

REGISTERED COMPANY NUMBER: 03126101
REGISTERED CHARITY NUMBER: 1051587

**Report of the Trustees and
Financial Statements for the Year Ended 31 December 2015
for
Case Training Services**

Harris Lacey and Swain
Chartered Accountants and Statutory Auditors
Suite 1
The Riverside Building
Hessle
East Yorkshire
HU13 0DZ

Case Training Services

Contents of the Financial Statements for the Year Ended 31 December 2015

	Page
Report of the Trustees	1 to 12
Report of the Independent Auditors	13 to 14
Statement of Financial Activities	15
Balance Sheet	16 to 17
Notes to the Financial Statements	18 to 24
Detailed Statement of Financial Activities	25 to 26

Case Training Services
Report of the Trustees
for the Year Ended 31 December 2015

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

CASE MISSION STATEMENT

CASE is dedicated to the improvement of life choices for people with a learning disability through the provision of high quality training, support and employment opportunities.

REVIEW OF ACTIVITIES AND ACHIEVEMENTS 2015

2015 celebrated the 30th Anniversary of the birth of CASE. The development from its conception and the formative days in the Methodist Church Hall in 1985 through to the purpose built Centre of Excellence in 2015 is a truly remarkable success story. Looking back over the years and to the successes of Case there is much to be proud of and to celebrate.

The vision and commitment of the founders of CASE was underpinned by their determination as parents to secure a meaningful and sustainable future for their children and indeed the futures of many other young people with a learning disability.

CASE has touched the lives of so many who have benefitted from the services provided, along with their families, parents and carers.

Massive and telling contributions in the ensuing years were made by many; the founder members and their families, CASE committee members and latterly CASE Board members; members of staff that evolved from a handful in 1985 to over 30 in 2015. These included Workshop Supervisors and Trainers, Welfare Support workers, administrators, finance workers and other important ancillary positions.

The introduction of strong management, professionals qualified to take CASE forward building strong sustainable foundations to face the future and the many challenges that the passage of time would bring.

From a church hall on the site of the old Blundells building on Charles Street that was the home of CASE for many years; with a rapidly deteriorating building, the enormous challenge of funding and delivering a centre fit for purpose was achieved and opened in 2014.

The Case Centre of Excellence official opening was scheduled for 25th March 2015 with the Countess of Wessex (Princess Sophie) presiding. Extensive preparation and planning was undertaken in advance of this prestigious event, perhaps the most important in the history of CASE. However, at extremely short notice we were advised that the Royal visit would not take place due to transport difficulties. Time did not allow us to contact invited guests to advise of the situation. The invited guests included CASE founder members, ex-staff and trainees, ex committee members, civic dignitaries and friends and supporters of CASE. Interestingly, all those who attended remained to enjoy an excellent buffet and a few words from the Chairman of CASE, Terry Rust and the Lord Lieutenant of the East Riding of Yorkshire, the Hon. Mrs Susan Cunliffe - Lister.

At the end of the year we were waiting to hear news of a re-arranged visit.

An extensive programme of social events took place to celebrate the 30th Anniversary with the majority of events focussed on the involvement and participation of trainees. This included a celebration lunch on 23rd September 2015, the actual date of the anniversary of Case. Guests included founder members, founder trainees, and ex-trustees, staff, trainees and volunteers.

Over the years CASE has faced serious highs and lows with many difficult times and crisis, always responding bravely and with great determination to overcome adversity and challenge.

CASE has received tremendous help and support over the 30 years from funders, friends and supporters, external agencies and from various individuals within these organisations, but equally as individuals in their own right.

Case Training Services
Report of the Trustees
for the Year Ended 31 December 2015

The importance of individuals to CASE cannot be overstated. With a caring compassion for the people who use our services, so very, very many people have helped and supported CASE in so many ways, the CASE extended family; sharing a commitment to making a real difference to improve the lives of those we serve.

Sadly many of our friends have passed away but their contribution to life at CASE will be cherished forever.

Established in 1985, CASE is an independent, innovative and successful charity providing excellent services for people with a learning disability residing in Hull and the East Riding of Yorkshire: run by local people for local people. Our focus is to enable the highest possible quality of life and enhance life opportunities for people with a learning disability and associated conditions; physical, sensory, emotional conditions and complex needs including those with more than one diagnosis. Life has not been kind to many of our clients.

