report serves the purposes of both a trustees' report, and a directors' report under company law.

The registered charity provides services for people with disabilities from 8 years upwards serving a catchment area in West Essex. The charity had a register of 216 service users as at 31<sup>st</sup> March 2017.



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"The staff are fantastic, providing my daughter and ourselves with well needed respite. She thoroughly enjoys her days out with staff and also the activity days at Accuro in Saffron Walden." "My daughter enjoys her time at all clubs. It gives her independence. The staff are fantastic, very supportive."

(Source: Accuro Stakeholder Survey Nov 16)

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#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Governing document

The charity is controlled by its governing document - Memorandum & Articles of Association of the company and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006.

##### Members' Liability

Each member of the charitable company undertakes to contribute to the assets of the charitable company in the event of it being wound up while they are a member, or within one year after they cease to be a member, such amount as may be required, not exceeding £1, for the debts and liabilities contracted before they ceased to be a member.

##### Method of Recruitment and Appointment or Election of Trustees

A Board of Trustees comprising of not less than five and up to eighteen persons is elected at the Annual General Meeting. This Board governs Accuro. The trustees serve a term until the next Annual General Meeting where all are eligible for re-election.

Co-option to the Board is permitted to a maximum of 5 additional trustees which may include one representative of Essex County Council.

The Board meets regularly throughout the year and operates a sub-committee with responsibility for overseeing financial matters.

Details of the trustees who served during the year are included in the Reference and Administrative Details on page 2.

##### Policies and Procedures Adopted for the Induction and Training of Trustees

Trustees are inducted to the charity through a series of 1-1 sessions with the Chair of Trustees alongside a period of observation during bi-monthly board meetings. Further training is coordinated in collaboration with the charity's operational training plans.



## ACCURO (CARE SERVICES)

### TRUSTEES' REPORT FOR THE YEAR ENDED MARCH 2017

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#### Organisational Structure

The charity's financial and strategic decisions are made by the Board of Trustees once collated and presented by the Chief Executive Officer. The daily management of the charity is led by the Chief Executive Officer supported by the team of operational and support services staff. The Senior Management Leadership Team consists of the Chief Executive Officer and the Operations Manager. 2017/2018 will see the creation of a Development Team to be led by a Business Development Manager who will also join the SMLT.

#### Arrangements for setting pay and remuneration of key management personnel

All Trustees are volunteers. Reasonable expenses may be paid and are detailed in note 7 of the accounts. Key management personnel pay and remuneration was reviewed and uplifted on a discretionary basis in April 2017 following approval from the Board of Trustees. 2017/2018 will see a pay review across the charity alongside the implementation of a pay policy.

#### Related Parties

Related Party transactions are detailed in note 18 to the accounts.

### OBJECTIVES AND ACTIVITIES

#### Objectives and aims

The objectives of Accuro are stated in the Memorandum and Articles of Association and are as follows:

"To relieve people with disabilities and/or elders who reside in Essex and surrounding areas by the provision of respite care and other services for which there is an identified need and such services will encompass the need to provide support and training to volunteers and staff."



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"My daughter looks forward to going every week." And "The only youth club that specifically caters for his needs. I feel that he is safe and well cared for when he is there." (Source: Accuro Stakeholder Survey Nov 16)

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#### Vision Statement

To eliminate the social isolation of people with disabilities within their local communities, enhancing their confidence to cross bridges into a wider world.

#### Mission Statement

To support people with a learning disability in West Essex with a wide range of social activities and provide respite to their families.

#### Values

Accuro (Care Services) values have been recognised, collaborated and illustrated by the staff team.

## ACCURO (CARE SERVICES)

### TRUSTEES' REPORT FOR THE YEAR ENDED MARCH 2017

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"Thank you for what you currently provide. My daughter loved the summer activities and it allowed me to spend time with my two other children.  
Thank you to all staff and volunteers."

