

**Bridgewood Trust Limited**  
**Consolidated Financial Statements**  
**Year Ended 31 March 2020**



Charity registration number: 700843  
Company registration number: 2236686

# **Bridgewood Trust Limited**

## **Financial Statements**

**Year Ended 31 March 2020**

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## **Bridgewood Trust Limited**

### **Notice of Meeting**

Notice is hereby given that the Annual General Meeting of the Company will be held at 4-6 St Paul's House, Armitage Bridge, Huddersfield on Thursday the 26th day of November 2020 at 1.30 pm for the purpose of transacting the following business:

- 1 To receive the trustees report and the audited accounts for the year ended 31 March 2020
- 2 To re-elect as trustees Mrs R Edwards and Mr R Wray who are retiring by rotation
- 3 To re-elect as Chairman of trustees Mr J L Turner and to appoint executive officers of the Charity, as the meeting shall deem fit
- 4 To re-appoint Wheawill & Sudworth Limited as auditors and authorise the trustees to fix their remuneration
- 5 To transact any other ordinary business.

By order of the board

D J LANGFORD

Secretary  
26 November 2020

Any person entitled to attend and vote may appoint one or more proxies to attend and on a poll vote instead of that person. Any such appointment will not preclude a member from attending and voting at the meeting in person. Forms of proxy must be lodged with the company not less than 48 hours before the time of the meeting. The form of proxy must be signed by the member or in the case of joint holders, any one of them.

## **Bridgewood Trust Limited**

### **Charity Reference and Administrative Details**

**Year Ended 31 March 2020**

<b>Charity registration number</b>	700843
<b>Company registration number</b>	2236686
<b>Trustees</b>	Mr J L Turner Mr M Tagg Mr R Wray Mrs R Edwards Mrs J Ireland Mrs L Roberts
<b>Chairman</b>	Mr J L Turner
<b>Chief executive officer and Company secretary</b>	Mrs D J Langford Ch.Psychologist
<b>Director of finance and administration</b>	Mr N S P Greenwood BSc. FCA.
<b>Registered office</b>	4-6 St Paul's House Armitage Bridge Huddersfield HD4 7NR
<b>Auditor</b>	Wheawill & Sudworth Limited Chartered Accountants 35 Westgate Huddersfield HD1 1PA
<b>Solicitors</b>	Wrigleys 19 Cookridge Street Leeds LS2 3AG
<b>Bankers</b>	Barclays Bank plc 17 Market Place Huddersfield HD1 2AA  Bank of Scotland 116 Wellington Street Leeds LS1 4LT  Santander Bank UK plc 44 Merrion Street Leeds LS2 8QT  Scottish Widows Bank plc 67 Morrison Street Edinburgh EH3 8YJ  Yorkshire Bank 30 St Vincent Place Glasgow G1 2HL

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

#### **Year Ended 31 March 2020**

The trustees present their report and the audited financial statements of the charity for the year ended 31 March 2020. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5 October 2018).

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

Bridgewood Trust Limited is a company limited by guarantee incorporated under the Companies Act 1985, company no. 2236686 and is governed by its Memorandum and Articles of Association dated 16 October 2014.

The company is also a registered charity, charity no. 700843 and operates on a not for profit basis under the name 'The Bridgewood Trust'.

Its registered office is 4-6 St Paul's House, Armitage Bridge, Huddersfield, West Yorkshire, HD4 7NR

The charity has a trading subsidiary, Bridgewood Services Limited, a company limited by shares, registered company number 03045628.

The company is governed by the Board of trustees ('the Board') as directors of the company.

The Board is responsible for the overall policy and scrutiny of the financial performance of the organisation. The Board ensures the accountability to key funders and stakeholders. It is the responsibility of the Board to appoint the Chief Executive Officer.

The day to day management of the company is delegated by the Board to the Chief Executive Officer overseeing the senior management team.

#### **Key Management Personnel**

Chief Executive and Company Secretary - Mrs D J Langford Ch. Psychologist

Director of Finance and Administration - Mr N S P Greenwood BSc. FCA.

Mrs D J Langford is registered with the Care Quality Commission as the legally responsible individual for residential and domiciliary services.

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

#### **Trustees of the charity**

The directors of the charitable company are its trustees for the purposes of charity law. The trustees who have served during the year and since the year end were as follows:

Mr J L Turner  
Mr M Tagg  
Mr R Wray  
Mrs R Edwards  
Mrs J Ireland  
Mrs L Roberts

#### **Trustees' responsibilities**

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

Company law requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP 2015 (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

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

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

#### **Objectives and activities**

As set out in the Trust's Memorandum and Articles of Association, the objectives for which Bridgewood Trust is established are to promote the care, treatment and education of children and vulnerable adults and in particular (but not limited to) children and adults with learning disabilities.'

The Trust aims to achieve its objectives through the activities of providing residential, domiciliary and day services for people with a learning disability. The benefit provided by such activities enables those people with a learning disability who access our services, a safe environment in which to lead fulfilling lives whilst receiving any necessary support appropriate to their needs and for those who attend our day services to learn skills and take part in activities to give them life experiences with the aim of achieving an independent life-style and possibly employment.

The Charity Commission's general guidance on public benefit has been used for reference when compiling this report and in planning future developments and activities.

The services of the Trust are, primarily, available to any person with a learning disability in the general community who has a support plan which enables them to receive, by referral from local authorities, any appropriate benefit that the Trust can provide, whether that is residential, domiciliary or day service. In such cases the local authority would be responsible for all or part of their fees as determined by the outcome of a financial means test which remains confidential to the individual and the assessor. The Trust has always aimed to provide value for money services to funding authorities and is noted for charging low to modest fees for the services it provides. Access to our services has never been denied to any person with a learning disability on the grounds of inability to pay. If the Trust considered that the services it provides would not meet an individual's needs or would even be inappropriate to that person's needs this would be discussed openly with all concerned and would focus on identified needs not funding issues. Anyone inquiring about our services and how to access them on behalf of a person with a learning disability who did not already have a local authority assessment in place would be directed to the appropriate local authority department as the first step.

There are no geographical restrictions, our service users can be referred by placing authorities throughout the United Kingdom.

The Trust has provided day services to people both short term and long term without receiving any funding from local authorities using our own funds raised through day service activities. The Trust also supports people with a learning disability in the general community through social networks by inviting them to join in activities and holidays organised by the Trust. At an individual level, if a service user cannot afford the cost of a holiday, or personal items such as clothing, the Trust will assist.

The Trust aims to be a responsive provider of services, built around the needs of the individuals we support. We aim to offer choice, great support and to provide the general public with a positive image of learning disabilities, by respecting the differing strengths of service users and meeting their individual needs and preferences in a caring, supportive and professional manner. All service users have regular reviews to which their families and friends are invited. These reviews ensure that the service users are central to the planning of their support services.

