

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020



Registered Charity Number: 1000661

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY
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FOR THE YEAR ENDED 31 MARCH 2020

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BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2020

The trustees are pleased to present their annual Report of the Trustees together with the financial statements of the charity for the year ended 31st March 2020. The trustees have adopted the provisions of 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).

Objectives and Activities

When Brentwood Catholic Children's Society (**bccs**) was established by the Diocese of Brentwood the primary aim was protecting and improving the quality of life of vulnerable children and young people throughout Essex and the five East London Boroughs of Barking & Dagenham, Havering, Newham, Redbridge and Waltham Forest.

Today **bccs** fulfils this objective by **working in partnership with over 100 schools** in Essex and East London. These schools benefit from having a dedicated **bccs** worker who delivers vital mental health services in the school setting. Our workers are fully qualified and experienced mental health professionals who conduct thorough assessments and provide expert advice and support to both school staff, parents and families.

In more recent years we have extended our services to provide a **comprehensive and holistic training programme** to schools under the following areas:

- Staff well-being
- Pupil well-being
- Parenting
- Consultation

All training delivered is contextualised, bespoke to individual schools' circumstances, and planned with senior leaders to ensure the delivery is relevant, applicable and enjoyable. This year we have **provided training in 31 schools** increasing from 12 schools in the previous year.

In January 2018 we launched our **Self-Referral Pathway** which now hosts day and evening clinics in two fully converted therapy rooms. During 2019/20 **1078 therapeutic sessions** were offered to children, young people and their families. The ever-expanding self-referral counsellor team is passionate about, and dedicated to, the well-being of children and young people and has achieved positive and reparative outcomes for all clients/ families.

The working mission of **bccs** has always been, and remains:

- To provide a caring, professional response to the child and family in need, irrespective of race or religion.
- To uphold the rights of the child and to ensure the protection and welfare of the child is paramount.

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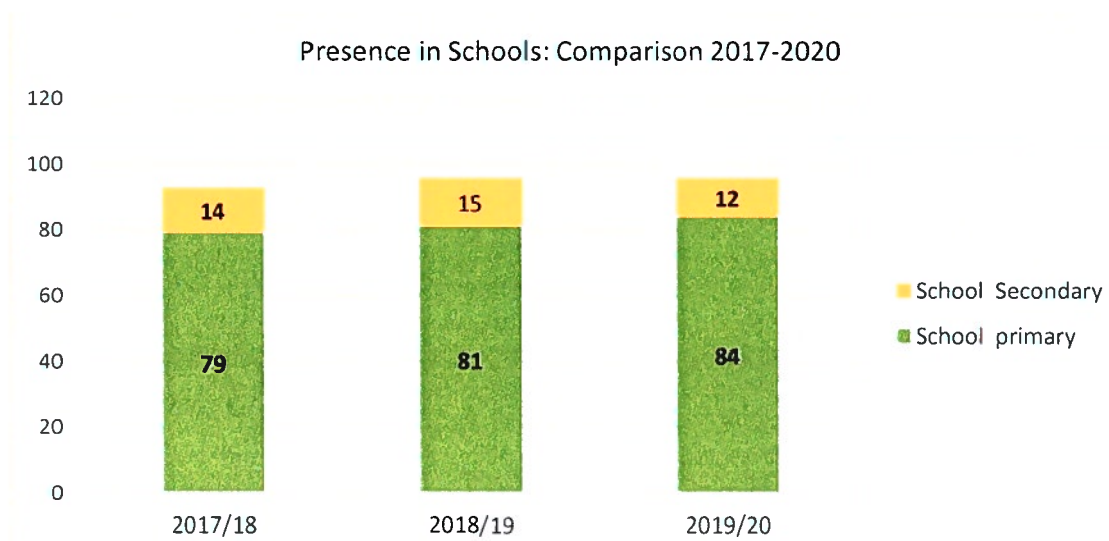
FOR THE YEAR ENDED 31 MARCH 2020

At **bccs** we employ only highly skilled and experienced counsellors, therapists and social workers and we have seen an increase in the skillset of applicants when we seek to recruit. Our professionals are supported by a small administrative team to enable them to spend the maximum amount of working time face to face with children, families and school staff. They are fully and effectively supervised and developed to ensure a quality professional service.

Achievements and Performance

bccs practitioners continue to have a good rapport with schools and work closely with relevant school staff to ensure the best possible outcomes for children. They are closely supported by management to ensure a good dialogue is always maintained. We work tirelessly in collaboration with school staff and seek to inform and upskill them in relation to the pupils in their care. We receive consistently good feedback that staff feel they benefit from the support from the team.

The table below is a breakdown of the number of schools we have worked in since 2017



Our model of working has not changed from previous years in that we adhere to the Children's Act 1989 and Keeping Children Safe in Education 2018. If a child's basic needs are not being addressed they will be more susceptible to reoccurring problems that will hinder their growth - academically, emotionally, mentally and spiritually.

Our working model is to be responsive to meeting the needs of children who are experiencing issues with their emotional wellbeing. These kinds of issues can present in various forms, and it is the job of the team to understand what is being conveyed. Our clients are placed firmly at the centre of everything we do, and our approach is based on what is best and most effective: that may be therapeutic work with a child, support in school to a member of staff, or parental work. When a child is referred to **bccs** we commence work immediately and continue to support with regular reviews to assess impact, effectiveness and outcomes.

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Data evidencing patterns of working

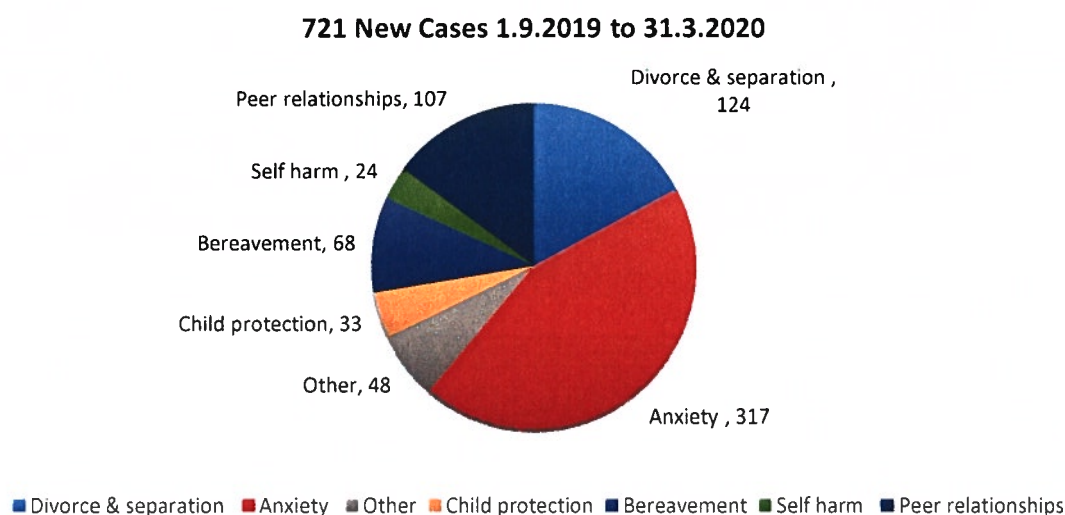
	New Referrals	Sessions	Home Visits	Agency Meetings
2019/2020	857	10,339	7	813
2018/2019	758	12,662	1	669
2017/2018	987	12,470	4	768

These figures are reflective of the newer way in which we are working. Over the past year we have supported the team, and our schools, to understand the importance of therapeutic work. We were keen to ensure that we assess, create a hypothesis, and then undertake therapeutic work. The increase in referrals but reduction in sessions offered, evidences that we are working more effectively.

