

COMPANY REGISTRATION NUMBER: 02591631  
CHARITY REGISTRATION NUMBER: 1071424

**Cartref Ni Limited**  
**Company Limited by Guarantee**  
**Financial Statements**  
**21 March 2020**

**HASWELL BROTHERS LLP**

Chartered accountants & statutory auditor

First Floor  
Pembroke House  
Ellice Way  
Wrexham Technology Park  
Wrexham  
LL13 7YT

# **Cartref Ni Limited**

**Company Limited by Guarantee**

## **Financial Statements**

**Period from 24 March 2019 to 21 March 2020**

---

	<b>Page</b>
Trustees' annual report (incorporating the director's report)	<b>1</b>
Trustees' responsibilities statement	<b>14</b>
Independent auditor's report to the members	<b>15</b>
Statement of financial activities (including income and expenditure account)	<b>19</b>
Statement of financial position	<b>20</b>
Statement of cash flows	<b>21</b>
Notes to the financial statements	<b>22</b>

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

#### **Period from 24 March 2019 to 21 March 2020**

---

The trustees, who are also the directors for the purposes of company law, present their report and the financial statements of the charity for the period ended 21 March 2020.

#### **Objectives and activities**

Cartref Ni continues to pursue its main objective to provide superior, trusted, person centred support to vulnerable adults living in their own homes. In 2019/20 the following were identified as its vision and purpose.

#### **Vision**

Cartref Ni's vision is for adults with disabilities to live the life they choose, achieve the outcomes that matter to them and be as independent as possible.

#### **Purpose**

Cartref Ni's purpose is to provide the highest quality, person centred support to adults with disabilities to live the life they choose, achieve the outcomes that matter to them and be as independent as possible, ensuring they are supported with dignity and respect at all times.

Cartref Ni's Strategic priorities are to ensure:

- Continual improvement in the quality of the service it delivers.
- That we provide support to people by people that know them.
- Investment in the training and development of its staff.
- Employment of staff who are committed to its core values.
- Continued financial viability.
- People we support feel safe, happy and fulfilled.
- Staff feel included, valued and supported.
- Families trust us to provide a first-class service.
- All stakeholders hold us in high esteem.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Period from 24 March 2019 to 21 March 2020**

---

#### **Objective and activities *(continued)***

##### **Public Benefit**

Our activities in the financial year 2019/20 once again focused on continuing to develop the health, wellbeing, and social opportunities to the people we support. We continued to operate and develop the coffee mornings which we offer to all the people we support. In addition to the coffee mornings we also ran a number of daytime and evening events for the benefit of the people we support, this included BBQs and Art and craft sessions, these were greatly enjoyed by the people attending and they not only enjoyed and benefited from the actual activities but also from the opportunity to socialise and communicate with a wider group of people. Added benefit from the social events can be seen and heard from the staff teams who find them a useful forum for sharing experiences and ideas as well as being a peer support opportunity.

It was positive that we were able to again offer some of these events from our premises in St Asaph.

We employ over 135 staff that benefit from good working terms and conditions and training and development opportunities. Over 65% of our staff have attained a level 3 NVQ or higher, which affords them not only personal development, but enhances their opportunities should they wish to take on other roles in Cartref Ni or other organisations.

Additional beneficiaries of the services we provide include families, friends and carers who have shown tremendous confidence in the service we deliver as evidenced in CIW inspection reports. Families are included as fully as possible in decisions relating to the people we support. We strive to enable the people we support, and/or family members to be active participants in the recruitment process for new staff and managers and we also invite family members to social events which not only provides a pleasant social event but can be a form of family to family support.

We have also registered as a "Safe Place", a scheme supporting vulnerable people to know where they can go if they have difficulties.

##### **Activities**

Cartref Ni currently operates in three Local authority areas, Denbighshire, Flintshire and Conwy.

At the end of March 2020, we supported 53 individuals; most of these people have a learning disability. Virtually all the people we support live in supported living arrangements and hold individual tenancies. The people we support live in a wide range of differing situations, some in single tenancy houses/bungalows, some other people are in shared living arrangements. We presently support people in twenty-one different houses and one individual in their own family home. One of the buildings described as a house is seven self-contained flats. Supported living enables individuals to live a full and active life as true citizens of their local community.

Examples of outcomes that have been achieved are:

- PL whilst on holiday took a fast boat trip on the Menai Straights with staff which he really enjoyed. However, he was glad to get back on dry land and have a warm cup of tea!
- LO reduced his hours at day services and has enjoyed having more time with staff team and engaging in activities that he likes. He now seems more relaxed..... if that were possible.
- RB and his support team had done a great job of planning a trip to London for his sister's wedding, which unfortunately, had to be postponed.
- MH has been supported to keep in contact with his mother who moved into a care home. He visits every other Sunday.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 March 2019 to 21 March 2020**