(Source: Accuro Stakeholder Survey Nov 16)

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#### Medium Term Strategic Objectives

The following objectives have been approved by the Board of Trustees;

1. Preserve the valuable services on offer now, by
  - a. diversifying the funding sources used to pay for them, setting realistic budgets, and
  - b. implementing a financial reporting system which shows how well they are performing.
2. More effective fundraising. Becoming less reliant on large grants.
3. Secure office space in West Essex by the end of March 2018 and move our operations successfully.
4. Improve branding & develop PR profile.
5. Increase the range and diversity of the offer (sustainably), focusing on post-16 and Life Skills provision
6. Better use of strategic collaboration,
  - a. starting with an investigation of who/what is out there, other opportunities, then
  - b. investing in resources to deliver partnerships, develop targets and measure performance.

#### Public Benefit

The Trustees have referred to the Charity Commission's guidance on public benefit. Accuro (Care Services) charitable purposes are outlined in its Mission and Vision. The charity's achievements and key performance indicators illustrate how the mission and vision have been pursued to derive public benefit.

The medium term strategic objectives will allow Accuro (Care Services) to secure its foundations to provide quality services sustainably into the future. These foundations will support the diversification of services to meet the identified need and move the charity in an innovative and inspirational direction.

Within the reporting period a stakeholder survey was carried out to gain further insight into community need and the voices of service users. In 2017/2018 Accuro (Care Services) has made significant movement towards these strategic aims with new services on the horizon to fulfil the charitable purposes and derive the public benefit.

#### ACHIEVEMENT AND PERFORMANCE

##### Charitable activities

During the year ended 31 March 2017, Accuro provided the following principal services;

##### Holiday scheme

Providing 1990 hours of leisure and social opportunities for 119 children and young people with a disability during the school holidays, thereby offering their families respite care.

##### Adult Friendship Scheme

A social and leisure activities scheme which offered support for 71 adults with a disability in the Harlow and Uttlesford areas.

##### Under 19 Project

A leisure and social opportunities project which provided 1172 hours for 31 young people based in Great Dunmow and Saffron Walden.



## ACCURO (CARE SERVICES)

### TRUSTEES' REPORT FOR THE YEAR ENDED MARCH 2017

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#### **Saturday Play Club**

Based in Saffron Walden, the club provided a wide range of activities for 20 children with a disability during term time over 2398 hours.

#### **Loughton Youth Group**

For 11 to 19-year olds with a disability who live in the Loughton area. In total this group of 14 service users benefited from 1544 hours.

#### **Cool Connections**

Formerly the Autistic Spectrum Disorder Group, this service provides a youth group based in Harlow for children and young people with autistic spectrum disorder. In total this group of 12 service users benefited from 1258 hours of support.



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*"Because my daughter enjoys her time with Accuro so much I can relax about her being there. She has made most of her friends through the group."*

(Source: Accuro Stakeholder Survey Nov 16)

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#### **Key Performance Indicators**

A stakeholder survey took place in October 2016. The results of this survey evidenced stakeholder satisfaction of 98%

Action for Children who have commissioned 5 children's services from Accuro (Care Services) awarded the green level of their RAG assessment on inspection in 2016. This indicator highlights the quality of children's services provided by Accuro.

In 2017/2018 evaluation of services and outcomes are intended to be offered in greater depth to provide an insight into the social impact for individuals.

The financial statements illustrate a net surplus in 2016/2017 of £94,561. This indicates continued financial stability. A new finance system was implemented in March 2017 meeting one of the medium term strategic objectives.



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*"You are a highly valued support for our family and have helped us cope in the darkest of times when we felt alone."*

(Source: Accuro Stakeholder Survey Nov 16)

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## ACCURO (CARE SERVICES)

### TRUSTEES' REPORT FOR THE YEAR ENDED MARCH 2017

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"All Accuro staff and volunteers go the extra mile to make sure all young people engage in activities which meet their needs and are engaging. We always know our son will be enjoying himself which means we can too."