CASE is recognised in Hull and the East Riding of Yorkshire as a leader in the field of services for people with a learning disability and their families/carers. CASE has a proven track record of delivering quality services evidenced by positive external monitoring, inspection, audits and reviews of contracted services. An example of this recognition is the Hull City Council VCS Accreditation review when CASE was awarded an overall 99% quality score, a remarkable achievement that acknowledges the solid and robust care systems and processes in place at CASE.

The safety, well being and health of our extremely vulnerable client group is of paramount importance and we fully recognise the need and value of enabling social integration and economic participation. The comprehensive service CASE provide includes an extensive support service to meet the diverse needs of our service users and their families.

Central and key to service delivery is our 'person centred' approach safeguarding service users, enabling and promoting choice and independence, addressing and increasing awareness of health, well-being and the access to health and other services.

Clients benefit greatly from the social and personal contact at CASE where they are trained, supported and encouraged in a safe, secure and stable environment being able to develop at their own pace. The unique environment at CASE enables trainees to feel confident and happy.

CASE clients and their families/carers often rely heavily on the services provided by CASE.

The CASE social programme of events and activities provided much needed opportunities to encourage and enable trainees to widen their social circle, develop and maintain friendships. The value of this warm, caring, supportive and structured approach to social inclusion is evident in the personal development of our trainees.

Trainees participated in a range of activities and social events in 2015 including trips to Flamingo Land and Hull Fair, with other recreational and educational visits including outings to parks and museums in the City.

Internal and external social events took place during the year offering opportunity for the trainees to take part in and enjoy those activities and events. The CASE football team was established in 2015 playing in the community inclusion league giving trainees the chance to compete as part of a team under real match conditions.

The long established CASE Trainee Committee continued to meet throughout the year; trainees are encouraged to air their views, questions and suggestions with the opportunity to challenge and question matters at Case. Trainees were also consulted in service planning issues.

The 'You Said, We did' notice board was introduced to display evidenced action taken to address trainee comments.

CASE fulfils its legal duty to ensure safeguarding measures are in place to protect the health, well-being and human rights of our trainees to ensure they can socialise and learn in an environment which is free from abuse, harm and neglect.

Case Training Services
Report of the Trustees
for the Year Ended 31 December 2015

Throughout 2015 work was done to consolidate the high quality of management financial policies & procedures within the overall CASE Financial Management Information Control System. Detailed financial review and planning resulted in a relatively strong year and the overall financial position demonstrated prudent and effective financial management and planning that contributed towards the sound financial position of CASE.

Work based pensions were successfully introduced before the government deadline with full staff consultation.

Mainstream funding arrangements from 2014 were carried forward into 2015, including three Service Level Agreements with the Hull City Council; Housing Related Support, Adult Services and Children's Services. The value of two of the SLA'S subject to a year on year 10% reduction.

The majority of clients referred to CASE and indeed in receipt of services are now funded through the personalisation agenda.

The Hull College contract was renewed for the 2015/2016 academic year, however it should be noted that in July 2015 the College advised there would be no contract available to CASE for 2016/2017. The matter being subject to urgent consideration. Furthermore in July the College imposed a reduction to the current contract value, resulting in the redundancy of two staff posts.

In 2015 other sources of income were generated circa £30,000 from various fund seeking and fundraising successes.

In August 2015 the Department of Work and Pensions awarded a contract to CASE to provide training and employment opportunities to unemployed DWP clients with a Learning Disability.

The European Regional Development Fund contract administered by the Department of Communities and Local Government to support the Centre of Excellence project was concluded in 2015.

As a result of an internal business review and evaluation in 2015 the CASE Social Enterprise Café Quattro was closed; the Case social enterprise was established at the Guildhall in 2009 and operated out of several venue outlets before being based at the NHS Willerby Hill site. Without additional external funding to support CASE Trainees in this sheltered employment provision the financial position and cost to CASE became untenable. Café Quattro closed its doors in July, with unavoidable redundancies of staff and the subsequent loss of valuable employment related opportunities for our clients.

Harris, Lacey & Swain, the CASE management accountants and auditors yet again provided invaluable support to ensure our financial health, with much appreciated additional and significant help and advice to the management team and the Board of Trustees. This was particularly evident in planning, operational and development issues.

Ingrams Solicitors continued to provide our HR specialist support service under the Ingrams Protect Contract The Jelf Insurance Partnership continued to meet our insurance requirements and Stallard Kane Consultancy provided support to meet Health & Safety legislation.