All members of the Trust's staff receive a detailed induction including the Care Certificate and a comprehensive training brochure. The Trust places great emphasis on training as it can only deliver its stated aim by having a motivated and well trained workforce able to translate principles into every day best practice. (Please refer to the Skills for Care "Code of Conduct for Healthcare Support Workers and Adult Social Care Workers in England" for further information on best practice). Staff training is also one of the topics covered in the staff appraisal and support and supervision systems which are an integral feature of the Trust. All new staff are subject to a lengthy recruitment process including an enhanced level of Disclosure and Barring checks.

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

#### **Objectives and activities (continued)**

The Trust provides accommodation in Kirklees and Calderdale and can support over 120 people in 28 homes on 13 sites, 18 of these homes being either single or 2/3 bedroom houses. All our homes are different and what makes them different is the people who live in them. Everyone has a say in how their home is run and everyone who can help to run them. The Trust is fortunate in having a variety of facilities enabling it to meet the needs of differing people with varying strengths and support requirements. All Bridgewood service users have frequent contact with service users from other homes and should they ever wish to consider moving to another home this can be discussed through the review process.

All the services have their own Statement of Purposes and Service Users Guide.

The Trust's day service facilities offer opportunities to meet people and try new things including further education, employment training and opportunities to develop living skills, craft and horticulture knowledge. They currently provide approximately 90 places to service users. The day services also have a separate brochure which is available if further information is required on the range of activities available.

Bridgewood's Community Support service provides support in people's own homes. It provides personal care, domestic or leisure support, whether it is for one hour a week or twenty four hours a day, it is built around individuals and the support they want to receive. This service also has its own brochures and guides.

We also offer short stay/respite care because, whether for a carer or a service user, a change is as good as a rest. Whether a stay is for one night or a month, or longer, we will provide individuals with an outstanding service that will meet all their needs while they stay with us.

#### Mission statement

Bridgewood is built around the needs of individuals with a learning disability and their family and friends. Bridgewood Trust's aim is to provide choice and the highest standard of personalised service to people, which builds upon their existing skills, develops new ones and is geared towards meeting their individual needs and preferences.

We achieve this by developing and investing in a knowledgeable and motivated staff team who will create an environment where people with learning disabilities lead a valued, meaningful and fulfilled life.

#### The Trust's vision

The Trust aims to offer choice and great support to meet the aspirations of people with a learning disability within their local community. It offers support and advice to all those who contact it for help or even just a second opinion. For those who access any services the Trust provides, we wish them to experience a professional individualised standard second to none. We want our service users to know our services are built around them.

#### Bridgewood service users

Our service users are those for whom we provide day, residential, short stay/respite care and domiciliary services. We respect the differing strengths of people and provide support built around each individual. No two people are the same and therefore no two support plans are the same. We deliver services within local communities.

#### Bridgewood staff

Bridgewood Trust is committed to recruiting a motivated and varied staff team, who come from a wide variety of backgrounds, and reflect the ethnic diversity of the communities in which we operate. All staff are enrolled on a comprehensive induction programme which ensures that they become familiar with the aims and objectives of the Trust. They are supported by having access to a training department and staff development brochure which develops new competencies and challenges staff to develop their understanding, skills and knowledge of their area of employment.



## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

#### **Objectives and activities (continued)**

All staff are provided with a job description which clearly states the objectives of the job and the required training and experience and a personal specification. An appraisal and support and supervision system is in operation whereby staff are advised and encouraged in their career path and training needs are identified. Relevant training is provided, using both internal and external resources as necessary.

Additional support for staff is available through line managers, area and training managers, staff representatives and human resource personnel.

The Trust has thorough recruitment and vetting procedures in place. It has safeguarding policies and procedures to protect individuals from abuse. It works with a variety of agencies to ensure everybody feels safe and confident to report any concerns they have.

We value the support and guidance of all those professionals who support individuals and those who are responsible for ensuring our conformity to legal and statutory requirements and good practice i.e. all our stakeholders.

#### Bridgewood facilities

Bridgewood Trust operates from many premises and has an extensive fleet of vehicles. All premises are designed to be integrated into the community and support and enhance the lifestyle of those using them. The maintenance of the buildings is constantly ongoing to ensure they are of a high standard and meet the needs and tastes of those who live in or access them.

Everyone who is part of Bridgewood is encouraged to consider the need to use environmental resources in a sustainable manner and make use of recycling facilities wherever possible.

### **Strategic Report**

#### **Achievements and performance**

This financial year began like many; full of optimism for the year ahead, with aims and objectives set and a new year in which to deliver our services in ever more creative and constructive ways. It finished like no other: at the time of writing this review the United Kingdom is still under lockdown due to coronavirus/Covid19. On 23 March 2020, the UK was put into 'lockdown' by the government, in an unprecedented step to try and limit the spread of this particular coronavirus.

The lockdown has in many respects turned Bridgewood Trust's world upside down. Whilst most of our residential services continue, it is far from life as normal. Visitors to our services are restricted to medical personnel, who need to visit to maintain the well being of our service users and maintenance engineers required to attend to any issues with the fabric or facilities of the buildings. At the time of writing, families and friends are only allowed to visit the homes in exceptional circumstances and we are grateful for the trust and support they have given to ourselves as we care for their loved ones.

At the very outset of the pandemic, staff rotas were being rewritten on an almost hourly basis as we adjusted to unprecedented levels of staff absences due to shielding and self-isolation measures. The Trust had to immediately purchase items of personal protective clothing and equipment we could never have imagined requiring in normal circumstances. Many staffing issues have had to be dealt with whilst coming to grips with the concepts of furloughing and shielding. Additional camera and sound equipment then had to be installed in all the homes to facilitate internet communication between service users and their families, social services, medical professionals and Bridgewood's staff. This has enabled reviews and consultations to take place almost as normal, whenever possible.

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

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

As every member of Bridgewood's staff team was designated a 'key worker', working from home has not been possible for anyone. Social distancing within the workplace is not possible in care homes, but for other staff, new ways of interacting with colleagues have had to be learnt. The Trust has received many complimentary messages and expressions of gratitude and even surprise at the continuity and quality of services that have been maintained during the pandemic by all levels of the workforce.

Limited aims and objectives for 2020 have been set as we have focussed, mainly on a day by day basis, with all the issues that have been created by Covid 19 for service users, their families and friends, our staff team, volunteers and our wider community in general. Once lockdown restrictions are eased later in this financial year, we hopefully will be able to focus on how to get things back to normal. This will take time as we are likely to have service users fearful of the outside world. Our staff will be ready to take leave and have a break from what is so far a relentless work load. In addition, management at all levels will be dealing with the aftermath of high stress levels from the many and additional responsibilities they have had to accept in this most demanding of times. We await the challenge of the next few weeks/months united in our determination to provide services for our service users to the best of our ability, until life returns to more normal times.

It is with great sadness that we note that one of the founders of Bridgewood Trust and its first Chief Executive Mr. Don Wilson sadly passed away on the 17<sup>th</sup> May 2019. Don's contribution to Bridgewood Trust was outstanding, seeing it from its infancy and watching it grow and develop with a keen interest throughout his life. He remained a member following his retirement and will be sadly missed.