Our caseload is moving to an increasingly therapeutic model. This involves a child being supported on a 1:1 basis by a trained therapist or social worker. We also provide group sessions in school to children who present with issues around social skills, confidence, transition etc

The quantity and variation of our work continues to evolve in order to meet the demand of children in need in our diocese. We are, however, confident that therapeutic consistency remains at the heart of our thinking.

The pattern in our referrals last year (2019/20) is shown below:



From the period 1st September 2019 (CRM implantation) to 31st March 2020, the team opened 721 cases. This means that for the financial year 1st April 2019 to 31st March 2020 we opened 857 cases in total. You will see that the majority of the referrals state Anxiety as the reason for referral. We typically understand Anxiety as an umbrella term for a lot of issues and our newly devised Assessment model will support the team to unpick the reason for referral and create a clinical hypothesis for our work.

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What our schools say about us:

Deputy Head teacher - Primary School

"We are currently in our third year of benefitting from a range of services for the school, provided by the Brentwood Catholic Children's Society (bccs). We had used services from this organisation historically but in an ad hoc manner. At the point at which we re-engaged with bccs two years ago, I was both initially encouraged, and then impressed by the now contemporary and relevant approach of this organisation. We now confidently rely on their presence in school to work with some of our complex students and the impact has been measurable."

Head teacher - Secondary School

"I've found the bccs provision to be very helpful, responsive to our needs and context and flexible in approach. It's been particularly helpful to be able to discuss complex cases and get advice as well as suggestions. Professional expertise shared has been exceptionally good; linked to areas relevant to teenage mental health and well-being. We're looking forward to building in the staff supervision element for our pastoral staff."

Head teacher cluster who received supervision

"Thank you so much for coming to see us Head Teachers on Friday. The bccs therapist presented things in such a calm and understanding way and just shone a light on difficult relational circumstances and experiences which was so helpful. Certainly, there were thoughts from others in the group that it would be good to engage their supervision services to support staff in managing their challenging roles."

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Self-Referral Pathway

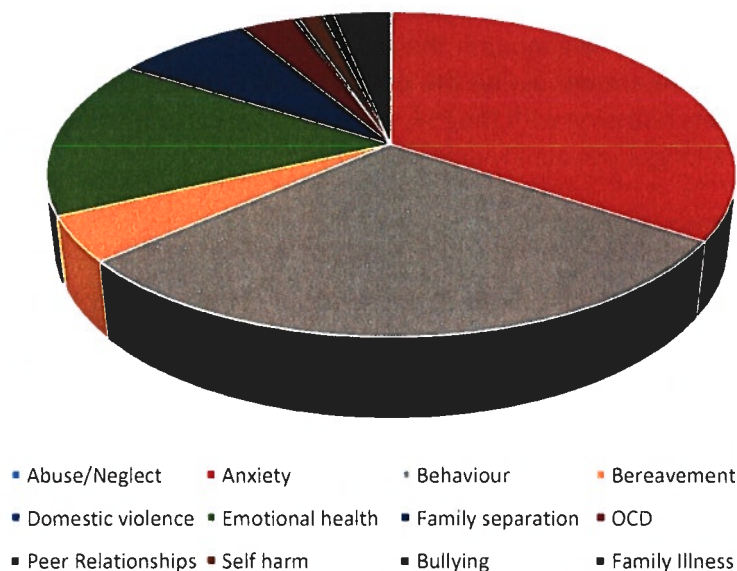
Our self-referral pathway provides therapeutic support to children, young people, parents and families at our consulting rooms in Rayleigh. The team has grown from one part-time therapist to six part-time therapists over the course of the year, including Child and Adolescent therapists, play therapists, integrative therapists and parental counsellors. During the year **we delivered 1028 sessions and supported 78 families/children.**

Reasons for Referral

Anxiety and behaviour are the most common reasons for referral again this year. The reason for referral is determined at the Psychodynamic assessment which is completed and discussed with the parent/carer. We have been working on broadening the area from which referrals come. We receive referrals from GPs, directly from Schools (and this work is typically funded by schools), Parents/Carers and Social Care.

No clients have been re-referred which is a testament to the impact of our work.

Reason for Referral per Session



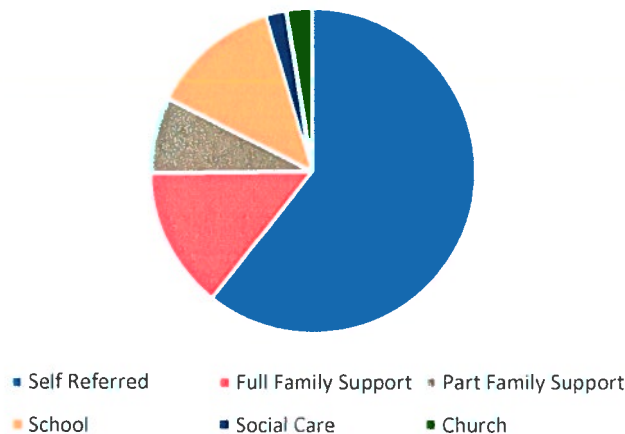
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Self-Referral Funding

Source of Funding



The majority of appointments were self-funded. In September 2019, we were allocated a Family Support Fund (previously known as the Discretionary Fund) budget of £4,500 and at the end of 2019 we still had offered full or part funded sessions to the total of £2,290. The remaining £2,210 can be spent if required until July 2020. We monitor the allocation of the Family Support Fund (FSF) to ensure there is no overspend. We are discussing the possibility of parents/carers paying a lower fee and subsidising the cost of each session with the FSF, this means we can either support additional children or support a child for a longer period if required.

Training programme 2019/20

Our training programme is designed to meet the needs of children, their families and the school staff who support them. 2019-20 has seen schools rebooking our training to all of the cohorts shown below. Some schools are now into their 3rd year of particular booking cycles e.g. exam stress groups, and have these trainings firmly embedded into their school calendar. Schools know that our training is effective. We provide knowledge, empowerment and a consistent presence to all who access what we offer. Every training is run by a qualified and experienced counsellor and it is this that makes our deliveries different to many offered within the school setting. We do not simply educate and upskill - we are able to do this within an overarching therapeutic context which allows us to provide a safe space for personal and professional exploration and support. More than ever this year we have found that schools feel confident in approaching us and asking for something bespoke, something uniquely tailored to the needs of that particular school at that particular time. Deliveries have been tailor-made in both the primary and secondary sector with workshops being run to support grief, anxiety, school transition and mindfulness.

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Additional team members were interviewed and recruited from our talented pool of counsellors and social workers. We now have 2 extra members of staff who are shadowing deliveries and starting to run training themselves.

Activity	Delivery (number of schools)
External supervision	11 schools including 2 group supervisions
Parenting courses	4 Primary schools
Mindfulness staff and students	9 schools + Teacher Training Centre
Introduction to Children's Emotional Health and Well-being	3 primary deliveries
Well-being mentor training	1 primary school, 1 cluster group
Understanding Children's Anxiety - pupil workshops to Years 1-6	3 primary schools
Exam Stress	5 Secondary deliveries to groups of Yrs 11,12 & 13
Understanding Bullying – pupil workshops to Year 8 students	4 Secondary deliveries
Teenage Brain	2 Secondary staff deliveries

It is important to bear in mind that this year, due to COVID-19, our training programme was cut short and, in fact, cancellations were received even before lockdown. No training was delivered past February 2020.