CASE operates to a robust business model; this is in consideration of the need to protect our core values and beliefs.

As ever our priority is to carefully and appropriately position our organisation to meet challenges of the future.

As planned, one year into the occupation of the Centre of Excellence CASE commenced a comprehensive and detailed review of the functionality of the building and the service provision. Much careful and considered planning enabled a positive start to this important task; much progress was made by the year end. Primarily this was a consultation led exercise involving staff, trainees and other key stakeholders. Special attention was afforded to the situation regarding the potential and likely loss of the Hull College contract in 2016. Consideration to be given to the need to possibly restructure CASE.

Significant progress was made to improve the profile of CASE through a carefully planned and structured Marketing Plan and Programme. The year-end marketing report clearly demonstrated a considerable increase in the profile of CASE; with many events organised by CASE and in partnership with the Business Support Group.

Case Training Services
Report of the Trustees
for the Year Ended 31 December 2015

A crucial breakthrough was achieved in 2015 with the introduction of commercial sponsorship of CASE events including the Annual Dinner. Other successes included a pop up celebrity restaurant, a Christmas programme for trainees and the introduction of in house trainee discos. A greatly enhanced newsletter was introduced with improved media relations alongside a visit from the newly appointed Editor of the Hull Daily Mail, Neil Hodgkinson.

The Case Business Support Group was relaunched and rejuvenated in 2015 with new members and the re-emergence of the Case 250 Club with attendant/membership events.

The support of the local business community featured prominently in the life of CASE throughout 2015.

Celebrating its 10 year anniversary in 2015 The Case Business Support Group, founded in 2005, was the first local Community Business Partnership Support Group of its kind in the area and provides much valued support to CASE including membership of the 250 club, donations and other fund raising activities. Much of the help and support freely given by the BSG and its individual members is often unseen and unheralded, nevertheless this support and influence is a key factor in the development and success of CASE.

Private sector partnership support remains an extremely valuable component in funding applications and contract negotiations.

The work of the BSG and its members is deeply appreciated by all at CASE.

CASE continues to abide by our long held priorities and values:

Survival; firstly and most importantly to continue to be here providing much needed high quality services to our trainees and their carers/families.

Development; never to stand still or be complacent; always seeking to enhance, improve and extend what we do well and do it better. An unwavering commitment to continuous improvement.

Influencing; to contribute and influence the wider debate, both locally and beyond to better the lives of those we serve.

The values, perspective and vision of the CASE founder members continue to be respected and upheld.

2015 posed significant challenges to our staff who worked hard to meet all before them, often going the extra mile and beyond. The ability of our organisation to respond to change is exceptional whilst seeking continuous improvement alongside an innovative and exciting approach to the service development.

Several of the recurring premises problems experienced in 2014 continued over into 2015. The installation of a working lift and external clock were still outstanding, only being resolved in the immediate advent of the planned Royal visit. Problems also remained regarding the generation of electricity and plant room functions.

Concerns remain regarding the condition of the Lifelink and Caseworks buildings at 68-72 Charles Street and the decision was made to seek termination of leases and withdraw from the buildings.

The intention to refurbish and extend NRS building at 35 Francis Street to enable services to be housed and delivered on one site remains an important objective but work to progress the project is dependent on exiting the above leases.

Once again special mention and thanks go to the Hull City Council elected members and staff for providing valuable assistance and support to CASE.

In 2015 CASE continued to engage in cross-sectoral networking activities through membership of local Learning Disability Partnership Boards, their sub-committees and other forums.

The Parent and Carers Support Group continued to meet; a forum to allow parents to be briefed on developments and to air their views. During 2015 the CASE charity shop supported by parent volunteers again produced a considerable surplus.

Sadly 2015 saw the passing of two long standing and much loved friends of CASE:

Case Training Services
Report of the Trustees
for the Year Ended 31 December 2015

Keith Dodsworth supported CASE in the early days by sourcing funding and also in so many other ways over the years. In latter years Keith served as a Trustee.

Linda Scaum joined CASE in 2000 as Training Manager playing a major part in the successful development of Case until her retirement in 2012 when she became a Case Trustee.

Once again a special vote of our thanks go to the small band of CASE volunteers, the trustees and to all our supporters, members of the local business community, our funders and the many other organisations and friends of CASE who provided much appreciated help, support and encouragement throughout 2015.

Our grateful thanks also go to all our staff who have coped admirably with all the pressures and worked hard to deliver services, meet the inevitable challenges and help shape the future of CASE.

