

Audlem and District Community Action
A Charity and a Company Limited by Guarantee

Trustees' Report and Financial Statements

For the year ended

31st March 2017

Audlem and District Community Action

Annual Report & Accounts 2017

This 6th Annual Report of the Trustees includes the financial statements for the year ended 31st March 2017. The financial statements have been prepared to give a "true and fair" view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on the 16th July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1st April 2005 which has been withdrawn.

Index	Page
Trustees Report	
Reference and administrative information	1
Structure, governance and management	2-3
Objectives and activities	4
Achievements and performance	5
Financial review	5-6
Future Direction and Plans of Organisation	6-7
Independent Examiners' Report to the Members of Audlem and District Community Action	8
Statement of Financial Activities	9
Balance Sheet	10-11
Notes to the Financial Statements	12-15

Audlem and District Community Action Trustees Report for the year ended 31st March 2017

The Trustees, who are also directors of the charity for the purposes of the Companies Act, submit their annual report and the financial statements for the year ended 31st March 2017.

Reference and administrative information

Trustees (also Directors)	J Tilling P Ellis R Consterdine D Higham F M Christie R Millns B Walley C Knibbs R Cliffe P Lloyd P Simmons
Registered Charity Number	1144074
Company Registration Number	07547410
Registered Office	1 Heywoods Ridge Audlem Cheshire CW3 0EF
Accountants	Bradshaws Limited Charter Court 2 Well House Barns Chester Road, Bretton Chester CH4 0DH
Business Addresses	Audlem and District Community Action 1 Heywoods Ridge Audlem Cheshire CW3 0EF
Bankers:	The Co-Operative Bank PO Box 250 Business Direct Skelmersdale England WN8 6WT

Audlem and District Community Action Trustees Report for the year ended 31st March 2017 (cont'd)

Structure, Governance and Management

Governing Document

The governing document of the Charity which is a company limited by guarantee is the Memorandum and Articles of Association of the company which was incorporated 1st March 2011.

Statement of trustees' responsibilities

The trustees (who are also directors of Audlem and District Community Action for the purposes of company law) are responsible for preparing the Trustees' Annual 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, which 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 2015 (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

In so far as the trustees are aware:

- there is no relevant information of which the charitable company's independent examiner is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

Recruitment and Training of Trustees

The Charity's elected trustees are appointed at the Annual Meeting of the Charity on the basis of nominations received from the Executive Committee to the Charity's specification concerning eligibility, personal competence, specialist skills and local availability. New Trustees are inducted into the workings of the Charity including Policy and Operational Procedures.

Audlem and District Community Action Trustees Report for the year ended 31st March 2017 (cont'd)

Organisational Management

The appointed and elected Trustees of the Charity are legally responsible for the overall management and control of the Charity. The members of the Board who meet on a minimum of four occasions annually carry out the work of implementing most of their policies including to approve the budgets and finalise the Financial Accounts and Trustees report for approval by the annual meeting of the Board of Trustees. The Board works under the chairmanship of the Chair of the Charity.

The day to day running of the Charity is delegated to the Development Co-ordinator who reports to the Chairman. The Development Co-ordinator reports to the Board at their quarterly meetings.

Risk Management

A formal review of the Charity's risk management processes is undertaken on an annual basis.

The key controls used by the Charity include:

- Formal agendas for the Board of Trustees, Executive Committee and all sub-Committees;
- Comprehensive strategic planning, budgeting and management accounting;
- Established organisational structure and lines of reporting;
- Comprehensive policies to ensure that all insurance risks are covered
- Formal written policies;
- Vetting procedures are carried out for adults to safeguard the reputation of the Charity and to minimise the risk of inappropriate persons being accepted as employees or volunteers.

Systems of internal control include:

- An annual budget approved by the Trustees
- Appropriate delegation of authority and segregation of duties
- Identification and management of risks

Through the risk management processes established for the Charity, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately safeguarded against material mismanagement or loss.