#### **Residential/Supported Living Services**

It is very pleasing that all our residential services and supported living scheme have finished this financial year on a 'Good' rating from the Care Quality Commission (CQC) with one an 'Outstanding' rating. We know how hard everybody within Bridgewood Trust works and to see this confirmed within our ratings is so gratifying. We are thankful to all the service users, families and staff who engaged so positively with the CQC during their inspections and shared their experiences of living with or working for ourselves.

As always, we have accompanied our service users on many varied holidays and day visits throughout the year. These have included visits to Edinburgh and the Edinburgh tattoo, Disneyland Paris, St Anne's on the Sea, Filey, Skegness and London, to mention just a few. As always, we are grateful to all members of staff who plan and support our service users on these events, which are so valued by our service users.

The 9<sup>th</sup> Annual Bridgewood Trust Christmas Party took place with service users, staff, families and friends having a memorable and enjoyable evening.

The roll-out of computerisation across all services in the Trust, was completed within this year. All homes now have computers providing email and internet access with scanning and printing facilities. The timing of the introduction of this facility has been fortunate in helping homes to deal with issues that have arisen as a result of the coronavirus.

As part of our plan to upgrade IT facilities throughout The Trust, the office server and all workstations have been renewed in the year and now use Windows 10 operating system. The office now has two independent 'guaranteed service' broadband fibre lines which have enabled the setting up of a Cloud Voice telephone group for all speech lines in The Trust.

One of our services, Bridgewood House, experienced a major disruption to its service delivery during this year. It was regrettably subject to the ignition of a vapour cloud from a large glue canister causing an explosive flash fire in the main entrance hall of the building. The equipment was being used by a flooring contractor carrying out finishing work following a building extension for the installation of a disabled WC. Fortunately, we had installed a comprehensive sprinkler system only six months before which immediately brought the fire under control. However, the damage was still significant and came close to closing the home for a significant period of time. Repairs have required; new fire and nurse call panels and control equipment, new lighting, rewiring and electrical works, re-plastering and redecoration and furnishings of the new WC and entire entrance area.

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

#### **Residential/Supported Living Services (continued)**

With significant staffing increases and service users remaining within the three wings of the home it was possible for the home to stay open during the clean-up and restoration of the building. The staff of the home and other Bridgewood staff who came to help were excellent during the incident and its aftermath, in how they responded to the service users and their needs. The incident created a lot of additional work for senior management including organising and ensuring that the reinstatement of facilities was carried out speedily and sensitively, ensuring the home could continue to safely function throughout whilst keeping all stakeholders informed and updated. It is pleasing to note after all the heartache involved with the installation of the new WC, it is now in use and is a valuable addition to the facilities of the home.

Work also started in September on two extensions at Ravensknowle Road. The laundry facility of two washing machines and a dryer was accommodated in a cramped space in the cellar at the bottom of a steep set of steps. There was also a problem of lack of space for an office, which became even more acute when trying to locate somewhere to put the computer equipment. On completion, both the laundry and office will be comfortably accommodated in an extension on the ground floor at the front of the house.

The second smaller extension is to the dining room at the rear of the house. The original dining room was a very tight fit for three dining tables and a sideboard. Not only is the room now a third larger in size, but with the patio doors, it has provided the house with another emergency exit. Some external work will also be carried out during the next financial year to provide a safer level area at the back of the house and to improve access for vehicles and parking on the site. It will also be an opportunity to resurface the footpaths and renew some perimeter fencing.

One other significant facilities project in the year has been the heating and hot water system at Well Royd House, which in recent years has given many problems. The solution has required the installation of a larger gas supply, new boilers and a hot water storage system with the flexibility to meet the needs of the home at times of high demand.

Central to our service delivery is our ISOQAR 9001:2015 Quality System which was developed by The Trust. Creating the quality manual was a time-consuming exercise, which, in this ever-changing world also means that it has to be regularly reviewed and revised to ensure that it retains its value. It unites all our services in their service delivery and is accessible and hopefully easily understood by our staff teams. An updated manual was issued to all the residential and supported living services during the course of this year. In the next financial year, we will be reviewing and re-issuing a new day services manual.

The renewal of our registration with the Contractors Health and Safety Assessment Scheme (CHAS) was successful and demonstrates our continuing compliance with this accreditation scheme.

We have continued to update our website so that it further reflects our activities, for example, our commitment to 'Driving up Quality' has been maintained with activities in this area clearly shown on our web site. We find the website invaluable for informing families and friends of forthcoming events. The re-fresh of the homepage has now taken place.

At the year-end we had a fleet of twenty-seven vehicles having replaced two older people carriers with two new Citroen nine seat people carriers. A three-year-old second-hand Peugeot conversion vehicle was also purchased for Cleveland Road. The vehicle has the capacity to carry a person in a wheelchair plus six others including the driver. We regularly review the fleet to ensure we have an up-to-date fleet of vehicles that meet the changing needs of our service users.

We have continued to support the local Gateway Club to provide its valued service and will do so in this financial year as well, if needed. However the Gateway Club has been closed since March 2020 and is unlikely to reopen until some time in 2021.

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

#### **Residential/Supported Living Services (continued)**

We also aim to be a constructive and positive employer for our staff, keeping up-to-date with changes in employment legislation and good practice guidance. We are pleased that our staff turnover rates remain low and that we are able to provide our service users and their families with a stable staff team. We are also aware that we continue to have a small management team which has over the years reduced in number due to the stable team being able to work efficiently and where necessary cover other posts. Should our range of services expand in the future this would need to be reviewed, to create the management capacity to oversee new developments.

#### **Day Services**

Throughout the year, our day services have continued to make a valuable contribution to the life of Bridgewood Trust in bringing service users together from a variety of homes. The constant search for new activities and the different themes that are developed each year, make the Trust a lively and interesting place. The creativity, skills and experience of the day service staff is considerable and they share their knowledge and abilities so generously with our service users.

Particular credit goes to the flexibility and support the day service staff are giving to their residential colleagues during the coronavirus/Covid 19 escalation. All craft day services were closed on 23<sup>rd</sup> March 2020 and the staff have been working in the residential services to supplement residential staff teams depleted through isolating and shielding. It has also enabled members of staff to gain some rest and given an opportunity to think up inventive and creative ways to take day services within the homes. At the time of writing, day service staff are continuing to give support in the homes and the residential services are grateful for the contribution they have made. Day service staff are also keeping in contact with all our day students who do not live in our homes. The support they are providing to them is greatly valued and appreciated.

#### **Staff Training**

As always, we have carried out many staff training courses and events this year. From new starters' training to continuing professional development and management meetings and forums; we have been busy. We are particularly pleased to have provided Advanced Mental Health training this year for our staff, in conjunction with an outside training provider which has been well received.

This year we have also have two members of staff who have become end of life champions. One in Huddersfield and one in Halifax. Their knowledge and expertise will be invaluable to their colleagues in all services.

We also offer our congratulations to the members of staff who have achieved between them nine care certificates, four RQF/NVQ level 2, one RQF/NVQ level 3, and three RQF/NVQ level 5s this year. (RQF/Regulated Qualifications Framework, NVQ/ National Vocational Qualification).