---

##### **Objective and activities *(continued)***

- CG retired from his job at McDonalds after 30 years' service. He is supported to visit his old colleagues and enjoys free meals.
- MR invited his Mum to his house for an Easter roast dinner which he was supported to make for them. His parents were really pleased with this.
- CL managed the decluttering and decoration of her room really well and has overall managed to keep it this way with support from staff. She was very worried about the decision, but with support from the team, it has worked well.
- AT tried horse riding - however she realised this was not for her, but was brave to try something new. She is doing well with her swimming lessons and is now confident in the water without her instructor at the side of her.
- CL agreed to take more responsibility around her home and is now supported to prepare tea 2 nights a week. CL made some fantastic crafts at Cynnig which she has brought home to save, she also had the opportunity to learn new skills.
- JD got two new work placements, both in cafes where he volunteers and loves his role.
- JH got his bike back out on the road and has been enjoying the new cycle routes on the prom in Rhos on Sea. He also went to France camping with his family, which is the first time he had been abroad with them.
- LJ got a new keyboard for his birthday which he loves to play in his flat. Enjoyed a week away at Hafan-y-Mor with others in BA.
- JE increased his days at Prospects, which he now gets to play badminton and bingo which he really enjoys.
- HW got his own mobility car, which has enabled him to access the community a lot more and is able to go and stay with his family in Mid Wales now.
- JHT enjoyed a week away for his birthday with his parents in Southport. Staff team brings new personalities and interaction to JHT, which he likes.
- TC moved into Bod Alaw in February 2020 and has settled really well, enjoying her own space and her own front door.
- GE and CE received a framed sign Liverpool shirt which was organised by the staff team and they both love it. Some work was done in and around the house to update it and make it bit more homely.
- GW continued to attend his day services. He attended the Chester Zoo Christmas lanterns and a Christmas Train trip in Llanberis. GW had a big celebration with family and friends for his 50th Birthday in February 2020.
- AO continues to attend all his work placements which he enjoys doing. AO attended 2 family weddings, a great opportunity to see family and spend time with them.
- MH attends men's sheds 2 mornings a week where he enjoys meeting up with friends and trying new skills. MH enjoys attending Cynnig and won performer of the year award. MH also held a fundraiser for Children in Need raising £300.00 by doing a pool-a-thon.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 March 2019 to 21 March 2020**

---

##### **Objective and activities *(continued)***

- SG continues to attend work 4 days a week which is important to her, she has a lot of responsibility in sorting out wages which she takes great pride in. SG enjoys going to play Bingo in Rhyl or Wrexham, especially when she gets a big win. She also continues to meet with mum regularly.
- AW has been enjoying learning some new skills, baking cakes, making cards for family, flower arranging and attending day service with her PA.
- FAR now attends 2 days at work opportunities and attends college 2 days per week. She has continued to lose weight and attends the gym weekly. FAR also had her first holiday to Blackpool in October 2019.
- SD has been on a trip to Chester Zoo. Shes has enjoyed having a weekly massage on her feet and being relaxed. She is continuing to attend day services which she enjoys, she also likes getting out and about in her car.
- PJ attended a community music group which she really enjoyed. She enjoyed a day trip to Knowsley Safari Park. She had her room rearranged and new tv etc following a spell in hospital - PJ has shown real resilience and continues to be healthy and well.
- GD enjoyed a day trip to Knowsley Safari Park. Spending time in the garden and playing with his purpose-built raised sandpit on sunny days. He is more engaged in activity and fewer incidents have been occurring.
- DC flew to Cardiff with family for Autism event. DC also went on a trip to Scotland to visit his granny with parents for the first time in a long time. He had 1:1 swimming lessons, joined the local Church bell ringing group at Trinity Church Llandudno.
- RK has been asked to be best man for a family friend and making plans to record his speech to share on the day although the wedding is currently on hold. He had a trip to Manchester and met stars of Coronation Street whilst waiting to watch a show.
- AP loves motorbikes and found a new bikers cafe called Whistlestop, and now enjoys watching the bikes and the free magazines on a regular basis.
- MD started to attend a soup club each week, a very social event for MD. MD has also started to attend a music group in Prestatyn where music is listened to and instruments are available to be played by the group. Again another social event for MD, where coffee and biscuits play a big part for MD.
- JS Started 1:1 swimming lessons at Colwyn Bay pool and really enjoys the sessions and interacts well with his swimming coach.
- VD has now got her own car, this has enabled her to get out and about daily. Developing friendships within her bowling and pub night groups, asking to see certain people.
- IR has been volunteering in a new charity shop in Llandudno and starting long bike riding sessions with his support.
- RG enjoyed a holiday in Ireland where he enjoyed lots of walking and lovely scenery. RG continued to attend his day services and continued to develop his daily living skills.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 March 2019 to 21 March 2020**

---

##### **Objective and activities *(continued)***

- PJ volunteers at the miniature Railway weekly litter picking and has assisted in cleaning the engine on occasion. He enjoyed a holiday in Ireland and whilst at home has developed his Independence skills by being able to use the washing machine with limited prompts.
- DH has enjoyed many outings attending Blue Planet, a Holiday in Blackpool and Chester Lanterns. He has maintained a varied and active schedule going cycling regularly, hydrotherapy and snoozelem.
- SM had a day trip to London on the train to see the sights and visit galleries -this was a huge achievement as SM generally talks himself out of such occasions. During the trip and after it was evident that SM thoroughly enjoyed this experience.
- DR enjoyed a holiday in Menorca supported by staff, enjoyed sun, pool and a few cheeky drinks. DR continued to attend day services and had trips out to Bangor horse racing and the theatre. DR also continued to go horse riding and using the facilities at The Beaches. DR also had a short break at Haven, Pwllheli.
- JL started driving lessons and studies theory via programs on the tablet and Youtube videos. JL went on a short break to Haven, Pwllheli, where he took part in many activities which included Go Karting, abseiling and high ropes.
- NJ has expanded her love of horses by attending carriage riding at the Riding School for Disabled in Llanfynydd. NJ has purchased a riding hat and gloves.
- SE attended music sessions on the Wirral which she found therapeutic and enjoyable. Also, with encouragement from staff team her confidence has grown, and she can again walk unaided between rooms in her home.
- MW had his first holiday in years, he spent a week in Llandudno, he and staff enjoyed the sights and attractions in Llandudno and the surrounding area. At the beginning of 2020 MW purchased new puzzles that have encouraged him to develop his hand to eye coordination in sorting pieces out and into the holes.
- DB had her bedroom transformed, the fitted furniture was re positioned and the whole room decorated to her specification.
- LE had her birthday celebration - hired out the local hall and had a disco and buffet for everyone to enjoy, it was well attended by her friends and family.
- MF has taken an active role at the ECO Centre generating funds for their chosen charity and the centre itself by taking in a raffle prize, making and selling cups of coffee at the events and selling raffle tickets.
- DL tried wheelchair ice skating at Deeside leisure centre, she found this activity enjoyable and is wanting to go again. DL was supported and encouraged to participate in household chores, she now helps around her home with mopping, ironing and preparing vegetables.
- AJ was supported to enjoy his love of trains and took trips on the train to Chester and back again. He is also involved with his garden and had a new light-weight hose pipe to be able to water the plants independently.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Period from 24 March 2019 to 21 March 2020**