(Source: Accuro Stakeholder Survey Nov 16)

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#### Going Concern

After making appropriate enquiries, the board of trustees has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. For this reason, it continues 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 Statement of Accounting Policies.

#### FINANCIAL REVIEW

##### Reserves policy

The minimum rolling capital reserve balance of £10,000 is to be held to fund future capital expenditure. The charity aims to maintain a minimum of 3 months' unrestricted income, based on the previous Financial Year's turnover. This reflects the requirement on Trustees to maintain sufficient reserves to meet unforeseen circumstances, and to ensure that, should the Charity/Company Limited by Guarantee need to be wound up, that it can meet the organisation's financial obligations. The directive for unrestricted reserves must be recorded in the minutes of the appropriate committee. Restricted reserves can only be used for a purpose or remit within the overall charitable aims. Restricted funds can only be carried forward as reserves if the terms of the funding apply. The trust will review its reserves policy annually. The unrestricted reserves balance as at 31<sup>st</sup> March 2017 was £332,279 in keeping with the Reserves Policy.

##### Investment policy

The Memorandum and Articles of Association enable the organisation to make investments at the discretion of Trustees. The current policy is to invest surplus funds in a non-personal savings account with Scottish Widows. In 2017/2018 excess funds currently held in the Unity Trust account will be transferred to alternative investment accounts.

##### Financial management

Responsibility for managing the organisation's finances rests with Trustees. Authority is delegated to the Chief Executive Officer to the control of day to day income and expenditure.

##### Key Funding Streams in 2016/2017

Action for Children	£155k
4 Children	£50k
Essex County Council	£55k
Games Aid	£95k
Bailey Thomas Charitable Trust	£15k
Simon Lury Trust	£25k
Local Sustainability Funding	£38k



## ACCURO (CARE SERVICES)

### TRUSTEES' REPORT FOR THE YEAR ENDED MARCH 2017

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#### Principles Risks and Uncertainties

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure that appropriate controls are in place to provide reasonable assurance against fraud and error. Accuro (Care Services) operates a Risk Management Policy alongside a Risk Register which is reviewed regularly by the Board where the prevention and mitigation of risk is actioned.

#### Plans for Future Periods

Accuro (Care Services) are required to leave the existing head office premises by 25<sup>th</sup> March 2018. A sustainable office move is crucial prior to this date. In 2017/2018 the creation of a Development Team will focus on Income Generation. Investment in the charities IT infrastructure is currently underway. New services are planned in response to the stakeholder survey to include a 16-25 provision and Life Skills. To secure Accuro (Care Services) future delivery of services, considering the political and economic challenges, the creation of a Social Enterprise will be investigated.

#### Funds Held as Custodian Trustee on Behalf of Others

There are no arrangements in place where trustees act as custodians for third parties.

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

The Trustees (who are also the directors of Accuro (Care Services) for the purposes of Company Law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with statutory requirements and accepted accounting practice.

Company Law requires the preparation of financial statements each year that provide a true and fair view of the state of affairs of the charitable company and of the incoming resources and the application of funds. This includes detailing the



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**"It offers so many opportunities to families and young people that they would never have had the chance to experience otherwise."**

(Source: Accuro Stakeholder Survey Nov 16)

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income and expenditure of the charitable company for the period. In preparing financial statements, the Trustees are required to;

- Select suitable accounting practices and apply them consistently
- Observe the methods and principals in the Charity Statement of Recommended Practice
- Make judgements and estimates that are reasonable and prudent
- State whether UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

## ACCURO (CARE SERVICES)

### TRUSTEES' REPORT FOR THE YEAR ENDED MARCH 2017

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The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the requirements of 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.

This report has been prepared in accordance with the provisions of part 15 of the Companies Act 2006 applicable to companies' subject to the small companies' regime.

Signed on behalf of the Board of Trustees;



David McConnell - Chairman of the Governing Board

Date: 20/12/17.....