#### **Financial review (including reserves policy)**

##### **Results for the year**

Total incoming resources for the year decreased to £5,585,839 (2019 £6,273,427) due mainly to the receipt of a generous donation of £800,000 in 2019. The main source of income continues to be residential fees received from the local authority. Total resources expended increased to £5,315,993 (2019 £4,935,850) and net incoming resources were £269,846 (2019 £1,337,577).

The fixed assets of the Trust are represented by buildings, furniture, equipment, fixtures and furnishings in the various establishments and motor vehicles for service users, maintenance and management use.

The net assets of the Trust at 31 March 2020 were £10,121,975 compared with £9,852,129 at 31 March 2019.

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

#### **Financial review (including reserves policy) (continued)**

The subsidiary company, Bridgewood Services Limited, provides service users with life skills training and education/employment opportunities. The service company's operating profit for the year, before the gift aid payment to the Trust was £50,298 (2019: £84,337).

#### **Reserves**

Bridgewood Trust's general reserves, defined as unrestricted funds not committed or invested in tangible or intangible fixed assets and including non-cash items, at 31 March 2020 stood at £5,229,529 equivalent to 12.2 month's expenditure. As in the previous year any funding increases received by the Trust have been influenced mainly by increases in the minimum wage with no account taken of other general cost increases. However, no further adjustment has been made to the designated fund, standing at £452,843, which was established to cover possible future costs that were unlikely to be met by future income.

An adjustment to the designated fund may arise depending on the eventual outcome of the ongoing issue of sleep-in payment and possible requirement for back pay to be determined by the Supreme Court. This affects organisations that paid a set amount per night for sleep-ins and not an amount based on an hourly rate for the night hours 'worked'. Until there is greater clarity with regard to the extent of liability we do not propose to begin a detailed and time consuming assessment of any potential cost at this stage.

The Designated Project Fund, set up last year, remains at £800,000.

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

The number one aim as we enter the next financial year will be to continue to respond to the challenges of coronavirus/Covid 19 on a daily basis, and then manage the return to something approaching normal life. As stated earlier there will be many issues to face, some of which maybe unknown at the time of writing, but respond we will, to minimise any lasting impact on our service users and all our stakeholders.

Since the lockdown in March, our training room has not been used other than as an extension to the store room for personal protective equipment and infection control materials. Closing the training room avoids the possibility of staff from different facilities cross-infecting and most importantly helps to protect the functioning of the office. Although internet training has taken place through the homes' computers, there may be some non-mandatory training to clear as soon as conditions permit.

Having achieved our aim of all our registered residential services receiving a 'Good' CQC rating, we are now looking for all our services currently on a 'Good' to join the service currently on an 'Outstanding' rating overall or at least in one area of the Keys Lines of Inquiry.

Just before the coronavirus pandemic was declared, discussions had been instigated by Social Services with regard to the possible de-registration of another one, possibly two, of our care homes with a view to them becoming supported living schemes. Hopefully these discussions will be continued at some stage in the future.

Although we end this year in a very uncertain situation due to a world health crisis we do hope later in the year to build upon the positive and constructive earlier part of the year we had. As we emerge from lockdown restrictions we hope we will face the next financial year with confidence in the quality of the services we have developed to date and optimism in our ability and resources to meet the current and future needs of our services.

The management and Board have considered the impact of the pandemic on the Trust and, given the continuing contractual funding received along with additional funding received, believe that the Trust is well placed to continue in the future.

## **Bridgewood Trust Limited**

### **Trustees' Annual Report Including Directors Report and Strategic Report**

**Year Ended 31 March 2020**

#### **Financial review (including reserves policy) (continued)**

##### **Recruitment and Induction of Trustees**

The Trust ensures the management committee has a range of knowledge and experience relevant to the role. If a specific knowledge or experience requirement gap was to be identified, possible new members would be considered against the relevant person specification.

The Chief Executive ensures all the appropriate documentation, visits and attendance at previous meetings have been made available to new members.

##### **Risk management**

The trustees and management team have considered the main risks to which the Bridgewood Trust is exposed and assessed their possible effect on the Trust's ability to continue to provide its current level of services. Internally, the trust regularly reviews and updates its policies and procedures, in particular, with regard to the health and safety of all persons connected with the Trust. Other risks considered are strategic, financial, operational, regulatory and reputational risks. Although levels of risk vary from year to year, the trustees and management are of the opinion that appropriate financial resources are in reserve and that systems are in place and subject to sufficient review to enable it to work with those risks.

##### **Investment Policy**

The trustees and management team regularly review the Trust's policy for investing funds. There are no immediate plans for any substantial capital expenditure in the current climate of uncertainty particularly with regard to learning disability services. The policy of keeping funds, not required for day to day purposes, in short term deposit accounts ranging from three months to two years is considered to be appropriate. Rates of interest and the terms available on a variety of accounts with various financial organisations are regularly considered to ensure that the poor investment returns currently available, along with security of capital, are maximised.

##### **Disclosure of information to the auditors**

We, the directors of the company who held office at the date of approval of these Financial Statements as set out on page 4 each confirm, so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's auditors are aware of that information.

In approving the Trustees' Annual Report, we also approve the Strategic Report included therein, in our capacity as company directors.

On behalf of the board

J L Turner  
Trustee

26 November 2020

# **Bridgewood Trust Limited**

## **Independent Auditor's Report**

**Year Ended 31 March 2020**

### **Independent Auditor's Report to the members and trustees of Bridgewood Trust Limited**

#### **Opinion**

We have audited the financial statements of Bridgewood Trust Limited (the parent charitable company) and its subsidiary (the group) for the year ended 31 March 2020 which comprise the Group Statement of Financial Activities, the Group and the Parent Charitable Company Balance Sheet, the Group 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 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 group's and parent charitable company's affairs as at 31 March 2020, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

#### **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 group and parent charitable company 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 group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

#### **Other information**

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

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

## **Bridgewood Trust Limited**

### **Independent Auditor's Report**

#### **Year Ended 31 March 2020**

##### **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 (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

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

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 and Charities Act 2011 requires us to report to you if, in our opinion:

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

##### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 4, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

We have been appointed auditors under the Companies Act 2006 and report in accordance with this Act.

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.