---

#### **Objective and activities *(continued)***

- HR met up with her sister at occasions throughout the year, including the Cartref Ni Summer BBQ, staff commented on how happy they appeared together enjoying the event. HR has become actively involved in craft making at home, HR made a fabulous easter bonnet which she wore with pride to the Cartref Ni easter event.
- TW passed further gradings in Taekwondo and along with his co-tenants took part in Flintshire Local Voluntary Council Induction Programme.
- OD travelled to California to visit his brother during December 2019 and had a great time. He has increased the amount of time he is at home without support.
- LM and 2 other friends went to Fuengirola Costa Del Sol on holiday.
- LD was confident about making the decision about not going on a group holiday with friends which she'd done previously and chose to go to Pwllheli in a caravan instead. She was involved in the steering group for a pilot scheme called Here2There which her co-tenants are also involved in.

#### **Strategic report**

The following sections for achievements and performance and financial review form the strategic report of the charity.

#### **Achievements and performance**

In terms of the people we support 2019/20 was about ensuring that all the services including those that were new to Cartref Ni the previous year were providing a consistently high level of service and support.

Cartref Ni continues to ensure it provides a high-quality person-centred service and this has been underpinned by its commitment to training and developing its staff. 2019/20 also saw the appointment of our own Learning and Development Manager. This has led to a fundamental review of the format and content of the training provided. The whole of the induction process was also reviewed in the context of changes in legislation and the new All Wales Induction Framework.

All support staff had to be registered with Social Care Wales by April 2020 and this was achieved ahead of time.

Two staff received awards at the Welsh Care Awards in Cardiff. It was fantastic for two people from Cartref Ni to be in the final three from across the whole of Wales for the Community Supported Living Award.

Contract reviews were undertaken by local authorities and Care Inspectorate Wales all of which had positive outcomes.

Cartref Ni was successful in obtaining a place on the new North Wales Domiciliary Care Framework, put in place by the 6 Local Authorities in North Wales.



# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Period from 24 March 2019 to 21 March 2020**

---

#### **Achievements and performance *(continued)***

##### **Quality Assurance**

Cartref Ni strives to provide high quality services to the people it supports, we use a variety of routes to measure our success or not. These include regular individual and house meetings with the people we support to provide opportunities for them to communicate their feelings and wishes on the support they receive.

Cartref Ni had invested the previous year in improving the quality of services by appointing a Quality Assurance Manager. Quality Reviews and Audit visits were undertaken along with the development of action plans where required.

Topics are chosen to discuss in team meetings on a monthly basis to enhance knowledge on subject areas and further embed good practice and recognising areas for development.

The family quality survey which has provided excellent feedback, enabling us to continue to develop best practice, and will be continued. The staff satisfaction survey and staff conferences will be an ongoing feature of our quality assurance framework, offering staff members a voice in service improvement and the reviewing and development of policy.

Throughout this year we have been delighted at the levels of positive feedback in relation to the services we provide from a range of stakeholders including CIW, the families of the people we support, as well as the commissioners from each of the respective local authorities, but most importantly we have received positive feedback on many occasions from several individuals that we support.

A staff conference was held which virtually all staff attended focussing on quality of services.

The third Quality Assurance report was produced pulling together information from a range of sources providing evidence on the quality of services provided. Plans are now in place for 6 monthly reports as part of an integrated reporting structure including the new Annual Report required for registration with Care Inspectorate Wales.

Cartref Ni also selected an operational management system to pilot which will record care information on the people we support and should enable enhanced recording of care and support information.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 March 2019 to 21 March 2020**

---

#### **Achievements and performance *(continued)***

##### **Risk Management**

Cartref Ni has a system of operational risk management for people we support and staffing issues.

At a Strategic level as in previous years the Trustees have considered the risks to which the charity might be exposed. In general terms it is acknowledged that there will be an ongoing requirement for quality Domiciliary Care Providers in North Wales, however, in the current economic climate Local Authority finances are under severe scrutiny and their ability to pay for a quality service is under constant review. Cartref Ni will continue to work in partnership with Local Authorities to see if efficiencies can be identified without compromising on quality.

The six North Wales Local Authorities have created a North Wales Domiciliary Care Framework as a means of both tendering new work and retendering existing contracts. The component of this framework for Supported Living was completed in 2019 and Cartref Ni was successful in being awarded a place on the Framework. This framework is likely to increase the chances of local authorities tendering out of date contracts. Conwy have initiated tendering on a geographical basis for all their supported living contracts although this has been deferred due to COVID. Taking all these factors into account the Trustees have developed an appropriate reserves policy.

Cartref Ni is adamant that despite the risk of losing work, high standards must be maintained, staff must be offered the best possible terms and conditions of employment including comprehensive training and development opportunities. It is hoped that Cartref Ni's excellent reputation for providing high quality social care will see it through these economically challenging times. Its strategy of focusing on achieving and evidencing outcomes for individuals should help to ensure its continued success.

##### **Impact of COVID19**

There is no doubt that COVID19 has impacted the whole of the country and every organisation has been impacted in some way. Cartref Ni is fortunate that, in comparison to many other charities and businesses, the impact has been less significant. We have at all times followed and acted upon national and local guidance and worked closely with the three local authorities that commission services from us including regular conference video calls.