Training Plans for 2020/21

To simplify things in what will be a half term of transition for all schools in September 2020, we are proposing a reduced menu of training options for this period. It is assumed that these will be delivered face to face but Zoom options may be available:

Supporting children back into the school setting – a workshop for staff to enable them to think around the issues that may be facing children on their return to school after such a long period away. To include the chance to discuss trauma, bereavement and anxiety. 1 hour presentation with a half hour at the end for staff to ask questions and talk to each other.

Process groups for staff – a confidential group setting to enable staff to talk about their own experiences of lockdown and how they will manage this alongside trying to manage the anxieties of their pupils.

Anxiety process groups for pupils – in particular Years 7 and 12 who may have missed inductions and exam periods. A chance for small groups of children to come together to talk about their experiences in a facilitated and containing environment.

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Parent process group - for many parents, the last term will have been very challenging. An opportunity for parents to get together to discuss this and how best to support their children back into school.

Mindfulness for school staff – an introductory workshop to facilitate staff well-being with emphasis given to the particular stresses that are faced by school staff at this time.

Staff supervision – a chance for school staff to talk to a trained therapist and supervisor about work related issues. There is an expectation that, during this difficult period, personal issues may well be impacting capacity to work, and these can also be explored.

Difficult Conversations - There is little in teacher training around how to talk with students who engage staff in difficult conversations e.g. about OCD, suicidal ideation, bereavement, self-harm etc. This lecture style presentation seeks to address this and share knowledge and experience with school staff, so they feel confident and empowered to manage what students bring into school. Unfortunately, bookings for this could not be delivered due to COVID-19 school closures but we plan to re-introduce this as soon as we can during the academic year 2020/21.

Apart from the above training we are planning on freezing our prices and continuing to offer our existing programme with an emphasis on reaching new schools with what we already do well. We will be observing and responding to government guidelines and keeping in touch with our schools so that we can respond appropriately and accordingly to their needs/requests.

As primary schools are phasing in children returning to school in June, we are currently devising a parental platform in which groups of parents can access an evening Zoom session to discuss their anxieties. We believe this will alleviate the stress some school staff report to us in trying to contain parental anxiety.

We are aware of a need to capture more qualitative training data in order to provide information for funding streams, schools who buy in our services and [bccs](#) supporters. We are looking at our training feedback form and how to incorporate this accordingly. We will still ask for some narrative however as this brings an attendee's experience to life and is helpful in giving our reports a continued personal flavour of how our training is viewed.

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Marketing and Fundraising

The celebration of our 35th Anniversary in 2019 gave us the opportunity to develop and fully roll-out our **Take A Minute campaign** which invited everyone involved with **bccs** to stop and take a minute to think about the work we do.

We used our anniversary year to introduce a portfolio of new fundraising events and challenges which we considered to be important means both in securing income and boosting our charity's profile.

Anniversary Concert Our flagship anniversary event was a moving and poignant concert given at Brentwood Cathedral in June. 'The Priests' - a classical musical trio of three Roman Catholic priests from Ireland - joined us to celebrate our 35th anniversary in style. The concert was a sell-out and provided a wonderful opportunity to celebrate our milestone year with our supporters, volunteers and staff as well as raising significant funds for the charity.



Orbit Abseil

An exciting new challenge selection was developed to mark our anniversary year under the **#Team35** branding. As part of this portfolio, a group of 30 thrill-seekers including our Director Bernadette, undertook an 80-metre free-fall abseil from a platform high on the Arcelor Mittal Orbit sculpture in the Olympic Park, Stratford. A large group of participants from a corporate supporter took part using the challenge as a team-building opportunity for their employees whilst raising money for children's mental health.

September saw the launch of our inaugural **Junior Golf Knockout Tournament** which attracted over sixty teams of cadets from Golf Clubs all over England and Wales. Heats were played across the country throughout the summer months with four teams going forward to the finals weekend at the end of September. This tournament was a great success and will now become an annual feature in our fundraising calendar.



We continue to maintain a diverse calendar of social events that not only provides a good income stream, but also help to widen our community of supporters and raise the charity's profile.

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A focus on community involvement enabled us to send out over 100 of our Purple Piggy Banks to new homes with an accompanying social media campaign. It also saw the launch of our first, very successful Community Christmas Craft Fair. As part of our Take A Minute campaign we sent our Take a Minute donation envelopes to schools and individual supporters and launched our on-line Take a Minute Appeal.

Only two of our three London-based awards dinners were able to proceed due to the arrival of the Covid-19 pandemic and we will continue to work hard in developing and maintaining existing partnerships, as well as using the resources available to us to create and generate new ones.

The year has seen another year of growth in the new or renewed support we receive from Trusts and Foundations and we will continue to develop and utilise resources to develop further this area of income.

Fundraising approach

The charity undertakes fundraising activity to its supporters via fundraising events, sponsored events, gala dinners, challenges, direct-mail and email in line with the Fundraising Code of Practice set by Fundraising Regulator. Our fundraising promise outlines our commitment to our supporters and the public and is available on our website to reassure supporters and we promise that:

- *We will adhere to the Fundraising Code of Practice.*
- *We will comply with the law as it applies to charities and fundraising.*
- *We will keep your personal details safe.*
- *We will communicate appropriately and sensitively and are especially careful when engaging with vulnerable people.*
- *If you have questions about our fundraising activities and costs, we will answer them openly and truthfully.*
- *We will keep you up to date with inspiring and relevant news from our professional team and the families you are helping.*
- *We will tell the truth and will not exaggerate, and we will do what we say we are going to do.*
- *You will always be able to let us know how you would like us to communicate with you or if you would prefer not to be contacted.*
- *Our database is constantly updated to ensure we have correct contact details for you and we will make sure we know exactly how you would like us to contact you.*
- *We adopt best fundraising practice as outlined by regulatory bodies and will continue to do so as these are updated.*

Charity supporters registered on the Telephone Preference Service have not been contacted.

The charity is registered with the Fundraising Regulator and adheres to the standards of the Fundraising Code of Practice. No complaints about fundraising activity were received this year.

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Covid-19 Plan

Because of the timing of the pandemic, the impact on the 2019/20 voluntary income is minimal and except for one corporate awards dinner, all income had been received before lockdown commenced in the middle of March. However, the pandemic is expected to have a significant impact on the 2020/21 financial year as the coronavirus pandemic reduces the options for fundraising even further.

Like many charities, we have fundraising events planned for the months ahead. We will be keeping these under constant review and make a case-by-case decision, considering all the relevant circumstances, as to whether to go ahead or cancel/postpone. All decisions will be made following the latest official advice on public gatherings from the Government.

We will continue to explore and develop virtual fundraising opportunities to help keep revenue flowing while we all adjust to the need to keep physical distance. For the immediate future we will continue to use social media platforms to promote remote fundraising and continue to promote our Take A Minute campaign.

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Financial Review

Every year our key task is to match our income to the cost of the work we do. We never have a shortage of work that we could do and in recent years our workload has increased dramatically. In order to maintain long term sustainability, we must avoid taking on more unfunded work than we can afford to do. Historically, our main limitation on our activities is generating income. We differentiate Operational Income from Overall Income in all our internal management and monitoring. Operational Income excludes legacy and gift income of an unusual nature (i.e. above a low budget level representing a reasonable and prudent expectation). We aim to break even without such income and we do not include it in our planning on a yearly basis.

Overall, our income reduced by £167,283 from £1,061,857 to £894,574. This is largely due to the charity benefitting from exceptional levels of legacy income in the previous year. Legacies amounted to £2,780 (2019: £220,735).

Funds from voluntary donations and similar income has reduced by £5,837 over the prior year, from £161,784 to £155,947. In 2018 **bccs** benefitted from a restricted donation of £250,000 which crystallises over the period 2018-2027. This is restricted to help the work of the charity in meeting the needs of more children and young people, by delivering programmes educating and empowering parents, carers and school professionals in their interactions and relationships with young people.