Audlem and District Community Action Trustees Report for the year ended 31st March 2017 (cont'd)

Objectives and Activities

Charitable Objects

The charity's objects shall be:

- (a) To promote social inclusion for the benefit of the public by preventing people resident in Audlem and District and the surrounding areas from becoming socially excluded, relieving the needs of those people who are socially excluded and assisting them to integrate into society;

(For the purpose of this clause 'socially excluded' means being excluded from society, or parts of society, as a result of one or more of the following factors: unemployment; financial hardship; youth or old age; ill health (physical or mental); substance abuse or dependency including alcohol and drugs; discrimination on the grounds of sex, race, disability, ethnic origin, religion, belief, creed, sexual orientation or gender re-assignment; poor educational or skills attainment; relationship and family breakdown; poor housing (that is, housing that does not meet basic habitable standards); crime, either as a victim of crime or as an offender rehabilitating into society.)
- (b) To further or benefit the residents of Audlem and District and the surrounding areas, without distinction of age, sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation and other leisure time occupations with the objective of improving the conditions of life for the residents;
- (c) To relieve elderly people resident in Audlem and District and the surrounding areas who are in need, by providing specially designed items, services or facilities calculated to relieve the needs of such persons;
- (d) The relief of financial hardship among people resident in Audlem and District and the surrounding areas by providing such persons with goods or services which they could not otherwise afford through lack of means;
- (e) Such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.

Aims and intended impact

We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or vulnerable adults who use our services who are or become disabled or frail. As such our entire function is to provide benefit to all such members of the public.

Our overall aim is to provide physical and mental stimulation, social activity and support to carers so as to promote people's social inclusion and independence within the own homes and local community.

Audlem and District Community Action

Trustees Report for the year ended 31st March 2017 (cont'd)

Achievements and Performance

2016/17 has been another good year for ADCA in which members, volunteers and carers have enjoyed spending time together in a variety of settings and in a wide variety of activities. None of this would have been possible since we took over from Age UK in 2011 without Ronni's hard work, commitment, enthusiasm and sense of humour. We wish her well in her very early retirement although, hopefully, we haven't seen the back of her!

We continue to be blessed with the hard work of our dedicated staff and volunteers as well as the support of Alan and Jo at the Lord Combermere, the Charity Shop, Graham Tressider, Andrew Bradshaw and, not least, Cheshire East Council.

Our main funder, Cheshire East Council, continue to be very satisfied with the services we provide under contract to them. In fact, they say we are extremely good value and are an 'exemplar' to other small charities across Cheshire East. A small group of us were recently invited to the Cheshire East Cabinet to tell them what the key ingredients were in our success and how to help spread the ADCA model.

We now have an increased total of 160 people involved in providing, enjoying and benefiting from ADCA services. We continue to harness a range of expertise in the local community including finance, publicity, HR, and health and social care experience. We benefit from a local community with a strong identity, a history of voluntary effort and which has good local communications including through word of mouth referrals and obtaining volunteers face-to-face.

We continue to have an active partnership with the Methodist Church at Hankelow and Broad Lane, Nantwich and with the Audlem Public Hall Committee. These have helped provide high quality accommodation for ADCA into the future.

We 'add value' to the funding we receive to run our day club, coffee clubs and befriending services and the additional funding we receive for Carers' Breaks. We can do this as we have no overheads of CEO, Finance Director, etc., as this is all done by trustees. We continue to maximize charitable effort with total annual receipts of about £30,000 of which only 54% comes from the Council with 46% coming from charitable donations, fundraising and receipts from service users.

We have just about balanced our budget again this year and continue to maintain healthy reserves to cover any future contingencies. We continue to actively demonstrate good outcomes from what people tell us about how we help maintain and improve their overall health and wellbeing. We also help to keep people at home for longer, out of hospital, or quickly helping get them back home again, by giving individual support and working with families, social workers and care agencies. It's called 'cost avoidance' by the Council and the NHS.

Financial Review

Incoming resources

During the year the charity received income of £30,171 (2016: £31,891), the majority of which came from Cheshire East Council to help to support our work. We also received £4,603 (2016: £5,478) as part of our Day Care income, the majority of which came from our members. The Comfort Fund and Medical Transport Service showed income of £5,103. The various other forms of income in the year were donations £1,568, fundraising £282, befriending £1,445 and 20-week draw with net proceeds of £768.

Audlem and District Community Action Trustees Report for the year ended 31st March 2017 (cont'd)

Financial Review (cont'd)

Resources expended

The expenditure in the year totaled £36,625 (2016: £31,218) of which the majority, £15,980 was spent on salaries. The charity had two employees during the year. The other main expenses in the year were food and rent which totaled £1,740 (2016: £3,557) and £1,760 (2016: £1,150) respectively. £5,000 was paid as ADCA's contribution towards the construction of the Audlem Public Hall Annexe, which the charity will use once it opens in October 2017. There was restricted expenditure in the year of £2,243 which related to the Comfort Fund and Medical Transport Service.

Reserves Policy

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be satisfactory to meet the charity's contractual obligations over and above normal trading.

The long term strategy is to build reserves through planned operating surpluses. The Charity's Committee has agreed to establish a reserve of £25,000 as a contingency against future funding reductions and increased in the demand for the Charity's services. In the short term the Management Committee has also considered the extent to which existing activities and expenditure could be curtailed should such circumstances arise.