##### Impact on the people we support.

The people we support have remained safe and we are pleased to report that to date none have tested positive for the coronavirus. Staff have worked hard with control of infection equipment and procedures to help reduce the risk of any transmission. The people we support have been limited, in the same way as the general population, in terms of the range of activities available to them. Whether this is a reduction of work or day services, or leisure and sport activities being less available. Again the staff have worked hard to find ways to overcome these restrictions or limitations. Where the people we support have been affected in their behaviours by the altered arrangements, they have accessed professional support via the local authorities and health board.

##### Impact on Support Staff

Staff have had to adjust to some changes in their rotas and have been very positive showing good flexibility and offering to assist if people we support were to test positive. They have adapted to the use of more PPE than they would previously have had to use and increased control of infection processes. Training and supervisions have moved to on line versions.

##### Impact on Office Staff

The majority of staff have worked from home for some or all of the time since the original lockdown,

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 March 2019 to 21 March 2020**

---

##### **Achievements and performance *(continued)***

but also over the summer. With access to appropriate IT equipment including remote access to files on the Cartref Ni server they have been able to operate well, albeit with some reduced efficiency. A small number of staff worked and continue to work in the office where clear control of infection and social distancing processes are in place and are being reviewed again given the approaching winter.

##### Equipment.

We have invested where required in technology to assist the response to COVID19 and PPE has been provided from a combination of our own purchases and also supplies from the Welsh Government through the local authorities. Guidance has just been confirmed that the Local authorities in future can provide all our PPE requirements.

##### Financial Security

Unlike some charities the income for Cartref Ni comes from business activities and not donations. Our contract income is from local authorities, this is secure and as has already been stated, this work has been required throughout the pandemic and will always be required in the future. As a result the Trustees do not consider there is any significant risk to Cartref Ni in terms of its ongoing financial viability from Coronavirus.

##### Summary

Although the coronavirus has and will continue to impact on all individuals and organisations, Cartref Ni has been able to mitigate the impact in many ways and the Trustees consider that it should, from both an operational and financial perspective, be able to deal with ongoing difficulties that the pandemic continues to bring.

#### **Fundraising Activities**

No fundraising activities have taken place in the year as Cartref Ni provides domiciliary care to generate income to meet its objectives.

#### **Financial review**

Cartref Ni continues to offer competitive terms and conditions of employment for its staff together with extensive training and development opportunities. The financial pressures that are being applied to local authorities are continuing at an ever-increasing rate. The local authorities that fund most of the support we provide are constantly seeking efficiencies from us as providers not only in the charges we make to them, but also in the amount of support hours being provided to individuals. They are seeking out ways of meeting the needs of individuals in what they see as more efficient and less cost ways, this drive for cost reduction is likely to continue from central government for at least the next few years.

Despite this Cartref Ni's financial position in respect of resources/cash in bank is very strong.

Further increases in the National Living Wage will continue to have significant impacts in each of the next few years. In 2019/20 we saw the further implementation of the compulsory pension scheme but our financial outturn for the year was positive as detailed in the Annual Accounts.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 March 2019 to 21 March 2020**

---

##### **Financial review *(continued)***

##### **Reserves Policy**

Reserves are needed to enable Cartref Ni to continue to operate in the event of fluctuations in income levels arising from either loss of projects or short-term delays in funding. The trustees consider that the ideal level of free reserves as at 21st March 2020 would be £900,000.

During the previous year a Fixed Asset Designated fund was established by the trustees to recognise the resources invested in the charity's tangible fixed assets and therefore not readily available for other purposes.

At the year-end Cartref Ni held free reserves of £913,272 on unrestricted funds after allowing for those resources designated for the Fixed Asset Fund and the Leslie Gurney Key Outcomes Fund, the details of which are given in note 19 to the accounts.

While the level of reserves held were in line with the policy at the year end, the position will be reviewed on an ongoing basis to ensure that levels held remain appropriate to the circumstances of the company at the time.

##### **Going Concern**

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

##### **Investment Powers and Policy**

The trustees, having regards to the liquidity requirements of operating the charity, have kept available funds in interest-bearing deposit accounts and seek to achieve a rate on deposit which matches or exceeds inflation as measured by the retail prices index. Due to wider economic circumstances deposit rates have been depressed and so this aim has not been achieved this year.

##### **Plans for future periods**

As was referenced earlier in the report in 2019/20 we selected Care Control as an operational management system to pilot and this implementation will be started during 2020/21. Cartref Ni is also due for its Investors in People reassessment during the same time period.

We will be planning for the tender process in Conwy, which was paused due to COVID-19, to restart.

Active Support training will be rolled out to more houses.

The charity will need to plan and deliver services in the context of Coping with COVID-19.

Cartref Ni will also be considering accreditation for Quality Review Systems and Health and Safety systems.

Following on from a review of training relating to communication, we will also consider the wider use of Makaton.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

#### **Period from 24 March 2019 to 21 March 2020**

---

#### **Structure, governance and management**

##### **Governing Document**

Cartref Ni is a registered charity and company limited by guarantee. As such all of the Board of Trustees are also Directors of the company. The Board of Trustees oversees Cartref Ni's activities.

##### **Recruitment and Appointment of Trustees**

The Board of Trustees at the time of this Report is Tricia Bochenski (Chairperson), Alison Brebner, Mark Ian Roberts, Joanne Norris, Jane Brown, Gavin Robert Coates and Valarie Hawker.

##### **Organisational Structure**

Authority to ensure the appropriate day-to-day running of the organisation is devolved to Neil Ryder (Chief Executive Officer and Responsible Individual) and his management team, Tracy Peers (Head of Operations), Linda Marshall, Gwyn Jones, Charlotte Hunt, Michelle Richardson (up to November 2019), Karl Blears, Caroline Clayton-Lloyd, Nichola Bradbury and Sam Dodd (from December 2019).

Protocols which govern such matters as financial controls are in place and the CEO is required to report on a regular basis to the Board.