Income directly generated by the work we do with schools has increased by 6.65% over the previous year from £508,836 last year to £542,697 this year. Fees generated from Service Level Agreements directly with schools and extended service clusters have increased by 4.33%. Training and self-referral consultation income have also increased over the previous year (2019: £66,506, 2018: £52,410), despite an abrupt halt to on-site training at the end of March 2020 due to COVID-19 lockdown.

During 2020 our total costs have increased by 7.4% to £935,817, the increases due to higher costs in providing support and care services, greater fundraising event costs in organising higher profile events and allocation of specific personnel to improve quality and quantity of trust grant applications. Support and care costs amounted to £757,368 in 2019 and this has increased by £39,955 to £797,323 in 2020. This is partly due to an increase in average number of employees to 29.7 (2019: 28.9), but also due to higher IT license costs in introducing a new CRM platform and increased professional fees.

This current year shows a net loss of £41,243 increasing to £78,086 adverse net movement in funds, once notional investment losses of £36,843 are included. Notional investment losses arose largely due to the UK lockdown starting on 23rd March 2020 as a result of the coronavirus pandemic. At the time of writing notional losses have been reversed.

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This has in turn led to our free reserves reducing from £749,717 in 2018/19 to £674,668 in 2019/20. This represents 8.7 months expenditure (10.3 in 2018/19) and achieves the medium-term aim set by trustees.

A key performance indicator for **bccs** has been the percentage of incoming resources (ex-legacy income) accounted for by fees for professional services. This year the percentage is slightly increased at 60.9% (60.5% in 2018/19) and income increased by 6.65% (increased 4.87% in 2018/19). The interconnection between our work, the schools we partner with, the children and families we help and our donors and supporters is an important factor in contributing to our community.

We have been striving to increase the level of expenditure on the direct provision of support and care service as a percentage of total expenditure – 86.9% in 2018/19 and 85.2% in 2019/20. Whilst this has fallen slightly, this is due to allocating more resources for fundraising activity – specifically to increase the charity's level of applications for grant income to fund the work we do. Fundraising continues to play a significant role in funding our work. Despite the increase in the percentage of income provided by fees, the increased level of work that is being undertaken means that our fundraising targets continue to increase in real terms and a greater insight is detailed later in this report.

At Highams Park, we have a charity shop which contributes significantly to our finances by accepting donations of clothes, toys, books and DVDs etc and selling them on for the benefit of **bccs**. We are incredibly grateful to the many volunteers who run the shop and the people who generously donate to it. Regrettably, the decision has been made to close the charity shop at the end of March 2020 due to the coronavirus pandemic. Most of the volunteers who run the shop fall within shielded groups, highly vulnerable to the effects of the virus. Therefore, the trustees consider it would be very unlikely to be able to re-open in a COVID-secure fashion. Generally, the shop contributes net income of approximately £9,000 to the charity's results and this will not be available from 2020/2021 onwards.

Reserves and going concern

The medium to long term policy is to have 5 to 6 months expenditure as reserves. The trustees consider that this level, which amounts to between £391,000 and £468,000, will provide sufficient funds to fund support and care services and ensure that support and governance costs are covered. Medium term would be defined as 5 years. Due to the generous legacies included within previous years, the charity holds free reserves at the year-end equivalent to 8.7 months expenditure (2019: 10.3 months). In order to maintain this, we are committed to becoming at least operationally breakeven by 2021/22 before moving into operational surpluses. Originally, breakeven was planned for 2020/21, however due to the uncertainties particularly relating to fundraising activities emanating from COVID-19 UK lockdown rules, this has changed. Fortunately, the charity has healthy cash balances available to draw on to mitigate the peaks and troughs whilst maintaining services.

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Investments

The Board has agreed to maintain the current portfolio of investments which are all mainstream balanced low risk funds. It is not considered appropriate to have a more detailed Investment Policy unless and until our investment portfolio grows considerably. The Trustees have reviewed the current portfolio during the year to ensure return is maximised albeit within a low risk environment investing in ethical funds. During the year £193,800 was invested into ethical unit funds. The Trustees do not consider high risk or speculative investments as suitable for **bccs**. There are some long-term unit trust investments which have shown an unrealised loss of £36,843 (£5,145 gain in 2018/19). This is considered an exceptional loss because of the effect on global markets of the coronavirus pandemic and the relative timing of UK lockdown in relation to **bccs** year end. Post year end valuations have shown this to have been reversed as UK lockdown has eased. Investment income amounts to 2.18% of capital value (2019: 3.9%). This has reduced as the latest investment has been made on an accumulation rather than income basis. The trustees regularly monitor the investment position and are satisfied an acceptable return has been achieved.

Future plans

- Social media – continue to expand and refine the digital footprint of **bccs** and increase our Instagram following which attracts younger followers.
- Review and receive additional training on the now-operational CRM which allows us to collect metrics, manage case work, analyse stats and produce impact reports.
- Transfer Self-Referral data to CRM in October 2020.
- Having implemented a new Case Management structure, to review regularly and assess impact on (a) the team and (b) our provision.
- Review the newly introduced tiered model/offer to schools to include a dedicated worker, training and supervision.
- Introduce the now-devised Assessment Model.
- Identify and implement outcome measures and evaluations.
- Review premises provision and explore expansion/new premises to meet our growing services.
- Review existing arrangements for Discretionary Fund and Family Support Fund.
- Continue to raise our external profile so that we continue to attract top quality staff.

Covid-19 Mitigation measures to include

- Furlough 8 part-time staff, re-deploy staff to other roles and delay start of 3 new counsellors.
- Ensure SLA service delivery to schools and families by using on-line forums such as Zoom, Google Meets and telephone check-ins and offer an enhanced service to include staff supervision and parental Zoom platforms. This will ensure full delivery of SLAs and remuneration by schools.

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- Reduce outgoings by office staff working from home and agreement of rent holiday and utility bills.
- Reduce outgoings by seeking reduction in Salesforce Licences (25%) and CSAN membership (90%).
- Closure of Charity shop and subsequent reduction in rent, manager's salary and utilities.
- Continue to explore, revise and develop virtual fundraising opportunities and plans; emphasis will continue to be placed on the **Take A Minute Appeal** and on-line fundraising via social media in an effort to re-coup some of the shortfall from the event portfolio.
- Re-deploy Head of Voluntary Income time into Trust and Grant applications.
- Revise our Risk Register with a focus on pandemic and measures to mitigate against loss in income.

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Structure, Governance and Management

bccs is an unincorporated trust constituted under a Trust Deed dated 25th August 1990. It is an independent registered charity in England and Wales, number 1000661. **bccs** is not formally connected to the Diocese of Brentwood (which is a separate charity) and for legal purposes the two are not connected. However, the Bishop of Brentwood is our President and we maintain very close informal links with the diocese and the parishes.

bccs does not receive any direct funding from Government or from the Diocese of Brentwood. Donations are received and an active fundraising Events' Calendar is undertaken.

The trustees are appointed by the Board of Trustees. Following an Order made by the Charity Commission on 18th July 2005 the Trust Deed was amended giving the trustees the power at their discretion to vary both the number of trustees and the length of time that they can serve.

Meetings of the Board of Trustees are held four times a year to agree broad strategy and areas of activity and to receive reports from the Director and three Sub Committees (Finance, Governance and Marketing and Fundraising). Additionally, the trustees consider investments, safeguarding, reserves and risk management on a regular basis.

Day to day operation of **bccs** is delegated to the Director and staff.

Sub committees also meet up to four times per year prior to the Main Board meetings and they have the power to co-opt advisers as required.