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"Staff genuinely care about and accept the children, offering the opportunity to socialise and have activities that they couldn't otherwise find."

(Source: Accuro Stakeholder Survey Nov 16)

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# ACCURO (CARE SERVICES)

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2017

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I report to the trustees on my examination of the accounts of Accuro (Care Services) ("the Company") for the year ended 31 March 2017

### Responsibilities and basis of report

As the charity trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

### Independent examiner's statement

Since the Company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England & Wales which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



Helena Wilkinson FCA DChA

For and on behalf of Price Bailey LLP  
Causeway House  
1 Dane Street  
Bishop's Stortford  
Hertfordshire  
CM23 3BT

Date: 20 December 2017



## ACCURO (CARE SERVICES)

### STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2017

	Note	Unrestricted Funds £	Restricted Income Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>Income from:</b>					
Donations	2	216,438	254,812	471,250	401,600
Charitable activities	5	-	8,542	8,542	8,255
Other trading activities	3	52,518	-	52,518	31,637
Investments	4	1,564	-	1,564	415
<b>Total income</b>		<u>270,520</u>	<u>263,354</u>	<u>533,874</u>	<u>441,907</u>
<b>Expenditure:</b>					
Charitable activities	6	<u>111,711</u>	<u>327,602</u>	<u>439,313</u>	<u>424,447</u>
<b>Total expenditure</b>		<u>111,711</u>	<u>327,602</u>	<u>439,313</u>	<u>424,447</u>
<b>Net income</b>		158,809	(64,248)	94,561	17,460
Transfers between funds		<u>(13,826)</u>	<u>13,826</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		144,983	(50,422)	94,561	17,460
<b>Total funds brought forward (restated)</b>		<u>187,296</u>	<u>80,287</u>	<u>267,583</u>	<u>250,123</u>
<b>Total funds carried forward</b>		<u>332,279</u>	<u>29,865</u>	<u>362,144</u>	<u>267,583</u>

All of the company's activities are classed as continuing.

The company had no gains or losses other than those shown above.

The notes of pages 15 to 26 form part of these accounts.

# ACCURO (CARE SERVICES)

## BALANCE SHEET FOR THE YEAR ENDED 31 MARCH 2017

		2017		Restated 2016	
	Note	£	£	£	£
<b>Tangible fixed assets</b>					
Tangible assets	11		4,690		6,808
<b>Current assets</b>					
Debtors	12	48,610		42,724	
Bank accounts		321,088		235,180	
		<u>369,698</u>		<u>277,904</u>	
<b>Creditors</b>					
Amounts falling due within one year	13	<u>12,244</u>		<u>17,129</u>	
			357,454		260,775
<b>Total assets less current liabilities</b>			<u>362,144</u>		<u>267,583</u>
<b>Net assets</b>			<u>362,144</u>		<u>267,583</u>
<b>Capital and reserves</b>					
Unrestricted funds			332,279		187,296
Restricted funds			<u>29,865</u>		<u>80,287</u>
	15		<u>362,144</u>		<u>267,583</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

Approved by the Trustees on 20.12.2017



Trustee

Company registration number: 04507249

The attached notes for part of these financial statements.

## **ACCURO (CARE SERVICES)**

### **STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 MARCH 2017**

	Note	2017 £	2016 £
<b>Cash flows from operating activities:</b>			
Surplus/(deficit) for the financial year		94,561	17,460
<b>Adjustments for:</b>			
Depreciation of tangible assets		3,826	4,300
Investment Income		(1,564)	(415)
(Increase)/decrease in debtors		(5,886)	(7,886)
Increase/(decrease) in creditors		(4,885)	3,162
<b>Net cash generated from operating activities</b>		<b>86,052</b>	<b>16,621</b>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(1,708)	(9,225)
Income from investments		1,564	415
<b>Net cash from investing activities</b>		<b>(144)</b>	<b>(8,810)</b>
Net increase/decrease in cash and cash equivalents		85,908	7,811
Cash and cash equivalents at the beginning of the year		235,180	227,369
<b>Cash equivalents at the end of the year</b>		<b>321,088</b>	<b>235,180</b>



## **ACCURO (CARE SERVICES)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

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#### **1. ACCOUNTING POLICIES**

##### **Basics of accounting**

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.