## **Bridgewood Trust Limited**

### **Independent Auditor's Report**

**Year Ended 31 March 2020**

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

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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.
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- 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 group's 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 group's or charitable company'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 group or parent charitable company 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.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the consolidated financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

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 charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members and 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 charitable company and the charitable company's members as a body and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

35 Westgate  
Huddersfield  
HD1 1PA

26 November 2020

Helen Solomons (Senior Statutory Auditor)

For and on behalf of Wheawill & Sudworth Limited, Statutory Auditor

**Bridgewood Trust Limited**  
**Consolidated Statement of Financial Activities**  
**(Including Consolidated Income and Expenditure Account)**  
**Year Ended 31 March 2020**

		2020				2019
	Note	Unrestricted funds £	Designated funds £	Designated fixed asset fund £	Designated project fund	Total £
<b>Income and endowments from:</b>						
Donations and legacies	2	7,481	-	-	-	7,481
Charitable activities	3	4,957,931	-	-	-	4,957,931
Other trading activities	4	578,934	-	-	-	578,934
Investments	5	41,493	-	-	-	41,493
<b>Total income and endowments</b>		5,585,839	-	-	-	5,585,839
<b>Expenditure on:</b>						
Raising funds		(498,962)	-	(16,235)	-	(515,197)
Charitable activities		(4,644,855)	-	(155,941)	-	(4,800,796)
<b>Total expenditure</b>	6	(5,143,817)	-	(172,176)	-	(5,315,993)
<b>Net income (expenditure)</b>	19	442,022	-	(172,176)	-	269,846
<b>Transfers between funds</b>		(254,589)	-	254,589	-	-
<b>Net movement in funds</b>	19	187,433	-	82,413	-	269,846
<b>Reconciliation of funds:</b>						
Total funds brought forward	19	5,042,096	452,843	3,557,190	800,000	9,852,129
<b>Total funds carried forward</b>	19	5,229,529	452,843	3,639,603	800,000	10,121,975

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 21 to 34 form part of these financial statements.

**Bridgewood Trust Limited**  
**Consolidated Statement of Financial Activities**  
**(Including Consolidated Income and Expenditure Account)**  
**Year Ended 31 March 2019**

		2019				2018	
	Note	Unrestricted funds £	Designated funds £	Designated fixed asset fund £	Designated project fund	Total £	Total £
<b>Income and endowments from:</b>							
Donations and legacies	2	807,015	-	-	-	807,015	14,944
Charitable activities	3	4,865,505	-	-	-	4,865,505	4,602,810
Other trading activities	4	572,842	-	-	-	572,842	549,812
Investments	5	28,065	-	-	-	28,065	16,146
<b>Total income and endowments</b>		6,273,427	-	-	-	6,273,427	5,183,712
<b>Expenditure on:</b>							
Raising funds		(460,310)	-	(20,061)	-	(480,371)	(433,376)
Charitable activities		(4,327,071)	-	(128,408)	-	(4,455,479)	(4,229,764)
<b>Total expenditure</b>	6	(4,787,381)	-	(148,469)	-	(4,935,850)	(4,663,140)
<b>Net income (expenditure)</b>	19	1,486,046	-	(148,469)	-	1,337,577	520,572
<b>Transfers between funds</b>		(1,018,239)	-	218,239	800,000	-	-
<b>Net movement in funds</b>	19	467,807	-	69,770	800,000	1,337,577	520,572
<b>Reconciliation of funds:</b>							
Total funds brought forward	19	4,574,289	452,843	3,487,420	-	8,514,552	7,993,980
<b>Total funds carried forward</b>	19	5,042,096	452,843	3,557,190	800,000	9,852,129	8,514,552

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 21 to 34 form part of these financial statements.

**Bridgewood Trust Limited**

**Consolidated Balance Sheet**

**Year Ended 31 March 2020**

	<b>Note</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Fixed assets</b>			
Tangible assets	13	3,639,603	3,557,190
<b>Current assets</b>			
Stocks	15	22,326	17,527
Debtors	16	337,487	1,058,359
Cash at bank and in hand		6,487,322	5,535,858
		6,847,135	6,611,744
<b>Creditors: amounts falling due within one year</b>	17	(364,763)	(316,805)
<b>Net current assets</b>		6,482,372	6,294,939
<b>Net assets</b>		10,121,975	9,852,129
<b>Charity Funds</b>			
Designated funds	19	4,892,446	4,810,033
Unrestricted funds	19	5,229,529	5,042,096
<b>Total charity funds</b>		10,121,975	9,852,129

The financial statements were approved and authorised for issue by the Board on 26 November 2020.

Signed on behalf of the board of trustees

J L Turner, Trustee

The notes on pages 21 to 34 form part of these financial statements.

Company registration number: 2236686

**Bridgewood Trust Limited****Charity Balance Sheet****Year Ended 31 March 2020**

	<b>Note</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Fixed assets</b>			
Tangible assets	13	3,590,901	3,497,005
Investments	14	10,000	10,000
		<hr/>	<hr/>
		3,600,901	3,507,005
<b>Current assets</b>			
Stocks	15	6,500	4,500
Debtors	16	445,971	1,112,077
Cash at bank and in hand		6,355,404	5,452,623
		<hr/>	<hr/>
		6,807,875	6,569,200
<b>Creditors: amounts falling due within one year</b>	17	(336,396)	(285,152)
		<hr/>	<hr/>
<b>Net current assets</b>		6,471,479	6,284,048
		<hr/>	<hr/>
<b>Net assets</b>		<u>10,072,380</u>	<u>9,791,053</u>
<b>Charity Funds</b>			
Designated funds		4,843,743	4,749,848
Unrestricted funds		5,228,637	5,041,205
		<hr/>	<hr/>
<b>Total charity funds</b>		<u>10,072,380</u>	<u>9,791,053</u>

The financial statements were approved and authorised for issue by the Board on 26 November 2020.

Signed on behalf of the board of trustees

J L Turner, Trustee

The notes on pages 21 to 34 form part of these financial statements.

Company registration number: 2236686

**Bridgewood Trust Limited**

**Consolidated Statement of Cash Flows**

**Year Ended 31 March 2020**

	<b>Note</b>	<b>2020 £</b>	<b>2019 £</b>
<b>Cash flow from operating activities</b>	21	1,168,629	676,706
<b>Net cash flow provided by operating activities</b>		<u>1,168,629</u>	<u>676,706</u>
<b>Cash flow from investing activities</b>			
Purchase of tangible fixed assets		(254,953)	(231,067)
Proceeds from sale of tangible fixed assets		473	26,839
Interest from investments		41,493	28,065
Interest paid		(4,178)	(4,248)
<b>Net cash flow (used in) investing activities</b>		<u>(217,165)</u>	<u>(180,411)</u>
<b>Net increase in cash and cash equivalents</b>		951,464	496,295
<b>Cash and cash equivalents at 1 April 2019</b>		5,535,858	5,039,563
<b>Cash and cash equivalents at 31 March 2020</b>		<u>6,487,322</u>	<u>5,535,858</u>
<b>Cash and cash equivalents consists of:</b>			
Cash at bank and in hand		3,015,034	3,335,858
Notice deposits		3,472,288	2,200,000
<b>Cash and cash equivalents at 31 March 2020</b>		<u>6,487,322</u>	<u>5,535,858</u>

The notes on pages 21 to 34 form part of these financial statements.

# **Bridgewood Trust Limited**

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

### **Year Ended 31 March 2020**

#### **1 Summary of significant accounting policies**

##### **(a) General information and basis of preparation**

Bridgewood Trust Limited is a registered charitable company in the United Kingdom, the company number is 2236686, its registered office address is 4-6 St Pauls House, Armitage Bridge, Huddersfield, HD4 7NR. The charity is limited by guarantee, in the event of the charity being wound up; the liability in respect of the guarantee is limited to £5 per member of the charity. The nature of the charity's operations and principal activities are detailed in the Trustees Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16 July 2014 (as updated through Update Bulletin 1 published on 2 February 2016 and Update Bulletin 2 published on 5 October 2018), the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest £. The Consolidated Statement of Financial Activities includes the results of the wholly owned subsidiary which operates trading activities in support of the charity.