Finance Sub Committee:

Approves the Annual Budget prior to submission to the Main Board for final approval.

Monitors financial performance against budget and monthly management accounts.

Liaises with the auditors.

Assesses financial risks and provides advice to the Director.

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Marketing and Fundraising Sub Committee:

The programme of events is monitored by the trustees. At each meeting, the Marketing and Fundraising Sub Committee monitors the performance of fundraising events that have taken place against the budget set for them. Lessons are learned and decisions taken in relation to future events that may be the same or similar. It also keeps track of those events that have not yet taken place so as to ensure so far as is possible, that they are on target both in financial terms and in terms of putting on a successful event for the participants. We aim to deliver a programme of events that not only raise money directly but also help to build the community of those who support our work.

In relation to donations throughout the year the Marketing and Fundraising Sub Committee monitors each heading to ensure that we are on track and so that decisions can be made about how we might bolster performance if we are not. Some activities are seasonal and some are year-long and for those that are seasonal, trustees will monitor activity within the Fundraising team to ensure that appropriate preparations have been made to support seasonal appeals and to learn lessons for the future after each season is complete.

Fundraising trustees are presented with a financial report at each meeting against which monitoring can take place. Risks are assessed and discussed which inform planning and decision making.

Governance Sub Committee:

Monitors policies and practices within bccs and assesses risks associated with good governance. In particular, Governance trustees will be monitoring and reviewing the GDPR Action Plan to ensure compliance. During the year the Risk Policy and Register were revised and this is reviewed at each meeting and reported to the board. There is a rolling programme of policy reviews.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2020

Recruitment, Induction and Training of Trustees

The Board keeps the skill set required for proper performance of its duties under regular review. Potential trustees attend a meeting as observers in order to meet other trustees and to gain a fuller understanding of the work of **bccs** and the Board before making a commitment to serve as a trustee. As a matter of courtesy, new trustees are notified to the President who writes to them before they are formally appointed by the Board at the next Board Meeting. New Trustees are given an induction pack covering all aspects of the history of **bccs**, Charity Commission requirements, safeguarding, current practices and structures.

During the course of the year trustees have received on-going training and updates in relation to Safeguarding, Statements of Recommended Practice for accounting and developments in the statutory and legislative framework surrounding fundraising activity and GDPR. Trustees were also updated on Risk Management best practice and the activities and supervision of our Social Workers and Counsellors. Regular updates by the Training and Fundraising Teams are given at Trustee meetings. We will continue to develop the knowledge and skills of Trustees into 2020/21 with particular reference to the Charity Commission's updated CC20 guidance - "A Guide to Trustee Duties".

Key Risks and Uncertainties

Trustees regularly consider and review risks against an established and constantly refreshed Register of Risks. This is done in sub-committee meetings and reported to main board. The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finance of the charity, and are satisfied that systems are in place to mitigate the charity's exposure to such risks.

The principal risks we have identified are broken down into "Operational", "Environmental and External", "Law and Regulation Compliance", "Governance" and "Finance". The nature of our operations, the interaction with parish communities, supporters, priests in the Diocese of Brentwood and particularly the relationships we have with over 100 schools means that our risks are diverse and to an extent interconnected. The main risks as identified by the scoring system in our risk matrix are:

- a) The risk of having an ineffective Board of Trustees. We are fortunate that we maintain a board of high quality trustees through good recruitment in a good mix of skills relevant to our operations. This is re-enforced by induction, training and refreshing the Board on a regular basis with an agreed retirement process.
- b) The risk of having poor financial controls and reporting. The sub committees are particularly helpful in mitigating this risk and sensible setting of budgets and good monitoring of performance against those budgets both by Heads of Department and the trustees.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2020

- c) The risk of poor safeguarding policies. As the Charity works with vulnerable children and families, safeguarding is considered an inherent risk in the work we do. **bccs** has a framework of controls, consents, policies and reviews to mitigate the associated risks. The focus on training of trustees and professional staff together with an effective supervision structure ensures that concerns are identified and acted upon.
- d) The risk of economic strains in the education sector. Financial risks to the charity reflect the uncertainties of the economic climate and strains within the education sector. More schools and Multi Academy Trusts are increasingly becoming key commissioners of their own services. With this in mind **bccs** is mitigating this risk by expanding our core one-to-one counselling activity to deliver a tiered model of therapy, training and support to schools and MAT clusters.
- e) The sensitivity to financial losses and our ability to meet liabilities as and when they fall due. Combined with our relationship with the Diocese of Brentwood this is the final key area of risk identified by our matrix. We maintain a good relationship with our President, Director of Catholic Education and Diocesan Director of Civil Administration, through regular meetings and updates from the Director. This along with constant effective communications with parishes and schools in the diocese, both reduces the risk and increases the possibility of early warning of potential risks. Professional services income being subject to Service Level Agreements have a requirement of a minimum notice period of one academic term and so assists with financial planning and forecasting. Constant monitoring of the financial position ensures that timely actions can be taken in response to adverse circumstances. We carefully monitor the effect of national and local trends on school budgets allowing us to respond as necessary.

Volunteers

During the year we have had a dedicated band of volunteers who ran our shop in Highams Park. We had 14 volunteers who worked part time to varying degrees in order to run the shop generating a net income this year of £8,871. We also have the assistance of volunteers who help with seasonal administrative tasks like mailings and events and others who help in varying degrees with the running of events in conjunction with our Fundraising Manager. All of these people provide a valuable contribution to the care of children in our community and we are grateful to them all.

Key Management

The Trustees consider the Board of Trustees and the Director as comprising the key management personnel of the charity in charge of directing, controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee remuneration was paid in the year. The salary of the Director who works part-time was determined to mutual satisfaction and market rate for a charity of its size at the time of joining and has been increased precisely in line with increases applicable to all other employed staff year on year.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2020

Public Benefit Statement

The Trustees confirm that they have complied with the duty in s17 Charities Act 2011 to have due regard to the Public Benefit Guidance published by the Charity Commission in determining the activities undertaken by [bccs](#)

The early intervention services provided by [bccs](#) enable the children to address difficulties that may be impeding their educational, social and emotional development. This benefits the individual children directly and also their peers in school. This in turn helps support teachers and other school support staff. We are committed to the principle that assistance is provided to any child in need irrespective of background, race or religion.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

REPORT OF THE TRUSTEES

FOR THE YEAR ENDED 31 MARCH 2020

Statement of trustees' responsibilities

The trustees are responsible for preparing the Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

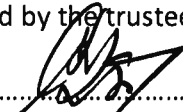
The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing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

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

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charity (Accounts and Reports) Regulations and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Approved by the trustees on 29th September 2020 and signed on their behalf by:


.....
C Tisi - Chair of Trustees

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY**REPORT AND FINANCIAL STATEMENTS****FOR THE YEAR ENDED 31 MARCH 2020**

Reference and administrative information

Trustees	Appointment Date	1st Term End	2nd Term End
Rev. Richard Cerson	July 2015	June 2018	June 2021
Peter Dowse*	December 2011	November 2014	November 2019
Anthony Tisi	March 2013	February 2016	February 2021
Christopher Tisi (Chair)	June 2015	May 2019	May 2023
David Worsfold	December 2013	November 2017	November 2021
Christopher Chandler	March 2015	February 2018	February 2021
Liam Connolly	September 2016	August 2019	August 2022
Martin McClenaghan	June 2017	May 2021	May 2025
Ray Keilthy	September 2017	August 2021	August 2025
Lucie Racon	September 2017	August 2021	August 2025
Therese MacDermott*	September 2017	November 2019	
Anne-Marie Creaven*	September 2017	June 2019	
Rev. Mathew Bemand-Qureshi	September 2017	August 2021	August 2025
Maire Maisch	March 2018	February 2022	February 2026
Lisa Patmore	March 2018	February 2022	February 2026
Sam Ariya*	June 2018	January 2021	

*During the year Peter Dowse, Therese MacDermott, Anne-Marie Creaven and Sam Ariya resigned as trustees but remain valued supporters. There were no further changes to the Board during the year.