Accuro (Care Services) meets the definition of a public benefit entity under FRS 102. Assets and liabilities recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

##### **Income**

All income is included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

##### **Expenditure**

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

##### **Tangible fixed assets and depreciation**

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

Fixtures and Fittings – straight line over 3 years.

##### **Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees for particular purposes.

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

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

##### **Leasing**

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged to Statement of Financial Activities as incurred.

##### **Pension costs**

The company operates a defined contribution pension scheme. Contributions payable are charges to the Statement of Financial Activities in the period to which they relate.

##### **Taxation**

The company is exempt from corporation tax on its charitable activities.

## **ACCURO (CARE SERVICES)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

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#### **Transition to FRS 102**

The policies applied under the entity's previous accounting framework at the date of transition are not materially different to FRS 102 and have not impacted on funds or surplus or deficit. The transition date was 1 April 2016.

#### **Financial instruments**

The charity 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.

Trade and other debtors, cash at bank and creditors are recognised at cost which is their fair value.

#### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

#### **Creditors**

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

#### **Cash at bank and in hand**

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

## ACCURO (CARE SERVICES)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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#### 2. DONATIONS

Voluntary income received during the year as follows:

	2017 £	2016 £
Essex County Council – U19's Scheme (AFC)	18,231	-
Essex County Council – Holiday Scheme (AFC)	58,043	43,148
Essex County Council – Adult Friendship Scheme	48,000	48,000
Essex County Council – Saturday Club (AFC)	32,022	17,559
Simon Lury Trust – Saturday Club	25,000	-
Essex County Council – Loughton Youth Group (AFC)	24,251	16,511
Essex County Council – Cool Connections (AFC)	23,007	16,618
Essex County Council	6,537	-
Essex Community Foundation – Parenting Support	-	10,000
Harlow Health Centres Trust – Fundraising Events Coordinator	-	8,155
4 Children	50,553	75,082
Uttlesford District Council	-	5,476
Centre Parcs	-	1,140
Car park	581	1,080
BBC Children in Need	(3,296)	27,961
EFDC – Grant Aid Scheme	-	300
ASD Holiday	-	580
Games Aid	95,400	70,505
Bailey Thomas Charitable Fund	15,000	-
LSF	38,346	-
Pennies for Playclub	734	-
	<hr/>	<hr/>
Total voluntary income	432,409	342,115
Donations and gift aid	38,841	59,485
	<hr/>	<hr/>
	471,250	401,600
	<hr/>	<hr/>

#### 3. OTHER TRADING ACTIVITIES

	2017 £	2016 £
Fundraising events	52,518	31,637
	<hr/>	<hr/>

#### 4. INVESTMENTS

	2017 £	2016 £
Deposit account interest	1,564	415
	<hr/>	<hr/>



## ACCURO (CARE SERVICES)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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#### 5. CHARITABLE ACTIVITIES

	2017 £	2016 £
Fees	8,542	8,255

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#### 6. COST OF CHARITABLE ACTIVITIES

	2017 £	2016 £
Staff related direct expenditure	171,598	192,017
Other direct expenditure	80,174	50,674
Support costs (see note 7)	187,541	181,756
	<hr/>	<hr/>
	439,313	424,447

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#### 7. SUPPORT COSTS

	2017 £	2016 £
Staff costs	105,282	101,906
Other support costs	80,109	74,840
Governance	2,150	5,010
	<hr/>	<hr/>
	187,541	181,756

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#### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration, expenses or other benefits paid for the year ended 31 March 2017 or for the year ended 31 March 2016.