The statement of financial activities and balance sheet consolidate the financial statements of the charity and its subsidiary undertaking. The results of the subsidiary are consolidated on a line by line basis as the subsidiary and parent have identical purpose. No separate Statement of Financial Activities has been presented for the charity as permitted by Section 408 of the Companies Act 2006 and Section 24 of the SORP (FRS102).

The charity has availed itself of Paragraph 4 (1) of Schedule 1 of the Large and Medium-sized Companies and Groups (Accounts and Reports) Regulations 2008 and adapted the Companies Act formats to reflect the special nature of the charity's activities.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

##### **(b) Funds**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

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

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

##### **(c) Income recognition**

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.

**1 Summary of significant accounting policies (continued)**

**(c) Income recognition (continued)**

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled.

Donated facilities and donated professional services are recognised in income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity. For example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised in expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report.

Where practicable, gifts in kind donated for distribution to the beneficiaries of the charity are included in stock and donations in the financial statements upon receipt. If it is impracticable to assess the fair value at receipt or if the costs to undertake such a valuation outweigh any benefits, then the fair value is recognised as a component of donations when it is distributed and an equivalent amount recognised as charitable expenditure.

Fixed asset gifts in kind are recognised when receivable and are included at fair value. They are not deferred over the life of the asset.

For legacies, entitlement is the earlier of the charity being notified of an impending distribution or the legacy being received. At this point income is recognised. On occasion legacies will be notified to the charity however it is not possible to measure the amount expected to be distributed. On these occasions, the legacy is treated as a contingent asset and disclosed.

Income from trading activities includes income earned from fundraising events and trading activities to raise funds for the charity. Income is received in exchange for supplying goods and services in order to raise funds and is recognised when entitlement has occurred.

The charity receives government grants in respect of its charitable activities. Income from government and other grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured reliably. If entitlement is not met then these amounts are deferred.

Investment income is earned through holding assets for investment purposes. It includes interest only.

**(d) Expenditure recognition**

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably. It is categorised under the following headings:

- Costs of raising funds includes the cost of commercial trading and their associated support costs;
- Expenditure on charitable activities includes the cost of running and maintaining the charity's homes along with other costs undertaken to further the purpose of the charity and their associated support costs; and
- Other expenditure represents those items not falling into the categories above.



**Notes to the Consolidated Financial Statements**

**Year Ended 31 March 2020**

**1 Summary of significant accounting policies (continued)**

**(d) Expenditure recognition (continued)**

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Grants payable to third parties are within the charitable objectives. Where unconditional grants are offered, this is accrued as soon as the recipient is notified of the grant, as this gives rise to a reasonable expectation that the recipient will receive the grants. Where grants are conditional relating to performance then the grant is only accrued when any unfulfilled conditions are outside of the control of the charity.

**(e) Support costs allocation**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources. Premises overheads and other overheads have been allocated pro rata to staff cost basis.

Fund-raising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

The analysis of these costs is included in notes 6 and 7.

**(f) Tangible fixed assets**

Tangible fixed assets costing £200 or more are capitalised at cost (or deemed cost). Cost includes costs directly attributable to making the asset capable of operating as intended.

Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful life as follows:

Land and buildings	50 years
Property capital contribution	25 years
Fixtures and fittings	5 years
Tools	3 years
Soft furnishings and utensils	2 years
Computer equipment	4 years
Motor vehicles	4 years

**(g) Investments**

Investments in subsidiaries are measured at cost less impairment.

**(h) Stocks**

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost includes all costs of purchase, costs of conversion and other costs incurred in bringing stock to its present location and condition. Cost is calculated using the first-in, first-out formula. Provision is made for damaged, obsolete and slow-moving stock where appropriate.

Donated stocks are included at fair valued as described in (c) above.

**(i) Debtors and creditors receivable / payable within one year**

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

### Year Ended 31 March 2020

#### 1 Summary of significant accounting policies (continued)

##### (j) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount. Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

##### (k) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

##### (l) Leases

Rentals payable and receivable under operating leases are charged to the SoFA on a straight line basis over the period of the lease.

##### (m) Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

The charity operates defined contribution pension plans for the benefit of its employees. Contributions are expensed as they become payable.

##### (n) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

##### (o) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The expected income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern. The Trustees have considered the impact of the Covid 19 pandemic on the charitable company in their Trustees' Report. Whilst acknowledging that income may be impacted in the year ending 31 March 2021, the Trustees believe they have put suitable measures in place to ensure that the charitable company will continue its activities going forward. The Trustees therefore believe that the preparation of the financial statements on the going concern basis is appropriate.

## 2 Income from donations and legacies

	2020 £	2019 £
Donations and legacies received	7,481	807,015

Income from donations and legacies was £7,481 (2019 - £807,015) of which all was attributable to unrestricted funds.

# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

Year Ended 31 March 2020

### 3 Income from charitable activities

	2020 £	2019 £
Contractual payments from local authority	4,778,582	4,701,648
Disabled living allowance	179,349	163,857
	<u>4,957,931</u>	<u>4,865,505</u>

Income from charitable activities was £4,957,931 (2019 - £4,865,505) of which all was attributable to unrestricted funds.

### 4 Income from other trading activities

	2020 £	2019 £
Provision of day services including craft and horticultural activities	<u>578,934</u>	<u>572,842</u>

Income from other trading activities was £578,934 (2019 - £572,842) of which all was attributable to unrestricted funds.

The wholly owned trading subsidiary Bridgewood Services Limited is incorporated in the United Kingdom (Company number 03045628) and pays all of its taxable profits to the charity under the gift aid scheme. Bridgewood Services Limited operates all commercial trading activity as fundraising in support of the charity. A summary of the trading results is shown below:

The summary financial performance of the subsidiary alone is:

	2020 £	2019 £
Turnover	677,387	675,447
Cost of sales and administration costs	(627,089)	(591,110)
Profit for the financial year	<u>50,298</u>	<u>84,337</u>
Amount gift aided to the charity	(61,780)	(56,893)
Reserves retained /(reduced) in the subsidiary	<u>(11,482)</u>	<u>27,444</u>
The assets and liabilities of the subsidiary were:		
Fixed assets	48,703	60,185
Current assets	155,271	106,835
Current liabilities	(144,379)	(95,943)
Total net assets	<u>59,595</u>	<u>71,077</u>
Aggregate share capital and reserves	<u>59,595</u>	<u>71,077</u>

# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

Year Ended 31 March 2020

### 5 Income from investments

	2020 £	2019 £
Interest received	41,493	28,065

Income from investments was £41,493 (2019 - £28,065) of which all was attributable to unrestricted funds.