President: Rt Reverend Alan Williams Bishop of Brentwood.

Founder: Rt Rev Mgr. John Armitage

Director: Mrs Bernadette Fisher (appointed 28th March 2017)

Principal Office: Childcare House, Little Wheatley Chase, Rayleigh, Essex SS6 9EH

Charity Number: 1000661

Trading names: In addition to the formal name Brentwood Catholic Children's Society, the name "bccs" is used generally and the name "Childcare" is used in association with the shop.

Auditors: Haysmacintyre LLP, 10 Queen Street Place, London, EC4R 1AG

Bankers: HSBC Bank PLC, 91 High Street, Brentwood, Essex, CM14 4RU
CAF Bank Ltd, 25 Kings Hill, Kings Hills Avenue, West Malling, Kent, ME19 4JQ
Santander UK, 2 Triton Square, Regent's Place, London, NW1 3AN

INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES OF BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

Opinion

We have audited the financial statements of Brentwood Catholic Children's Society for the year ended 31 March 2020 which comprise the Statement of Financial Activities, the Balance Sheet, Statement of Cash Flow and notes to the financial statements, including a summary of significant accounting policies. 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 charity's affairs as at 31 March 2020 and of the charity's net movement in funds 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 Charities Act 2011.

Basis for opinion

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder. 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 charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC'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.

Responsibilities of trustees for the financial statements

As explained more fully in the trustees' responsibilities statement, the trustees 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 charity'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 charity or to cease operations, or have no realistic alternative but to do so.

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. This description forms part of our auditor's report.

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 charity'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.

INDEPENDENT AUDITORS' REPORT cont

TO THE TRUSTEES OF BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Report of the Trustees. 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 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- adequate accounting records have not been kept by the charity; or
- sufficient accounting records have not been kept; or
- the charity financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Users of this report

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees 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 charity's trustees as a body for our audit work, for this report, or for the opinions we have formed.



Haysmacintyre LLP
Statutory Auditors

10 Queen Street Place
London
EC4R 1AG

06 October 2020

Haysmacintyre LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2020

Income and endowments from:	Notes	Unrestricted Funds £	Restricted Funds £	2020 Total £	Unrestricted Funds £	Restricted Funds £	2019 Total £
Donations and legacies							
Donations and similar incoming resources		146,515	9,432	155,947	153,459	8,325	161,784
Legacies		2,781	-	2,781	220,735	-	220,735
Trusts and Grants		18,000	38,952	56,952	7,750	43,116	50,866
Charitable activities							
Fees for professional services and service level agreements		542,697	-	542,697	508,836	-	508,836
Other Trading Activities							
Fundraising events income		103,705	-	103,705	83,662	-	83,662
Shop income		24,093	-	24,093	26,921	-	26,921
Investment Income							
Dividends		8,399	-	8,399	9,053	-	9,053
Total Income		<u>846,190</u>	<u>48,384</u>	<u>894,574</u>	<u>1,010,416</u>	<u>51,441</u>	<u>1,061,857</u>
Expenditure on:							
Raising Funds							
Fundraising events costs		106,744	-	106,744	86,137	-	86,137
Shop costs		15,222	-	15,222	15,934	-	15,934
Fundraising costs - Trusts		16,528	-	16,528	11,621	-	11,621
Charitable activities							
Provision of support and care services		727,508	69,815	797,323	675,657	81,711	757,368
Total Expenditure	2	<u>866,002</u>	<u>69,815</u>	<u>935,817</u>	<u>789,349</u>	<u>81,711</u>	<u>871,060</u>
Net income (Expenditure) and net movement in funds before gains (losses) on investments		(19,812)	(21,431)	(41,243)	221,067	(30,270)	190,797
Transfers between funds		-	-	-	(8,890)	8,890	-
Unrealised gains/(losses) on investment	7	(36,843)	-	(36,843)	5,145	-	5,145
Net movement in funds		<u>(56,655)</u>	<u>(21,431)</u>	<u>(78,086)</u>	<u>217,322</u>	<u>(21,380)</u>	<u>195,942</u>
Total funds brought forward		<u>751,595</u>	<u>240,495</u>	<u>992,090</u>	<u>534,273</u>	<u>261,875</u>	<u>796,148</u>
Total funds carried forward		<u><u>694,940</u></u>	<u><u>219,064</u></u>	<u><u>914,004</u></u>	<u><u>751,595</u></u>	<u><u>240,495</u></u>	<u><u>992,090</u></u>

All operations are continuing and there are no discontinued operations in either year.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	2019 £
Fixed Assets			
Tangible assets	6	20,272	1,878
Investments	7	385,824	228,867
		<u>406,096</u>	<u>230,745</u>
Current Assets			
Debtors	8	44,766	95,138
Cash at bank and in hand		522,567	738,775
		<u>567,333</u>	<u>833,913</u>
Current Liabilities			
Creditors: amounts falling due within one year	9	(59,425)	(72,568)
Net current assets		<u>507,908</u>	<u>761,345</u>
Total assets less current liabilities		<u>914,004</u>	<u>992,090</u>
Funds			
Unrestricted funds	11	694,940	751,595
Restricted funds	10	219,064	240,495
Total funds		<u>914,004</u>	<u>992,090</u>

The financial statements were approved by the Trustees and authorised for issue on 29th September 2020 and signed on their behalf by:



C Tisi
CHAIR of TRUSTEES

The notes on pages 28 to 38 form part of the financial statements.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

		Total Funds 2020	Total Funds 2019
	Note	£	£
Net cashflow used in operating activities	13	(8,886)	515,245
<i>Cash flows from investing activities:</i>			
Interest and dividends		8,399	9,053
Purchase of furniture and equipment		(21,921)	(1,799)
Purchase of investments		(193,800)	
Net cash provided by (used in) investing activities		(207,322)	7,254
Change in cash and cash equivalents in the year		(216,209)	522,499
Cash and cash equivalents brought forward		738,775	216,276
Cash and cash equivalents carried forward		522,567	738,775
Analysis of cash and cash equivalents			
Cash at bank and in hand		522,567	738,775
		522,567	738,775

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2020

1. ACCOUNTING POLICIES

1.1 Basis of Preparation

The financial statements are prepared under the historical cost convention modified to include the revaluation of certain fixed assets. The financial statements have been prepared in accordance with the Statement of Recommended Practice for Charities (SORP 2015) (Second Edition, effective 1 January 2019) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), and the Charities Act 2011 and applicable regulations. Figures are presented in sterling and rounded to the nearest pound.

The charity constitutes a public benefit entity as defined by FRS102.

1.2 General information

The Charity is a charity registered in England and Wales (charity number: 1000661). The Charity's registered office address is Childcare House, Little Wheatley Chase, Rayleigh, Essex SS6 9EH.

1.3 Going Concern

The trustees consider there are no material uncertainties about the charity's ability to continue as a going concern despite the disruption caused by COVID-19 lockdown. Savings in overhead costs and adoption of new ways of working and fundraising have reduced the potential impact on professional fees and voluntary income. Cash flow forecasts have been prepared that show the charity has sufficient liquid cash reserves for the foreseeable future. This combined with the added back up of investments held would allow the charity to continue with its work.