#### 9. NET INCOME FOR THE YEAR

This is stated after charging:

	2017 £	2016 £
Staff pension contributions	8,711	9,513
Depreciation	3,826	4,300
Independent Examinations fees	2,150	4,380

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## ACCURO (CARE SERVICES)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

#### 10. STAFF COSTS

	2017 £	2016 £
Wages and salaries	254,280	270,497
Social security costs	10,683	13,913
Other pension costs	8,711	9,513
	<u>273,674</u>	<u>293,923</u>

The average number of employees during the year, calculated on the basis of average head count, was as follows:

	2017	2016
Number of staff	<u>83</u>	<u>85</u>

No employee received emoluments exceeding £60,000 during either of the above years.

The key management personnel of the Charity comprise the Trustees and key management team as listed on page 1. The total amount of employee benefits (including employer pension and national insurance contributions) received by the key management team for their services to the Charity was £71,569 (2016: £69,017).

#### 11. TANGIBLE FIXED ASSETS

	Plant and machinery £
<b>Cost</b>	
At 1 April 2016	43,963
Additions	<u>1,708</u>
As at 31 March 2017	<u>45,671</u>
<b>Depreciation</b>	
At 1 April 2016	37,155
Charge for the year	<u>3,826</u>
As at 31 March 2017	<u>40,981</u>
<b>Net book value</b>	
As at 31 March 2017	<u>4,690</u>
As at 31 March 2016	<u>6,808</u>

## **ACCURO (CARE SERVICES)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

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#### **12. DEBTORS AND PREPAYMENTS**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade debtors	42,070	34,105
Other debtors	6,540	8,619
	<hr/>	<hr/>
	48,610	42,724
	<hr/>	<hr/>

#### **13. CREDITORS – AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2017</b>	<b>2016</b>
	<b>£</b>	<b>£</b>
Trade creditors	5,591	-
Sundry creditors	2,682	8,070
Other taxes and social security	3,971	9,059
	<hr/>	<hr/>
	12,244	17,129
	<hr/>	<hr/>

#### **14. PENSION COMMITMENTS**

The company contributes to a defined contribution pension scheme for the benefit of employees. The amounts included in the accounts represent the contributions paid during the year, which were £8,711 (2016: £9,514).



## ACCURO (CARE SERVICES)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

#### 15. INFORMATION ON RESTRICTED FUNDS

	Restated 1 April 2016	Income	Expenditure	Transfers between funds	31 March 2017
<b>Unrestricted funds</b>					
General Fund	128,662	229,718	(71,500)	(14,601)	272,279
Designated – Saturday Club fund	49,409	40,802	(40,211)	-	50,000
Designated – fixed asset fund	9,225	-	-	775	10,000
	<u>187,296</u>	<u>270,520</u>	<u>(111,711)</u>	<u>(13,826)</u>	<u>332,279</u>
<b>Restricted funds</b>					
Holiday Scheme	14,695	82,621	(97,316)	-	-
Adult Friendship Scheme	85	48,000	(48,085)	-	-
Adult Friendship Scheme – Gardening Project	(4,718)	-	-	4,718	-
Under 19's Scheme	(7,016)	33,230	(26,214)	-	-
Parenting Support Project	(9,108)	-	-	9,108	-
Loughton Youth Group	(2,716)	33,129	(30,413)	-	-
Cool Connections	22,864	31,324	(54,188)	-	-
Events Co-ordinator	6,142	-	(6,142)	-	-
BEAMS Drama Group	35,650	-	(35,650)	-	-
Life Skills	24,409	(3,296)	(21,113)	-	-
LSF	-	38,346	(8,481)	-	29,865
<b>Total Funds</b>	<u>267,583</u>	<u>533,874</u>	<u>(439,313)</u>	<u>-</u>	<u>362,144</u>

The transfer of funds relates to a contribution of £13,826 from unrestricted to restricted funds to support restricted activities where expenditure exceeded income and a designation of £775 from general funds to the fixed asset fund.