CASE is all about people, those we work with and those we work for. The trainees and their families/carers remain the focus and the driver of all we aspire to. Improving lives is our goal and with the help and support of all those we work with we shall continue to strive to make that all important difference.

Kevin Corbett-CEO Case Training Services September 2016

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
03126101

Registered Charity number
1051587

Registered office
60 Charles Street
Kingston upon Hull
East Yorkshire
HU2 8DQ

Trustees

Mr Terry Rust	
Mr Keith Dodsworth	- resigned 26.7.15
Ms Linda Scaum	- resigned 28.2.15
Ms Anita Dawn Bielby	
Mr Mark John Cooke	- appointed 2.9.15

Company Secretary
Mr Terry Rust

Auditors

Harris Lacey and Swain
Chartered Accountants and Statutory Auditors
Suite 1
The Riverside Building
Hessle
East Yorkshire
HU13 0DZ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Case Training Services
Report of the Trustees
for the Year Ended 31 December 2015

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The trustees of the charity are also directors for the purpose of company law and under the Company's Articles of Association.

The trustees at the date of this report are as listed above. In accordance with the Articles of Association, one quarter of the trustees are required to retire by rotation and, accordingly, Terry Rust offered himself for re-election.

Induction and training of new trustees

The more traditional business skills are well represented on the board of trustees. In the event of particular skills being lost due to retirements, individuals are approached to offer themselves for election to the board of trustees.

Upon gaining appointment as trustee they are inducted into the charity by means of an informal process.

Trustees receive further training throughout their period of office as and when it is considered appropriate.

Organisational structure

The trustees of the charity form an executive committee responsible for the strategic direction and policy of the charity. The trustees meet on a regular basis and are supported in their governance of the charity's affairs by a management team that includes appropriately qualified professionals in key areas.

The responsibility for the provision of services rests with the general manager, supported by a service management team. The general manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The service management team has responsibility for the day-to-day operational management of the company, the supervision of the staff team and for ensuring the team continues to develop its skills and working in line with best practice.

Employees

The company rigorously follows its Equal Opportunities Policy in respect of all recruitment and employment procedures.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees have considered the major strategic business and operational risks that the charity faces and confirm that systems have been established to lessen those risks in so far as it is possible to do so.

Case Training Services

Report of the Trustees for the Year Ended 31 December 2015

ACHIEVEMENT AND PERFORMANCE

2015 CASE SERVICE PROVISION

Abilities:

A selection of specialised supported services for people with a Learning Disability.

Abilities 1

Trainees participate in a range of in house courses, delivered through a blend of practical and enterprise projects, dance, drama, healthy lifestyles and independent living, including regular community outings. This service provides therapeutic and foundation based learning experiences.

CASE ABILITIES PROGRAMME

- Promote choice and independence
- Provide opportunities for learning and self-development
- Design and creative Arts and Crafts projects
- Opportunity to join in group music/singing/dance/drama activities
- Participation in sporting and leisure activities and group outings
- Improve personal and social skills
- Learn independent living skills
- Gain basic cooking skills for independent living
- Undertake meaningful and stimulating activities

Academy:

CASE Academy departments offer accredited courses delivered in partnership with Hull College. Staff are qualified or working towards Certificate in Education (degree level) to support people with a learning disability to undertake nationally recognised qualifications (Entry Level to Level 2)

Academy 1

A curriculum based around art and design, Personal and social development, literacy, numeracy, enterprise projects & employability

CASE ACADEMY PROGRAMMES

Provide opportunities to undertake accredited training and attain qualifications in various subject areas and settings

Case Training Services

Report of the Trustees for the Year Ended 31 December 2015

ACHIEVEMENT AND PERFORMANCE

2015 CASE SERVICE PROVISION

Provide opportunities for learning and self-development

Promote choice and independence

Undertake life skills training and meaningful activities to support individuals to be more independent

Maximise personal and social skills to again confidence

Opportunity to gain skills in a commercial setting (CASE Charity Shop, Café Quattro and the CASE canteen)

Employability skills

Customer service skills

Foundation skills

Catering/Café Quattro:

CASE Catering department offers accredited courses and the opportunity to work in a real life kitchen environment

CASE Canteen

CASE operates a commercial catering service to staff and trainees in the Centre of Excellence building. Trainees learn and are trained in basic food hygiene, basic food preparation and cooking skills, money handling, washing, ironing and personal skills such as customer service, personal hygiene and presentation.