1.4 Critical accounting estimates and judgements

There are no areas within the financial statements which have required the Trustees to make significant judgements or estimates.

1.5 Income

Voluntary, charitable and fundraising income from various sources are only recognised as income when there is sufficient evidence to provide the necessary certainty so it is probable that the income will be received, that the charity is entitled to receive the income and the value can be measured with sufficient reliability. In the case of legacy income, this is recognised when the above income recognition criteria have been met.

Fees from professional services and service level agreements are recognised in the period the service has been provided.

Shop income is included when earned.

Investment income is included when receivable.

Donated assets are included within income at their estimated market value, and are capitalised in the balance sheet.

1.6 Tangible Fixed Assets and Depreciation

Tangible fixed assets costing more than £100 are capitalised and are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life as follows:

Fixtures, fittings and equipment - 25% straight line basis

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

1.7 Investments

Fixed asset investments are initially stated at their transaction value and subsequently stated at fair value. Any realised and unrealised gains or losses, including income received on accumulation units, are included in the Statement of Financial Activities.

The Charity does not acquire or use put options, derivatives or other complex financial instruments.

1.8 Impairment of Fixed Assets and Investments

Fixed assets and investments are subject to review for impairment when there is an indication of a reduction in their carrying value. Any impairment is recognised in the SOFA in the year in which it occurs.

1.9 Expenditure

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

Expenditure is included on an accruals basis, inclusive of any VAT that cannot be recovered. Support costs are allocated based on staff time spent on the activities.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be directly allocated to such activities together with an allocation of support costs.

Expenditure on raising funds comprise those costs associated with attracting voluntary income and the costs of the charity shop together with an allocation of support costs.

Governance costs comprise direct costs for the statutory and governance of the charity together with an allocation of support costs. These are reapportioned to expenditure on raising funds and expenditure on charitable activities according to the ratio of salary costs for each heading.

1.10 Pension Costs

The Society makes defined benefit pension contributions to a Group Pension Scheme administered by Scottish Equitable. Contributions are charged against the Statement of Financial Activities as they fall due. At the year end, contributions of £4,936 were outstanding and were paid when due in April 2020.

1.11 Funds

Restricted funds are those funds subject to restrictions imposed by the donor. Details of funds subject to restriction are set out in note 10.

Unrestricted income funds comprise those funds which the Trustees are free to use for any purpose in furtherance of the charitable objects.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

1.12 Taxation

The charity is exempt from tax on income and gains under sections 466 to 493 of the Corporation Tax Act 2010 to the extent that these are applied to its charitable objects.

1.13 Cash at bank and in hand

Cash at bank and in hand includes cash, balances held within bank current accounts payable on demand.

1.14 Financial Instruments

The charity has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial assets, which include trade and other receivables and cash and bank balances are measured at transaction price or consideration expected to be received. Investments are measured at market value. Basic financial liabilities, including trade and other payables and bank overdraft are measured at transaction price or consideration expected to be paid.

1.15 Contributions from Volunteers

The Society relied on part-time volunteers to run the charity shop in Highams Park. Volunteers also give their time on an ad hoc basis to collate the Charity's newsletters and aid with sundry administration and fundraising duties. The Trustees consider there is no objective way of putting a financial value on this effort but record their gratitude to these volunteers for this considerable and essential contribution.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

2. TOTAL EXPENDITURE

	Support And Care services £	Fundraising Events £	Shop £	Trusts £	2020 Total £
<i>Costs directly allocated</i>					
Staff costs	555,046	57,714	2,652	13,194	628,606
Agency staff and similar costs	51,528	-	-	-	51,528
Fundraising events and activities	-	33,749	-	-	33,749
Trusts	-	-	-	-	-
Shop	-	-	12,570	-	12,570
Special needs and other care costs	10,619	-	-	-	10,619
<i>Support costs allocated</i>					
Staff costs	53,610	5,573	-	1,276	60,459
Travel costs	31,996	891	-	2	32,889
Premises costs	12,379	1,286	-	294	13,959
Finance and administration costs	46,480	3,644	-	833	50,957
Professional fees	11,779	1,181	-	270	13,230
Depreciation	3,083	321	-	73	3,477
<i>Governance costs allocated</i>					
Staff costs	8,732	1,001		246	9,979
Audit and accountancy	11,183	1,282		315	12,780
General office support	844	97		24	965
Depreciation	44	5		1	50
2020 Total	797,323	106,744	15,222	16,528	935,817

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

TOTAL EXPENDITURE PREVIOUS YEAR

	Support And Care services £	Fundraising Events £	Shop £	Trusts £	2019 Total £
<i>Costs directly allocated</i>					
Staff costs	556,426	56,479	2,581	9,464	624,950
Agency staff and similar costs	34,642	-	-	-	34,642
Fundraising events and activities	-	16,965	-	-	16,965
Trusts	-	-	-	-	-
Shop	-	-	13,353	-	13,353
Special needs and other care costs	11,105	-	-	-	11,105
<i>Support costs allocated</i>					
Staff costs	43,677	4,433	-	743	48,853
Travel costs	30,358	900	-	4	31,262
Premises costs	13,936	1,415	-	237	15,588
Finance and administration costs	38,782	2,828	-	468	42,078
Professional fees	7,011	737	-	124	7,872
Depreciation	2,141	217	-	37	2,395
<i>Governance costs allocated</i>					
Staff costs	7,983	895		225	9,103
Audit and accountancy	10,628	1,192		300	12,120
General office support	651	73		18	742
Depreciation	28	3		1	32
2019 Total	757,368	86,137	15,934	11,621	871,060

Support costs are allocated to each activity in proportion to the ratio of direct salary costs they represent, other than travel costs that can be directly attributable to specific activities.

In 2020 the expenditure on charitable activities was £797,323 (2019: £757,368) of which £727,508 (2019: £675,657) was expenditure from unrestricted funds and £69,815 (2019: £81,711) was expenditure from restricted funds.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

3. EMPLOYEES

Number of Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Fundraising and Trusts	3.0	3.3
Direct charitable	22.1	22.0
Administration	4.4	3.4
Governance	0.2	0.2
	<u>29.7</u>	<u>28.9</u>

Employment Costs and remuneration of key management personnel

	2020 £	2019 £
Salaries and Wages	610,724	594,494
Social security costs	46,375	47,260
Other pension costs	41,945	41,152
	<u>699,044</u>	<u>682,906</u>

Employment costs include termination payment amounting to £10,592 (2019; £0).

The Trust considers its key management personnel comprise the trustees and the charity Director. The total employment benefits including employer pension contributions of the key management personnel were £45,498 (2019: £42,205). No employees had annual emoluments in excess £60,000 (2019 : None).

All pension costs are from unrestricted funds for both years.

4. AUDITORS REMUNERATION

Included within the audit and accountancy costs in Note 2, the auditor's remuneration constituted an audit fee of £10,650 (2019: £10,100) and additional advisory fees of £0 (2019: £0).

5. RELATED PARTY TRANSACTIONS AND TRUSTEES' EXPENSES AND REMUNERATION

None of the trustees (or any persons connected with them) received any remuneration during the year (2019: Nil), and none of them were reimbursed for expenses (2019: None).

There were no services provided to the charity during the year by persons or legal bodies connected to any trustee (2019: Nil.).

Donations received from trustees totalled £2,135 (2019: £1,876).