## **ACCURO (CARE SERVICES)**

### **NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017**

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#### **Holiday scheme**

Funding was received in the year from Essex County Council. The scheme provides additional support to children/young people with a disability during the school holidays.

#### **Adult friendship scheme**

Funding was received in the year from Essex County Council. Some restricted funds were generated via fund raising activities. The scheme provides support to adults with a disability.

#### **Community gardening scheme**

Funding was received in the year ended 31 March 2016 from Essex County Council, the Lloyds Foundation and the Bailey Thomas Trust. Various donations were received in the year restricted to this scheme and some restricted funds were generated via fund raising activities.

#### **Under 19's scheme**

Funding was received in the year from various donations which are restricted to this scheme. The scheme provides leisure and social opportunities for young people with a disability aged 11 to 19.

#### **Saturday club scheme**

Funding was received in the year from Essex County Council and Lloyds Foundation. Various small donations were received in the year restricted to this scheme and some restricted funds were generated via fund raising activities. The scheme provides a Saturday play club for children with a disability.

#### **Parental support project**

Funding was received in the year ended 31 March 2016 from Essex County Council, the West Essex Care Commissioning Group, Harlow Council and the Mulberry Trust. This project was designed to provide a wide range of services (eg parenting programmes, signposting, etc.) to parents of children with a disability.

#### **Loughton Youth Group**

Funding was received in the year from Essex County Council. This project provides a youth group for 11 to 19 year olds with a disability who reside in the Loughton area. This service is delivered in partnership with ignite Youth Services.

#### **Cool Connections (formerly Autistic Spectrum Disorder group)**

Funding was received in the year from Essex County Council and the Big Lottery Fund. This project provides a youth group for children/young people on the autistic spectrum who reside in the Harlow area. This service is delivered in partnership with PACT (Harlow).

#### **BEAMS**

This project provided a performing arts group for children/young people with a disability in the Epping Forest and Harlow areas. Delivery of the service for much of 2015/6 was in partnership with Razed Roof.

#### **Life Skills**

This funding provided by Games Aid and was used to provide life skills sessions across West Essex for young people and adults with disabilities.

## ACCURO (CARE SERVICES)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

#### Prior Year (restated)

	1 April 2015	Income	Expenditure	Transfers between funds	31 March 2016
<b>Unrestricted funds</b>					
General Fund	89,455	97,654	(58,447)	-	128,662
Designated – Saturday Club fund	48,319	73,049	(71,959)	-	49,409
Designated – fixed asset fund	-	-	9,225	-	9,225
	<u>137,774</u>	<u>170,703</u>	<u>(121,181)</u>	<u>-</u>	<u>187,296</u>
<b>Restricted funds</b>					
Holiday Scheme	-	73,235	(58,540)	-	14,695
Adult Friendship Scheme	-	53,019	(52,934)	-	85
Adult Friendship Scheme – Gardening Project	6,330	9,380	(20,428)	-	(4,718)
Under 19's Scheme	19,656	23,396	(50,068)	-	(7,016)
Parenting Support Project	(4,565)	10,300	(14,843)	-	(9,108)
Loughton Youth Club	3,841	32,672	(39,229)	-	(2,716)
Cool Connections	28,441	33,086	(38,663)	-	22,864
Events Co-ordinator	-	8,155	(2,013)	-	6,142
BEAMS Drama group	58,646	-	(22,996)	-	35,650
Life Skills	-	27,961	(3,552)	-	24,409
	<u>112,349</u>	<u>271,204</u>	<u>(303,266)</u>	<u>-</u>	<u>80,287</u>
<b>Total Funds</b>	<u>250,123</u>	<u>441,907</u>	<u>(424,447)</u>	<u>-</u>	<u>267,583</u>

The prior year funds have been re-stated as the designated fixed asset and Saturday club funds had been shown in prior years as restricted funds