Two members of the Board in 2019 were relatives of the people we support although one has retired late in the year. We will be looking to replace them with another family member. This helps ensure that we focus on what is important from a service delivery perspective. The remainder of the Board are local professional people with an interest in and an understanding of services to people with disabilities in North Wales.

##### **Trustee Induction and Training**

Trustees are encouraged to visit the individuals the Charity supports and its employees, to gain a better understanding of the work we do. The CEO provides a quarterly report on key issues and developments and the Trustees provide strategic guidance; always ensuring that the work undertaken or proposed is in line with the objectives of the Charity. All new Trustees are mentored by a more experienced member of the Board and have opportunities to meet staff and supported individuals either in supported living settings or at a variety of Cartref Ni social functions held throughout the year.

##### **Pay Policy for Senior Staff**

The trustees consider the key management personnel of the company in charge of directing and controlling, running and operating the Charity on a day to day basis comprise the board of trustees, who are also the directors for the purposes of company law, and the senior management team. All trustees give of their time freely and no trustee received remuneration in the year.

The pay of the senior staff is reviewed each year as part of the company annual staff remuneration review. Awards are made to senior staff on the same basis as is applicable to other staff members.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Period from 24 March 2019 to 21 March 2020**

---

#### **Reference and administrative details**

**Registered charity name** Cartref Ni Limited

**Charity registration number** 1071424

**Company registration number** 02591631

**Principal office and registered office** Goleufan  
27 Chester Street  
St Asaph  
Denbighshire  
LL17 0RE

#### **The trustees**

Mrs. P. Bochenski	
Mrs A. Brebner	
Mrs M. Russell	(Retired 15 July 2019)
Mr M I Roberts	
Mrs S A Taylor	(Retired 4 November 2019)
Mrs J E Norris	
Mrs H J Brown	
Mr G R Coates	(Appointed 21 July 2020)
Mrs V Hawker	(Appointed 13 August 2020)

**Company secretary** Mrs A Brebner

**Auditor** Haswell Brothers LLP  
Chartered accountants & statutory auditor  
First Floor  
Pembroke House  
Ellice Way  
Wrexham Technology Park  
Wrexham  
LL13 7YT

**Bankers** National Westminster Bank Plc  
35 Vale Street  
Denbigh  
Denbighshire  
LL16 3AN

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Period from 24 March 2019 to 21 March 2020**

---

Santander  
2 Triton Square  
Regents Place  
London  
NW1 3AN

Scottish Widows Bank PLC  
PO Box 12757  
67 Morrison Street  
Edinburgh  
EH3 8YJ

Nationwide  
P O Box 3  
5-11 St Georges Street  
Douglas  
Isle of Man  
IM99 1AS

#### **Auditor**

Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

A resolution to reappoint Haswell Brothers LLP as auditors will be proposed at the forthcoming Annual General Meeting.

The trustees' annual report and the strategic report were approved on 2 November 2020 and signed on behalf of the board of trustees by:



Mrs. P. Bocherski  
Trustee

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Trustees' Responsibilities Statement**

#### **Period from 24 March 2019 to 21 March 2020**

---

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, 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 judgments and accounting 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 charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and 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 Companies Act 2006. 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.



# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of Cartref Ni Limited**

**Period from 24 March 2019 to 21 March 2020**

---

#### **Opinion**

We have audited the financial statements of Cartref Ni Limited (the 'charity') for the period ended 21 March 2020 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, 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 FRS 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 21 March 2020 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the 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.

#### **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.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of Cartref Ni Limited** *(continued)*

**Period from 24 March 2019 to 21 March 2020**

---

#### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. 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.

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

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

- the information given in the trustees' report for the financial period for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

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

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of Cartref Ni Limited** *(continued)*

#### **Period from 24 March 2019 to 21 March 2020**

---

#### **Responsibilities of trustees**

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

In preparing the financial statements, the trustees are responsible for assessing the 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.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of Cartref Ni Limited** *(continued)*

#### **Period from 24 March 2019 to 21 March 2020**

---

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

#### **Use of our report**

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



Paul Harris BSc FCA (Senior Statutory Auditor)

For and on behalf of  
Haswell Brothers LLP  
Chartered accountants & statutory auditor  
First Floor  
Pembroke House  
Ellice Way  
Wrexham Technology Park  
Wrexham  
LL13 7YT

*22 January 2021*

# Cartref Ni Limited

## Company Limited by Guarantee

### Statement of Financial Activities (including income and expenditure account)

Period from 24 March 2019 to 21 March 2020

		Period from 24 Mar 19 to 21 Mar 20		Period from 25 Mar 18 to 23 Mar 19
	Note	Unrestricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>				
Charitable activities	5	3,668,724	3,668,724	3,526,733
Investment income	6	968	968	234
<b>Total income</b>		<u>3,669,692</u>	<u>3,669,692</u>	<u>3,526,967</u>
<b>Expenditure</b>				
Expenditure on charitable activities	7,8	3,573,207	3,573,207	3,304,808
<b>Total expenditure</b>		<u>3,573,207</u>	<u>3,573,207</u>	<u>3,304,808</u>
Gains/ (losses) on disposal of assets for the charities own use	10	—	—	(84,893)
<b>Net income and net movement in funds</b>		<u>96,485</u>	<u>96,485</u>	<u>307,052</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		1,379,162	1,379,162	1,072,110
<b>Total funds carried forward</b>		<u>1,475,647</u>	<u>1,475,647</u>	<u>1,379,162</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 22 to 33 form part of these financial statements.