There were no other related party transactions.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY**NOTES TO THE ACCOUNTS (continued)****FOR THE YEAR ENDED 31 MARCH 2020**

6. TANGIBLE FIXED ASSETS	Fixtures, fittings and equipment £
Cost	
At 1 April 2019	36,638
Additions	21,921
Disposals	(4,713)
	<hr/>
At 31 March 2020	53,846
	<hr/>
Depreciation	
At 1 April 2019	34,760
Charge for the year	3,527
Disposals	(4,713)
	<hr/>
At 31 March 2020	33,574
	<hr/>
Net Book Value	
At 31 March 2020	20,272
	<hr/>
At 31 March 2019	1,878
	<hr/>
7. FIXED ASSET INVESTMENTS	Listed Investments £
Market value at 1 April 2019	228,867
Investments made during the year	193,800
Unrealised loss in the year	(36,843)
	<hr/>
Market value at 31 March 2020	385,824
	<hr/>
Investment assets are held in the U.K.	
Historical cost:	
At 31 March 2020	298,801
	<hr/>
At 31 March 2019	105,001
	<hr/>

Listed investments include M&G Charifund income units, Black Rock UK Equity Fund A and Bond A Fund Income units, CCLA's income units, Schroder Charity Fixed Interest Fund units, St. James Place Sustainable & Responsible Equity Class unit trust accumulation units and St James Place Money Market unit trust accumulation units whose values individually exceed 5% of the total investment portfolio. Investments are held to provide an investment return. There are some long-term unit trust investments which have shown an unrealised loss of £36,843 (£5,145 gain in 2018/19). This is considered an exceptional loss because of the effect on global markets of the coronavirus pandemic and the relative timing of UK lockdown in relation to **bccs** year end. Post year end valuations have shown this to have been reversed as UK lockdown has eased.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY**NOTES TO THE ACCOUNTS (continued)****FOR THE YEAR ENDED 31 MARCH 2020**

8. DEBTORS	2020	2019
	£	£
Prepayments and accrued income	11,623	72,847
Other debtors	33,143	22,291
	<u>44,766</u>	<u>95,138</u>
9. CREDITORS: amounts falling due within one year	2020	2019
	£	£
Tax and social security	11,051	13,560
Accruals and deferred income	31,780	27,563
Other creditors	16,594	31,445
	<u>59,425</u>	<u>72,568</u>
Deferred Income – other		
Balance as at 1 st April	12,112	9,779
Additional amounts of income deferred	11,587	12,112
Amount released to incoming resources	(12,112)	(9,779)
	<u>11,587</u>	<u>12,112</u>

This relates to professional service fee income received in advance and income received for fundraising events that take place after the year end.

Other creditors include pension contributions due at the year-end of £4,936 (2019: £4,871).

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

10. RESTRICTED FUNDS	Balance at 1 April 2019 £	Incoming Resources £	Resources Expended £	Transfer ex Unrestricted Reserves £	Balance at 31 March 2020 £
Tesco Bags of Hope	3,166	1,000	(4,166)	-	-
Discretionary Fund	129	9,432	(7,475)	-	2,086
Building Resilience Project Year 2	-	20,116	(11,734)	-	8,382
Family Support Fund	-	4,500	(3,275)	-	1,225
Counselling Suite Refurbishments	1,815	-	-	-	1,815
Training programmes to support child emotional wellbeing	225,000	-	(25,000)	-	200,000
Building Resilience Project	10,385	13,336	(18,165)	-	5,556
2020 Total	240,495	48,384	(69,815)	-	219,064
PREVIOUS YEAR	Balance at 1 April 2018 £	Incoming Resources £	Resources Expended £	Transfer ex Unrestricted Reserves £	Balance at 31 March 2019 £
Behavioural Management in Primary Schools	1,250	-	(2,000)	750	-
Tesco Bags of Hope	-	6,000	(2,834)	-	3,166
Discretionary Fund	1,560	8,325	(9,756)	-	129
Families Together Project	5,250	2,500	(15,890)	8,140	-
Counselling Suite Refurbishments	3,815	-	(2,000)	-	1,815
Training programmes to support child emotional wellbeing	250,000	-	(25,000)	-	225,000
Building Resilience Project	-	34,616	(24,231)	-	10,385
2019 Total	261,875	51,441	(81,711)	8,890	240,495

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

Behavioural Management in Primary Schools

This grant was made to help fund the shortfall in providing specialist consultations within clusters of primary schools to address the needs of children who present in the school setting as disruptive, challenging and rejecting authority within a specific geographical region of Essex.

Tesco Bags of Hope

This local community grant where money raised by carrier bag charges in Tesco stores is being used to fund community projects across Great Britain. In this case, three grants have been received to provide counselling sessions and resources within the geographical areas of Clacton-on-Sea, Grays and Witham.

Discretionary Fund

This fund consists of regular donations from an individual company requiring the monies be utilised for direct financial assistance to children and their families within Essex and East London, where it is recognized such assistance would make a real difference to their lives. The fund is administered within strict guidelines for specific item or event.

Families Together Project

A combination of three donations from differing sources to help fund specific support to children and families within dedicated on-site counselling suites at our premises. A forum is offered in which families can be supported by experienced and knowledgeable counsellors to foster healthier and more positive relationships with each other. The grants received funds 39% of the costs associated with this project, the balance of £8,140 being met from unrestricted funds.

Family Support Fund

This fund was established from a grant received and is earmarked to subsidise one-to-one counselling sessions to children and young people outside of a school setting, to support their emotional needs. The fund is utilised where family finances would not stretch to contribute to the cost of therapy.

Counselling Suite Refurbishments

We have received two donations to refurbish general office space into dedicated counselling suite accommodation to provide a comfortable safe environment for families and children to receive emotional and therapeutic services.

Training programmes to support child emotional wellbeing

This grant was made to help expand training program provision by bccs over a ten-year period. The fund is to contribute towards the costs of increasing numbers and content of training programs offered to parents and professionals. This helps to equip them with the skills and confidence in providing early intervention support to young people and when to seek additional support if necessary.

Building Resilience Project (original and year 2)

A combination of two donations from differing sources to help fund specific support to children and young people to develop strengths, acquire skills, recover from hardship and be prepared for future challenges. Children and young people have differing levels of resilience and different ways of responding to stressful times. This project allows the expansion of the provision of 1:1 therapy with trained family counsellors enabling the building of these skills.

BRENTWOOD CATHOLIC CHILDREN'S SOCIETY

NOTES TO THE ACCOUNTS (continued)

FOR THE YEAR ENDED 31 MARCH 2020

11. UNRESTRICTED FUNDS

	Balance at 1 April 2019 £	Incoming Resources £	Resources Expended £	Transfer to Restricted Reserves £	Unrealised gain (loss) on investments £	Balance at 31 March 2020 £
Unrestricted Funds 2019	751,595	846,190	(866,002)	-	(36,843)	694,940
	£	£	£	£	£	£
Unrestricted Funds 2019	534,273	1,010,416	(789,349)	(8,890)	5,145	751,595

12. NET ASSETS OF THE FUNDS OF THE CHARITY

	Fixed Assets £	Investments £	Net current assets/(liabilities) £	Fund Balance £
2020				
Unrestricted Funds	20,272	385,823	288,844	694,939
Restricted Funds	-	-	219,064	219,064
	20,272	385,823	507,908	914,003
2019				
Unrestricted Funds	1,878	228,867	520,850	751,595
Restricted Funds	-	-	240,495	240,495
	1,878	228,867	761,345	992,090

13. RECONCILIATION OF NET MOVEMENTS IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2020 £	2019 £
Net movement in funds	(78,086)	195,942
Adjustments for:		
Depreciation charges	3,527	2,427
(Gains)/losses on investments	36,843	(5,145)
Dividends and interest from investments	(8,399)	(9,053)
Decrease (increase) in debtors	50,372	314,501
(Decrease)/increase in creditors	(13,143)	16,573
Net cash used in operating activities	(8,886)	515,245