## ACCURO (CARE SERVICES)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

#### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2017 £
Tangible assets	-	4,690	4,690
Current assets	335,093	34,605	369,698
Current liabilities	(2,814)	(9,430)	(12,244)
	<u>332,279</u>	<u>29,865</u>	<u>362,144</u>

#### Prior Year

	Unrestricted Funds £	Restricted Funds £	Total 2016 £
Tangible assets	-	6,808	6,808
Current assets	204,343	73,562	277,905
Current liabilities	(17,047)	(83)	(17,130)
	<u>187,296</u>	<u>80,287</u>	<u>267,583</u>

#### 17. OTHER FINANCIAL COMMITMENTS

At 31 March 2017 the charity had annual commitments under not cancellable operating leases as follows:

	2017		2016	
	Land and Buildings £	Others £	Land buildings £	Other £
Leases expiring: Within one year	17,160	-	-	240

## ACCURO (CARE SERVICES)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

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#### 18. CONTROLLING PARTY

The charity is controlled by its Trustees.

#### 19. RELATED PARTY TRANSACTIONS

There are no related party relationships and transactions to be disclosed in the financial statements

#### 20. COMPANY LIMITED BY GUARANTEE

Every member promises, if the Charity is dissolved while they are members, or within twelve months after they cease to be a member, to contribute such sum (not exceeding £1) as may be demanded of them, towards the payment of the debts and liabilities of the Charity incurred before they cease to be a member, and of the costs, charges and expenses of winding up.

#### 21. PRIOR YEAR STATEMENT OF FINANCIAL ACTIVITIES (RE-STATEd)

	Unrestricted Funds £	Restricted Income Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Income from:</b>				
Donations	170,288	231,312	401,600	523,432
Charitable activities	-	39,892	39,892	25,012
Other trading activities	-	-	-	-
Investments	415	-	415	425
<b>Total income</b>	<b>170,703</b>	<b>271,204</b>	<b>441,907</b>	<b>548,869</b>
<b>Expenditure:</b>				
Charitable activities	(121,181)	(303,266)	424,447	579,664
<b>Total expenditure</b>	<b>(121,181)</b>	<b>(303,266)</b>	<b>424,447</b>	<b>579,664</b>
<b>Net income</b>	<b>49,522</b>	<b>(32,062)</b>	<b>17,460</b>	<b>(30,795)</b>
Transfers between funds	-	-	-	-
<b>Net movement in funds</b>	<b>49,522</b>	<b>(32,062)</b>	<b>17,460</b>	<b>(30,795)</b>
<b>Total funds brought forward</b>	<b>137,774</b>	<b>112,349</b>	<b>250,123</b>	<b>280,918</b>
<b>Total funds carried forward</b>	<b>187,296</b>	<b>80,287</b>	<b>267,583</b>	<b>250,123</b>

## ACCURO (CARE SERVICES)

### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2017

#### 22. PRIOR YEAR ADJUSTMENT

	Balance at 1 April 2015	Adjustment	Restated Balance at 1 April 2015
<b>Unrestricted funds</b>			
General Fund	49,803	39,652	89,455
Investment Fund	9,254	(9,254)	-
Fundraising	11,574	(11,574)	-
Donations	18,824	(18,824)	-
Designated – Saturday Club fund	-	48,319	48,319
	<u>89,455</u>	<u>48,319</u>	<u>137,774</u>
<b>Restricted funds</b>			
Adult Friendship Scheme – Gardening Project	6,330	-	6,330
Under 19's Scheme	19,656	-	19,656
Parenting Support Project	(4,565)	-	(4,565)
Loughton Youth Group	3,841	-	3,841
Cool Connections	28,441	-	28,441
BEAMS Drama Group	58,646	-	58,646
Saturday Club	48,319	(48,319)	-
<b>Total Funds</b>	<u>250,123</u>	<u>-</u>	<u>250,123</u>

The prior year adjustment was to correct the misallocation of the Saturday Club from restricted funds to a designated fund and to consolidate the unrestricted funds into one general fund.