# Cartref Ni Limited

## Company Limited by Guarantee

### Statement of Financial Position

21 March 2020

	Note	21 Mar 20		23 Mar 19	
		£	£	£	£
<b>Fixed assets</b>					
Tangible fixed assets	15		482,956		495,840
<b>Current assets</b>					
Debtors	16	601,663		418,555	
Cash at bank and in hand		783,466		852,520	
		1,385,129		1,271,075	
<b>Creditors: amounts falling due within one year</b>	17	392,438		387,753	
<b>Net current assets</b>			992,691		883,322
<b>Total assets less current liabilities</b>			1,475,647		1,379,162
<b>Net assets</b>			1,475,647		1,379,162
<b>Funds of the charity</b>					
Unrestricted funds			1,475,647		1,379,162
<b>Total charity funds</b>	19		1,475,647		1,379,162

These financial statements were approved by the board of trustees and authorised for issue on 2 November 2020, and are signed on behalf of the board by:



Mrs. P. Bochenki  
Trustee

The notes on pages 22 to 33 form part of these financial statements.

# Cartref Ni Limited

## Company Limited by Guarantee

### Statement of Cash Flows

Period from 24 March 2019 to 21 March 2020

	21 Mar 20 £	23 Mar 19 £
<b>Cash flows from operating activities</b>		
Net income	96,485	307,052
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	20,029	18,285
Gains/ (losses) on disposal of assets for the charities own use	–	(84,893)
Other interest receivable and similar income	(968)	(234)
Interest payable and similar charges	1,591	1,575
Accrued expenses	55,599	9,213
<i>Changes in:</i>		
Trade and other debtors	(183,108)	(99,811)
Trade and other creditors	(50,914)	(27,012)
Cash generated from operations	(61,286)	124,175
Interest paid	(1,591)	(1,575)
Interest received	968	234
Net cash (used in)/from operating activities	<u>(61,909)</u>	<u>122,834</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	(7,145)	(71,390)
Proceeds from sale of tangible assets	–	119,328
Net cash (used in)/from investing activities	<u>(7,145)</u>	<u>47,938</u>
<b>Net (decrease)/increase in cash and cash equivalents</b>	(69,054)	170,772
<b>Cash and cash equivalents at beginning of period</b>	<u>852,520</u>	<u>681,748</u>
<b>Cash and cash equivalents at end of period</b>	<u>783,466</u>	<u>852,520</u>

The notes on pages 22 to 33 form part of these financial statements.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Period from 24 March 2019 to 21 March 2020**

---

#### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Goleufan, 27 Chester Street, St Asaph, Denbighshire, LL17 0RE.

#### **2. Statement of compliance**

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the 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) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### **3. Accounting policies**

##### **Basis of preparation**

The financial statements have been prepared on the historical cost basis.

The financial statements are prepared in sterling, which is the functional currency of the entity.

##### **Going concern**

The charity has cash resources and has no requirement for external funding. The trustees have reasonable expectations that the charity has adequate resources to continue in operational existence for the foreseeable future. They believe that the going concern basis of accounting is appropriate in preparing the annual financial statements and believe there are no material uncertainties which effect the charity's ability to continue as a going concern.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires the Trustees and Management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

Accounting estimates and assumptions are made concerning the future and, by their nature, will rarely equal the related actual outcome.

##### **Taxation**

No provision is made in these accounts for Corporation Tax because the charity is exempt from such taxes as a result of it's charitable status.



# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

**Period from 24 March 2019 to 21 March 2020**

---

#### **3. Accounting policies** *(continued)*

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

##### **Incoming resources**

All incoming resources are included in the statement of financial activities when entitlement has passed to the charity; it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable, and its amount can be measured reliably.
- legacy income is recognised when receipt is probable, and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### **Resources expended**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

**Period from 24 March 2019 to 21 March 2020**

---

#### **3. Accounting policies** *(continued)*

##### **Resources expended** *(continued)*

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

##### **Operating leases**

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

##### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses.

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Freehold Property	- 2% straight line
Equipment	- 20% to 25% straight line

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

##### **Financial instruments**

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transactional value and subsequently measured at their settlement value. Prepayments and deferred income do not constitute basic financial instruments.

# Cartref Ni Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Period from 24 March 2019 to 21 March 2020

---

#### 3. Accounting policies *(continued)*

##### Defined benefit plans

The charity contributes to the local authority pension scheme (LGPS), which is a defined benefit pension scheme. The LGPS is a funded scheme and the assets are held separately from those of the charity in separate trustee administered funds. However, as Cartref Ni's liability to contribute to the scheme is limited to a fixed percentage of pensionable pay, contributions are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

##### Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

#### 4. Limited by guarantee

The charity is a company limited by guarantee and carries out its objectives in accordance with the memorandum and articles of association.

#### 5. Charitable activities

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Income from the provision of domiciliary care	3,668,724	3,668,724	3,526,733	3,526,733

#### 6. Investment income

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Bank interest receivable	968	968	234	234

#### 7. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Total Funds 2020 £	Unrestricted Funds £	Total Funds 2019 £
Provision of domiciliary care services	3,261,062	3,261,062	3,004,408	3,004,408
Support costs	312,145	312,145	300,400	300,400
	<u>3,573,207</u>	<u>3,573,207</u>	<u>3,304,808</u>	<u>3,304,808</u>

# Cartref Ni Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Period from 24 March 2019 to 21 March 2020

#### 8. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	<b>Total funds 2020 £</b>	Total fund 2019 £
Provision of domiciliary care services	3,261,062	306,505	3,567,567	3,297,449
Governance costs	—	5,640	5,640	7,359
	<u>3,261,062</u>	<u>312,145</u>	<u>3,573,207</u>	<u>3,304,808</u>

#### 9. Analysis of support costs

	Analysis of support costs £	<b>Total 2020 £</b>	Total 2019 £
Staff costs	212,335	212,335	199,796
Premises	10,103	10,103	9,050
General office	37,866	37,866	35,300
Governance costs	5,640	5,640	7,358
Finance cost	1,591	1,591	—
Professional Fees	15,286	15,286	22,934
Insurance	8,539	8,539	6,185
Travel Expenses	481	481	1,311
Depreciation	20,028	20,028	18,285
Impairment	276	276	181
	<u>312,145</u>	<u>312,145</u>	<u>300,400</u>

#### 10. Gains/ (losses) on disposal of assets for the charities own use

	Unrestricted Funds £	<b>Total Funds 2020 £</b>	Unrestricted Funds £	Total Funds 2019 £
Gains/(losses) on disposal of assets for charities own use	—	—	84,893	84,893

During the previous year the charity made a profit on the sale of its freehold property of £84,893. The sale arose as a result of the company's acquisition of larger premises in the period ended 24th March 2018.