The free reserves at the 31st March 2017 of £20,384 (2016: £26,697) are £4,616 (2016: £3,303) below the agreed level. The reduction in free reserves relates primarily to the contribution of £5,000 made during the year towards a new, permanent base for the charity in the Audlem Public Hall Annexe, as specified in the Trustees Report for the year ended 31st March 2016.

Investment Policy

The Investment policy adopted by the Trustees is to maintain a high standard of the assets of the Charity and implement a programme of continual development to optimise their use in line with the Charity's objectives.

Future Direction and Plans of Organisation

The continued challenge is for us to maintain our activity at Hankelow Chapel whilst moving the Day Club into the new Annexe in the Autumn. We need to continue to recruit and support more volunteers to work alongside the extra staffing we now have funded. It is crucial that we are able to recruit and maintain good staff and to ensure we bid successfully for Cheshire East funding this year as contracts come up for renewal.

The move to the new Annexe needs continued effort and organisation, including a move of the office from which the Medical Transport Service operates. We also need to continue to grow our funding base and charitable income.

Spending time together with friends in a supportive, caring, active and fun way, including some singing, is good for the soul.

Audlem and District Community Action Trustees Report for the year ended 31st March 2017 (cont'd)

Reporting Accountants

A resolution will be proposed for the re-appointment of Bradshaws Limited, Chartered Accountants and Registered Auditors of Chester as the Independent Examiners.

Bankers

The bankers to the Trustees remain as The Co-operative Bank

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Declaration

I declare, in my capacity as charity trustee, that: -

- The trustees approved the report above on 30th June 2017
- have authorised me to sign it on their behalf

Roger Millns
Chairman

Independent Examiner's Report to the Trustees of Audlem and District Community Action

I report on the accounts of the company for the year ended 31st March 2017 which are set out on pages 9 to 15.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

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

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

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

Independent examiner's statement

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

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Andrew J Bradshaw, FCA,
For and behalf of Bradshaws Limited,
Chartered Accountants and Registered Auditors

30th June 2017

Charter Court
2 Well House Barns
Chester Road
Bretton
Chester CH4 0DH

Audlem and District Community Action

Statement of Financial Activities

(including income expenditure account)

for the year ended 31st March 2017

	Notes	Unrestricted Funds	Restricted Funds £	Total 2017 £	Total 2016 £
Income:					
Incoming resources:					
Charitable Activities	3	28,058	2,103	30,161	31,861
Investments	4	11	-	11	30
Total		<u>28,069</u>	<u>2,103</u>	<u>30,172</u>	<u>31,891</u>
 Expenditure on:					
Raising funds:					
Charitable activities	5	34,382	2,243	36,625	31,218
Total		<u>34,382</u>	<u>2,243</u>	<u>36,625</u>	<u>31,218</u>
 Net income / (expenditure)		 <u>(6,313)</u>	 <u>(140)</u>	 <u>(6,453)</u>	 <u>673</u>
Transfers		-	-	-	-
 Reconciliation of funds					
Total funds brought forward		26,697	665	27,362	26,689
Total funds carried forward		<u>20,384</u>	<u>525</u>	<u>20,909</u>	<u>27,362</u>

Audlem and District Community Action

Balance Sheet

As at 31st March 2017

	Notes	2017		2016	
		£	£	£	£
Current assets					
Debtors	9	28		43	
Cash at bank and in hand	10	25,242		27,319	
		25,270		27,362	
Creditors falling due within one year	11	4,361		-	
		4,361		-	
Net current assets			20,909		27,362
Net assets			<u>20,909</u>		<u>27,362</u>
The funds of the Charity					
Unrestricted income funds	12		20,384		26,697
Restricted funds	13		525		665
			20,909		27,362
Total Charity funds			<u>20,909</u>		<u>27,362</u>

The directors' statements required by Section 475(2) and (3) are shown on the following page which forms part of this Balance Sheet

Audlem and District Community Action

Balance sheet (cont'd) **for the year ended 31st March 2017**

In approving these financial statements as trustees of the company we hereby confirm:

(a) that for the year stated above the company was entitled to the exemption conferred by Section 477 of the Companies Act 2006 ;

(b) that no notice has been deposited at the registered office of the company pursuant to Section 476 requesting that an independent examination be conducted for the year ended 31st March 2017 and

(c) that we acknowledge our responsibilities for:

(1) ensuring that the company keeps accounting records which comply with Section 386, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of Section 393 and which otherwise comply with the provisions of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the board on 30th June 2017 and signed on its behalf by

R Millns
Trustee

P Lloyd
Trustee

Company Registration Number: 07547410

Audlem and District Community Action

Notes to the Financial Statements

for the year ended 31st March 2017

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The trust constitutes a public benefit entity as defined by FRS 102. The Trustees consider that there are no uncertainties about the Trust's ability to continue as a going concern over the next twelve months.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and whether the Charities SORP FRS 102 a restatement of comparative items was needed. No restatements were required.