### 6 Analysis of total expenditure

	Raising Funds £	Residential Services £	Governance £	2020 Total £	2019 £
Staff costs	289,655	3,242,020	-	3,531,675	3,293,154
Maintenance repairs & renewals	48,323	299,047	-	347,370	292,102
Energy	7,519	95,896	-	103,415	98,930
Rent	30,528	43,441	-	73,969	65,709
Water rates & council tax	2,790	44,533	-	47,323	45,475
Cleaning materials	5,313	103,253	-	108,566	108,672
Food and goods for re-sale	50,984	262,892	-	313,876	301,167
Telephone	3,127	21,748	-	24,875	17,710
Insurance	6,370	32,431	-	38,801	37,684
Health insurance	-	3,604	-	3,604	4,135
Clients' personal needs	-	49,230	-	49,230	43,125
Training fees	-	18,685	-	18,685	21,134
Subscriptions	-	19,162	-	19,162	19,973
Health & safety and employment costs	1,597	11,404	-	13,001	15,244
Audit fees	-	-	12,190	12,190	11,460
Gateway	-	3,000	-	3,000	3,000
Motor expenses	-	79,310	-	79,310	91,756
Travel expenses	26,058	16,555	-	42,613	42,294
Legal fees	13	1,093	-	1,106	1,302
Interest paid	-	4,178	-	4,178	4,248
Depreciation	13,771	135,549	-	149,317	123,758
Profit on sale of fixed assets	-	(53)	-	(53)	(13,943)
Support costs (note 7)	29,149	301,628	-	330,777	307,761
	515,197	4,788,606	12,190	5,315,993	4,935,850

# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

Year Ended 31 March 2020

### 6 Analysis of total expenditure (continued)

	<b>Raising Funds £</b>	<b>Residential Services £</b>	<b>Governance £</b>	<b>2019 Total £</b>
Staff costs	278,487	3,014,667	-	3,293,154
Maintenance repairs & renewals	26,354	265,748	-	292,102
Energy	10,090	88,840	-	98,930
Rent	28,386	37,323	-	65,709
Water rates & council tax	2,647	42,828	-	45,475
Cleaning materials	4,822	103,850	-	108,672
Food and goods for re-sale	47,455	253,712	-	301,167
Telephone	2,659	15,051	-	17,710
Insurance	6,091	31,593	-	37,684
Health insurance	-	4,135	-	4,135
Clients' personal needs	-	43,125	-	43,125
Training fees	-	21,134	-	21,134
Subscriptions	-	19,973	-	19,973
Health & safety and employment costs	732	14,512	-	15,244
Audit fees	-	-	11,460	11,460
Gateway	-	3,000	-	3,000
Motor expenses	28,051	63,705	-	91,756
Travel expenses	-	42,294	-	42,294
Legal fees	13	1,289	-	1,302
Interest paid	64	4,184	-	4,248
Depreciation	17,597	106,161	-	123,758
Profit on sale of fixed assets	(3,853)	(10,090)	-	(13,943)
Support costs (note 7)	30,776	276,985	-	307,761
	<b>480,371</b>	<b>4,444,019</b>	<b>11,460</b>	<b>4,935,850</b>

Total expenditure was £5,315,993 (2019 - £4,935,850) of which £5,143,817 (2019 - £4,787,381) was attributable to unrestricted funds and £172,176 attributable to designated funds (2019 - £148,469).

Charitable activities totalling £4,800,796 are made up of residential services and governance costs as detailed above.

### 7 Analysis of support costs

	<b>Basis of allocation</b>	<b>2020 Raising Funds £</b>	<b>2020 Residential Services £</b>	<b>2020 Total £</b>	<b>2019 Total £</b>
General office & staff costs	Staff time	16,079	160,638	176,717	174,958
Office premises costs	Usage	5,917	76,996	82,913	57,373
Other office costs	Usage	4,689	37,731	42,420	46,490
General motor & travel	Usage	-	5,924	5,924	4,297
Depreciation	Usage	2,464	20,339	22,803	24,643
		<b>29,149</b>	<b>301,628</b>	<b>330,777</b>	<b>307,761</b>

# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

Year Ended 31 March 2020

### 7 Analysis of support costs (continued)

	Basis of allocation	2019 Raising Funds £	2019 Residential Services £	2019 Total £
General office & staff costs	Staff time	17,496	157,462	174,958
Office premises costs	Usage	5,737	51,636	57,373
Other office costs	Usage	4,649	41,841	46,490
General motor & travel	Usage	430	3,867	4,297
Depreciation	Usage	2,464	22,179	24,643
		30,776	276,985	307,761

### 8 Net income for the year

Net income is stated after charging / (crediting):

	2020 £	2019 £
Depreciation of tangible fixed assets	172,120	148,401
(Gain) on sale of tangible fixed assets	(53)	(13,943)
Operating lease rentals – land and buildings	45,396	38,996
Trustees' indemnity insurance	300	300

### 9 Auditor's remuneration

	2020 £	2019 £
Fees payable to the charity's auditor for audit	11,190	10,460
Fees payable to the charity's auditor for other services	1,000	1,000

All of the above costs are attributable to unrestricted funds and included within support costs. Included within the audit fee is £4,620 (2019 - £4,598) for the audit of the subsidiary.

### 10 Trustees' and key management personnel remuneration and expenses

The trustees neither received nor waived any remuneration during the year (2019: £Nil).

The trustees did not have any expenses reimbursed during the year (2019 - £Nil).

The total amount of employee benefits received by key management personnel is £173,443 (2019 - £168,397). The Trust considers its key management personnel comprise of the senior management team.

# **Bridgewood Trust Limited**

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

**Year Ended 31 March 2020**

### **11 Staff costs and employee benefits**

The average monthly number of employees during the year was as follows:

	<b>2020 Number</b>	<b>2019 Number</b>
Admin and management	9	9
Charitable activities	164	156
	<hr/> 173	<hr/> 165
	<hr/>	<hr/>

The total staff costs and employee benefits were as follows:

	<b>2020 £</b>	<b>2019 £</b>
Wages and salaries	3,382,481	3,173,426
Social security	225,978	216,712
Defined contribution pension costs	94,845	73,839
Other employee benefits	5,088	4,135
	<hr/> 3,708,392	<hr/> 3,468,112
	<hr/>	<hr/>

The number of employees who received total employee benefits (excluding employer pension costs) of more than £60,000 is as follows:

	<b>2020 Number</b>	<b>2019 Number</b>
£70,001 - £80,000	-	1
£80,001 - £90,000	2	1
	<hr/> 2	<hr/> 2
	<hr/>	<hr/>

### **12 Interest payable and similar charges**

	<b>2020 £</b>	<b>2019 £</b>
Bank interest payable	4,178	4,248
	<hr/>	<hr/>

# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

### Year Ended 31 March 2020

#### 13 Tangible fixed assets – Group

	Freehold land & buildings £	Freehold property improvements £	Equipment Fixtures & fittings £	Motor Vehicles £	Total £
Cost:					
At 1 April 2019	4,153,243	19,608	989,475	450,209	5,612,535
Additions	107,969	-	86,599	60,385	254,953
Disposals	-	-	(7,690)	(13,799)	(21,489)
At 31 March 2020	4,261,212	19,608	1,068,384	496,795	5,845,999
Depreciation:					
At 1 April 2019	889,031	19,505	864,500	282,309	2,055,345
Charge for the year	62,628	26	48,622	60,844	172,120
Eliminated on disposals	-	-	(7,271)	(13,798)	(21,069)
At 31 March 2020	951,659	19,531	905,851	329,355	2,206,396
Net book value:					
At 31 March 2020	3,309,553	77	162,533	167,440	3,639,603
At 31 March 2019	3,264,212	103	124,975	167,900	3,557,190

Included within freehold land and buildings is land of £973,000 (2019: £973,000) upon which no depreciation is provided.