#### 11. Net income

Net income is stated after charging/(crediting):

	<b>21 Mar 20 £</b>	23 Mar 19 £
Depreciation of tangible fixed assets	<u>20,029</u>	<u>18,285</u>

# Cartref Ni Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Period from 24 March 2019 to 21 March 2020

#### 12. Auditors remuneration

	Period from 24 Mar 19 to 21 Mar 20 £	Period from 25 Mar 18 to 23 Mar 19 £
Fees payable for the audit of the financial statements	<u>3,500</u>	<u>3,450</u>
Fees payable to the charity's auditor and its associates for other services: Other non-audit services	<u>2,140</u>	<u>2,334</u>

#### 13. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	Period from 24 Mar 19 to 21 Mar 20 £	Period from 25 Mar 18 to 23 Mar 19 £
Wages and salaries	3,062,863	2,846,616
Social security costs	259,321	239,556
Employer contributions to pension plans	77,681	55,512
	<u>3,399,865</u>	<u>3,141,684</u>

The average head count of employees during the period was 135 (2019: 132). The average number of full-time equivalent employees during the period is analysed as follows:

	21 Mar 20 No.	23 Mar 19 No.
Charity Services	130	127
Administration	2	2
Management	3	3
	<u>135</u>	<u>132</u>

The number of employees whose remuneration for the year fell within the following bands, were:

	21 Mar 20 No.	23 Mar 19 No.
£60,000 to £69,999	—	1
£70,000 to £79,999	1	—
	<u>1</u>	<u>1</u>

#### Key Management Personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity. The total compensation paid to key management personnel for services provided to the charity was £159,631 (2019:£149,465).

#### 14. Trustee remuneration and expenses

No trustee received any remuneration or expenses during the year.

# Cartref Ni Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Period from 24 March 2019 to 21 March 2020

#### 15. Tangible fixed assets

	Land and buildings £	Equipment £	Total £
<b>Cost</b>			
At 24 Mar 2019	472,893	127,132	600,025
Additions	–	7,145	7,145
<b>At 21 Mar 2020</b>	<u>472,893</u>	<u>134,277</u>	<u>607,170</u>
<b>Depreciation</b>			
At 24 Mar 2019	7,658	96,527	104,185
Charge for the period	7,658	12,371	20,029
<b>At 21 Mar 2020</b>	<u>15,316</u>	<u>108,898</u>	<u>124,214</u>
<b>Carrying amount</b>			
<b>At 21 Mar 2020</b>	<u>457,577</u>	<u>25,379</u>	<u>482,956</u>
At 23 Mar 2019	<u>465,235</u>	<u>30,605</u>	<u>495,840</u>

#### 16. Debtors

	<b>21 Mar 20</b> £	23 Mar 19 £
Trade debtors	599,464	414,447
Prepayments and accrued income	1,966	2,710
Other debtors	233	1,398
	<u>601,663</u>	<u>418,555</u>

#### 17. Creditors: amounts falling due within one year

	<b>21 Mar 20</b> £	23 Mar 19 £
Accruals and deferred income	121,056	65,457
Social security and other taxes	55,905	74,919
Other creditors	215,477	247,377
	<u>392,438</u>	<u>387,753</u>

# **Cartref Ni Limited**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements** *(continued)*

#### **Period from 24 March 2019 to 21 March 2020**

---

#### **18. Pensions and other post retirement benefits**

##### **Defined Contribution Plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £63,681 (2019: £38,512).

##### **Defined Benefit Plans**

Cartref Ni Limited became an admitted body to the Clwyd Pension Fund, local government pension scheme, as a result of the transfer of employment contracts to Cartref Ni under TUPE regulations following a successful tender of several projects. The LGPS is a funded benefit scheme, with assets held in separate trustee-administered funds. The total contribution made for the year ended 21 March 2020 in relation to these members of staff was £18,000 (2019 - £23,000), of which employers contributions totalled £14,000 (2019 - £17,000) and employees contributions totalled £4,000 (2019 - £6,000). The agreed contribution rate for 2021 is 19.9% for employers and between 5.5% and 5.8% for employees. These contribution rates are reviewed annually.

During the year the total amount recognised in income or expenditure as an expense in relation to defined benefit plans was £14,000 (2019 - £17,000)

Cartref Ni Limited expects to contribute £14,000 to the defined benefit pension scheme in 2021.

It was agreed in the transfer agreement with the previous employer that all liabilities to the Clwyd Pension Scheme fund arising in respect of members of staff whose employment had been transferred would remain with the previous employer with the exception of:

- Contributions to the cost of future benefit accrual not exceeding 19.9% of pensionable pay, less the reduction in contributions allowed by any funding surplus, where the actuarial basis of calculation is consistent with the Solvency Funding Target as defined in the Funding Strategy Statement of Clwyd Pension Fund dated March 2017.
- The capital cost (if any) of the unfunded benefit enhancement upon retirement for reasons of redundancy or business efficiency.

Although Cartref Ni remains technically liable to Clwyd Pension Scheme for any liability arising in excess of the amounts detailed above, the transfer agreement states that Cartref Ni will be indemnified by the previous employer for any liabilities in excess of the agreed amounts. While this could result in a liability arising if the previous employer were to default on the obligation, due to the financial standing of the previous employer the likelihood of such a liability arising is considered to be remote.