1.2. Fund accounting

Funds held by the Charity are:

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

Grant fund – these are funds set aside by the Trustees out of unrestricted general funds for specific future purposes or projects

1.3 Incoming resources

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

1.4 Grants payable and receivable

All grants are accounted for gross when receivable. Grants payable are recognised as expenditure when the commitment is entered into.

1.5 Resources expended

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 to activities on a basis consistent with use of the resources.

Audlem and District Community Action

Notes to the Financial Statements (cont'd)

for the year ended 31st March 2017

2. Cashflow statement

The Charity is exempt from the requirement to prepare a cashflow statement because it is a small Charity.

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
3 Income from Charitable activities				
Cheshire East	15,572	-	15,572	15,516
Day Care	4,603	-	4,603	5,478
Medical Transport Service	3,000	1,172	4,172	1,131
Comfort Fund	-	931	931	1,161
20 Week draw	1,588	-	1,588	-
Donations	1,568	-	1,568	5,410
Fund Raising	282	-	282	2,063
Befriending	1,445	-	1,445	1,102
	28,058	2,103	30,161	31,861
4 Investment income				
Bank interest	11	-	11	30
	11	-	11	30

Audlem and District Community Action

Notes to the Financial Statements (cont'd)

for the year ended 31st March 2017

	Unrestricted Funds £	Restricted Funds £	Total 2017 £	Total 2016 £
5 Cost of charitable activities				
Salaries	15,980	-	15,980	15,695
Pension	584	-	584	442
Food costs	1,740	-	1,740	3,557
Miscellaneous	94	-	94	60
Medical Transport Service	1,883	1,260	3,143	2,076
Insurance	614	-	614	541
Rent	1,760	-	1,760	1,150
Administration	902	-	902	1,029
CRB checks	-	-	-	60
Comfort Fund Expenses	-	983	983	1,894
Training	-	-	-	179
20 Week draw	820	-	820	-
Coffee Club	59	-	59	96
Befriending	604	-	604	535
Carers	3,842	-	3,842	3,404
Broad Lane Day Club	500	-	500	500
Donations	5,000	-	5,000	-
	<u>34,382</u>	<u>2,243</u>	<u>36,625</u>	<u>31,218</u>
6 Staff numbers and costs				

2 (2016: 2) part time staff were employed during the year No employee of the charity received emoluments of more than £60,000.

Staff costs	2017	2016
Wages	15,980	15,695
National insurance	-	-
Pension	584	442
	<u>16,564</u>	<u>16,137</u>

7 Trustees' remuneration and expenses

None of the Trustees received any remuneration for services to the Charity. The Trustees did claim expenses incurred on behalf of the Charity.

8 Taxation

The Charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge in these accounts.

Audlem and District Community Action

Notes to the Financial Statements (cont'd)

for the year ended 31st March 2017

		Total 2017 £	Total 2016 £	
9 Debtors				
Prepayments		28	43	
		<u>28</u>	<u>43</u>	
10 Cash at bank and in hand				
Bank accounts		<u>25,242</u>	<u>27,319</u>	
11 Creditors				
Accruals		732	-	
Deferred Income		3,600	-	
Social Security Costs		29	-	
		<u>4,361</u>	<u>-</u>	
12 Analysis of net assets between funds	Unrestricted Funds £	Restricted Funds £	Total Funds £	
Fund balances at 31 st March 2017 Are represented by:				
Current assets	24,745	525	25,270	
Less: Current liabilities	(4,361)	-	(4,361)	
	<u>20,384</u>	<u>525</u>	<u>20,909</u>	
13 Restricted funds	Opening Balance £	Net Incoming Resources £	Transfers £	Closing Balance £
Comfort fund	137	(52)	-	85
Medical Transport Service	88	(88)	-	-
Cheshire East team support	440	-	-	440
	<u>665</u>	<u>(140)</u>	<u>-</u>	<u>525</u>
14 Capital commitments				

There were no capital commitments authorised or contracted for at the year-end.

15 Control

The Charity is under the control of the Trustees.

16 Company limited by guarantee

Audlem and District Community Action is a company limited by guarantee and accordingly does not have a share capital. Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.