#### Tangible fixed assets – Charity

	Freehold land & buildings £	Equipment Fixtures & fittings £	Motor Vehicles £	Total £
Cost:				
At 1 April 2019	4,153,243	885,365	354,691	5,393,299
Additions	107,969	81,846	60,385	250,200
Disposals	-	(7,690)	(13,798)	(21,488)
At 31 March 2020	4,261,212	959,521	401,278	5,622,011
Depreciation:				
At 1 April 2019	889,031	774,881	232,382	1,896,294
Charge for the year	62,628	43,811	49,446	155,885
Eliminated on disposals	-	(7,271)	(13,798)	(21,069)
At 31 March 2020	951,659	811,421	268,030	2,031,110
Net book value:				
At 31 March 2020	3,309,553	148,100	133,248	3,590,901
At 31 March 2019	3,264,212	110,484	122,309	3,497,005

Included within freehold land and buildings is land of £973,000 (2019: £973,000) upon which no depreciation is provided.



# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

Year Ended 31 March 2020

### 14 Fixed asset investments

The charity holds 10,000 Ordinary shares of £1 each in its wholly owned subsidiary company Bridgewood Services Limited which is incorporated in England and Wales, company number 3045628. These are the only shares allotted, called up and fully paid. The activities and results of this company are summarised in note 4.

### 15 Stocks

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Food	6,500	4,500	6,500	4,500
Craft supplies	745	745	-	-
Horticulture	15,081	12,282	-	-
	<u>22,326</u>	<u>17,527</u>	<u>6,500</u>	<u>4,500</u>

### 16 Debtors

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Trade debtors	236,776	192,455	232,654	185,187
Amounts owed by group undertakings	-	-	116,009	64,291
Other debtors	8,564	803,727	8,564	803,727
Prepayments and accrued income	92,147	62,177	88,744	58,872
	<u>337,487</u>	<u>1,058,359</u>	<u>445,971</u>	<u>1,112,077</u>

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

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Trade creditors	82,547	77,893	80,011	74,520
Other tax and social security	59,477	56,113	59,477	56,113
Accruals and deferred income	222,739	182,799	196,908	154,519
	<u>364,763</u>	<u>316,805</u>	<u>336,397</u>	<u>285,152</u>

# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

### Year Ended 31 March 2020

#### 18 Leases

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

	Group		Charity	
	2020 £	2019 £	2020 £	2019 £
Not later than one year	54,475	54,475	27,955	27,955
Later than one and not later than five years	163,426	217,901	83,866	111,821
	<u>217,901</u>	<u>272,376</u>	<u>111,821</u>	<u>139,776</u>

#### 19 Fund reconciliation

##### Unrestricted funds - group

	Balance at 1 April 2019 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2020 £
General fund	5,042,096	5,585,839	(5,143,817)	(254,589)	5,229,529
Designated fund	452,843	-	-	-	452,843
Designated fixed asset fund	3,557,190	-	(172,176)	254,589	3,639,603
Designated project fund	800,000	-	-	-	800,000
	<u>9,852,129</u>	<u>5,585,839</u>	<u>(5,315,993)</u>	<u>-</u>	<u>10,121,975</u>

  

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers £	Balance at 31 March 2019 £
General fund	4,574,289	6,273,427	(4,787,381)	(1,018,239)	5,042,096
Designated fund	452,843	-	-	-	452,843
Designated fixed asset fund	3,487,420	-	(148,469)	218,239	3,557,190
Designated project fund	-	-	-	800,000	800,000
	<u>8,514,552</u>	<u>6,273,427</u>	<u>(4,935,850)</u>	<u>-</u>	<u>9,852,129</u>

##### Fund descriptions

##### Unrestricted funds

The general funds are available for the use at the discretion of the charity in furtherance of the general objectives as detailed in the trustees report.

# Bridgewood Trust Limited

## Notes to the Consolidated Financial Statements

### Year Ended 31 March 2020

#### Fund descriptions (continued)

##### Designated fund

The designated funds are funds earmarked to cover possible future costs which are unlikely to be met by future income alone.

##### Designated fixed asset fund

The designated fixed asset fund comprises assets which have been purchased to further the aims of the Charity and are not considered to be restricted assets.

##### Designated project fund

The designated project fund comprises funds which have been earmarked to cover future care/administrative facilities.

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

Group	Unrestricted funds 2020 £	Designated fund 2020 £	Designated fixed asset fund 2020 £	Designated project fund 2020 £	Total 2020 £
Fixed assets	-	-	3,639,603	-	3,639,603
Cash & current investments	5,234,479	452,843		800,000	6,487,322
Other current assets less current liabilities	(4,950)	-	-	-	(4,950)
Total	5,229,529	452,843	3,639,603	800,000	10,121,975
	Unrestricted funds 2019 £	Designated fund 2019 £	Designated fixed asset fund 2019 £	Designated project fund 2019 £	Total 2019 £
Fixed assets	-	-	3,557,190	-	3,557,190
Cash & current investments	5,083,015	452,843	-	-	5,535,858
Other current assets less current liabilities	(40,919)	-	-	800,000	759,081
Total	5,042,096	452,843	3,557,190	800,000	9,852,129

**Bridgewood Trust Limited****Notes to the Consolidated Financial Statements****Year Ended 31 March 2020****21 Reconciliation of net income to net cash flow from operating activities**

	<b>2020</b> <b>£</b>	<b>2019</b> <b>£</b>
Net income for year	269,846	1,337,577
Interest receivable	(41,493)	(28,065)
Interest payable	4,178	4,248
Depreciation of tangible fixed assets	172,120	148,401
(Profit) on disposal of tangible fixed assets	(53)	(13,943)
(Increase) in stock	(4,799)	(158)
Decrease / (increase) in debtors	720,872	(796,127)
Increase in creditors	47,958	24,773
Net cash provided by operating activities	<u>1,168,629</u>	<u>676,706</u>

**22 Pensions and other post-retirement benefits**

The charity operates a defined contribution pension plan for its employees. The amount recognised as an expense in the period was £94,845 (2019 - £73,839).

The defined contribution liability of £4,392 (2019 - £4,446) is allocated to unrestricted funds.

**23 Related party transactions**

There are no related party transactions during the period (2019: £ nil).

**24 Financial commitments**

Contractual commitments contracted for but not provided in the financial statements amounted to £10,978 (2019 - £0).