Thus, as Cartref Ni has made contributions during the year of 19.9% of pensionable pay and there have not been any retirements for reasons of redundancy or business efficiency, under the terms of the transfer agreement, Cartref Ni has no further obligation to contribute to any liability to the Clwyd Pension Scheme in relation to future benefits relating to the staff members in question and therefore, provision for such liabilities has not been made in these financial statements.

# Cartref Ni Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Period from 24 March 2019 to 21 March 2020

---

Although provision has not been made in these financial statements the provision that would be needed if the previous employer were to default on its obligations would amount to £80,000 (2019 - £173,000) determined as follows:

	21 Mar 20	23 Mar 19
	£	£
Present value of defined benefit obligations	(255,000)	(568,000)
Fair value of plan assets	175,000	395,000
	<u>(80,000)</u>	<u>(173,000)</u>

The fair value of the major categories of plan assets at the period end date were as follows:

	21 Mar 20	23 Mar 19
	£	£
Equity instruments	23,000	56,000
Property	13,000	26,000
Cash and cash equivalents	2,000	1,000
Bonds	49,000	134,000
Alternatives	88,000	178,000
	<u>175,000</u>	<u>395,000</u>

The principle actuarial assumptions as at the period end date were:

	21 Mar 20	23 Mar 19
Discount rate	2.40	2.50
Expected rate of salary increase	3.35	3.45
Expected rate of increase in pensions	2.20	2.30
Inflation assumption	2.10	2.20
Mortality rates:		
Current pensioners at 65 - males	22.5	23.20
Current pensioners at 65 - females	24.9	25.70
Future pensioners at 65 - male	24.1	25.90
Future pensioners at 65 - female	26.9	28.40



# Cartref Ni Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Period from 24 March 2019 to 21 March 2020

#### 19. Analysis of charitable funds

##### Unrestricted funds

	At 24 Mar 2019	Income	Expenditure	Transfers	At 21 Mar 2020
	£	£	£	£	£
General funds	803,570	3,669,692	(3,572,874)	12,884	913,272
The Lesley Gurney Key Outcome Fund	79,752	—	(333)	—	79,419
Fixed Asset Fund	495,840	—	—	(12,884)	482,956
	<u>1,379,162</u>	<u>3,669,692</u>	<u>(3,573,207)</u>	<u>—</u>	<u>1,475,647</u>

  

	At 25 Mar 2018	Income	Expenditure	Transfers	At 23 Mar 2019
	£	£	£	£	£
General funds	513,433	3,526,967	(3,303,053)	(18,670)	803,570
The Lesley Gurney Key Outcome Fund	81,507	—	(1,755)	—	79,752
Fixed Asset Fund	477,170	—	—	18,670	495,840
	<u>1,072,110</u>	<u>3,526,967</u>	<u>(3,304,808)</u>	<u>—</u>	<u>1,379,162</u>

##### General fund

These represent the 'free reserves' after allowing for all designated funds.

##### Designated Funds:

a) The Leslie Guerney Key Outcome Fund derives from a bequest from a past service user which the trustees have designated to support Cartref Ni service users to realise a key outcome that has been identified by the service user (or their representative) or a support worker/manager; discussed and recorded during a supervision or team meeting; and incorporated in the person's service delivery plan. Consideration to awarding grants from this fund to other vulnerable people in North Wales will also be given on application.

b) The designated fund for fixed assets represents resources invested in the charity's tangible fixed assets. The fund is therefore not readily available for other purposes.

# Cartref Ni Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

Period from 24 March 2019 to 21 March 2020

#### 20. Analysis of net assets between funds

	Unrestricted Funds £	Total Funds 2020 £
Tangible fixed assets	482,956	482,956
Current assets	1,385,129	1,385,129
Creditors less than 1 year	(392,438)	(392,438)
<b>Net assets</b>	<b>1,475,647</b>	<b>1,475,647</b>

  

	Unrestricted Funds £	Total Funds 2019 £
Tangible fixed assets	495,840	495,840
Current assets	1,271,075	1,271,075
Creditors less than 1 year	(387,753)	(387,753)
<b>Net assets</b>	<b>1,379,162</b>	<b>1,379,162</b>

#### 21. Financial instruments

The carrying amount for each category of financial instrument is as follows:

	21 Mar 20 £	23 Mar 19 £
<b>Financial assets that are debt instruments measured at amortised cost</b>		
Financial assets that are debt instruments measured at amortised cost	1,383,163	1,268,365
<b>Financial liabilities measured at amortised cost</b>		
Financial liabilities measured at amortised cost	336,533	308,081

Financial assets measured at amortised cost comprise trade debtors, other debtors and bank.

Financial liabilities measured at amortised cost comprise other creditors, accruals and net wages due.

#### 22. Analysis of changes in net debt

	At 24 Mar 2019 £	Cash flows £	At 21 Mar 2020 £
Cash at bank and in hand	852,520	(69,054)	783,466

# Cartref Ni Limited

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

#### Period from 24 March 2019 to 21 March 2020

---

#### 23. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	21 Mar 20	23 Mar 19
	£	£
Not later than 1 year	887	887
Later than 1 year and not later than 5 years	887	1,775
	<u>1,774</u>	<u>2,662</u>

#### 24. Related parties

There have been no related party transactions in the reporting period that require disclosure. While family members of some trustees received support from the charity, the services were received on the same terms as they are received by other beneficiaries of the charity.

#### 25. Contingent Liabilities

During the year the company received a claim for compensation of £60,333 together with non-financial remedies arising from an employment related matter. The financial statements do not include any provision against a possible liability arising from this claim as the trustees consider it to be unsubstantiated and, owing to the nature of the case, it is not practicable to determine the ultimate financial outcome with any certainty.