CASE CATERING PROGRAMMES

Opportunity to train and gain accredited qualifications in Hospitality/Health & Safety/Food Hygiene

Gain catering experience in a busy kitchen environment

Gain cooking skills for independent living

Gain experience in a commercial setting (Café Quattro and the CASE canteen)

Working in a team

Improving personal and social skills

Gain an understanding of healthy eating and living in a vocational and non-vocational setting

Food preparation and cooking skills

Stock control and wastage

Provide opportunities for learning and self development

Handling money and customer service

Case Training Services
Report of the Trustees
for the Year Ended 31 December 2015

ACHIEVEMENT AND PERFORMANCE

WELFARE

The CASE Welfare Department deliver an extensive welfare and support service to trainees accessing the CASE service which extends to parents, families and carers. Support is wide-ranging and flexible to meet the diverse needs of our service users

Ensure support arrangements focus on the range of needs and outcomes for service users

Safeguard service users and promote choice and independence

Crisis intervention

Assessment and review

Ongoing support and preventative interventions

Promote everyone's right to access health care services and to improve their health

Increase the awareness of health & wellbeing

Promote and develop pro-active approaches to assist service users to address their health and well-being with a person centred approach

Work to ensure fair access to services (including advocacy support & referral)

Advice and signposting

Work with and support families and establish links with statutory services, community centres and local voluntary groups and charities

Adopt a 'Whole Person' approach

Accompanied visits & Out of Hours support

Case Training Services
Report of the Trustees
for the Year Ended 31 December 2015

ACHIEVEMENT AND PERFORMANCE
CASE TRAINING SERVICES

Board of Trustees

CEO - Kevin Corbett
DCEO - Julie Grantley

Financial Controller - Kerry Robinson
Business Development Manager - Steve Smith
Marketing Manager - Steve Rusling
Funding Manager - Bernard Pieper p/t

Finance Staff - Flo Render
Admin Staff - Vicky Norton/ Tracey Williams/ Tess Emmerson
Cleaning Team - Dani Atkins p/t Emma Smith p/t

Referral & Recruitment Consultant - Mark Cooke

Training Manager - Jackie Charlton p/t
Shaun Foster
Shaun Iles
John Shearsmith
Alex Thomas
Rachael Hick
Sam Dowle

Catering Manager - Dave Elsom
Matt Coleburn
Jane Woodmansey p/t

Welfare & Disabilities Manager - Sam Chegwin
Helen Brignell
Mark Smith
Rachel Hoe
Laura Sanders
Matt Sharp p/t
Kim Pickering
Mike Walters p/t
Vikki Marshall (Maternity Leave)
Karen Watkin
Angie Thomson p/t
Sarah Stow p/t (Maternity Leave)

Case Volunteers
Rick Franklin
Nancy Aveyard
Margaret Carver
John Carver
Kelsey Magee
Samantha Jobling
Karen Medley

FINANCIAL REVIEW

Reserves policy

For the ensuing year the trustees intend to retain in bank deposits, sufficient funds to finance approximately six months' activities for the charity.

Case Training Services

Report of the Trustees for the Year Ended 31 December 2015

FINANCIAL REVIEW

Principal funding sources

As mentioned earlier in this report, the Charity's main funders are Hull City Council both in its own right and through the personalisation agenda and East Riding of Yorkshire Council in a smaller but similar manner

The contract with Hull College remained a significant source of funds throughout the year, although this ceased in July 2016.

The DWP contract is a new programme this year, which has been renewed in 2016

FUTURE DEVELOPMENTS

Future developments

- " Pursue the exit of the Caseworks and Lifelink buildings
- " Plan full renovation and refurbishment to the 35 Francis Street building and explore funding opportunities
- " Complete the comprehensive review of all CASE services and resources following 12 month occupation and usage
- " Address the anticipated shortfall of funding in relation to the potential loss of the Hull College contract
- " Explore alternative education and training options
- " Review SLA's and all contract management
- " Increase trainee occupancy to 75% with dedicated marketing and promotion to support trainee recruitment
- " Explore alternative Services for PWLD (including CASE Care Plus)
- " Seek to re-arrange the Royal visit / opening of Centre of Excellence
- " Introduce new Case website
- " Work to re-establish partnership and working arrangements to include recruitment with the East Riding of Yorkshire Council
- " Review client transport & taxi arrangements: Acquire replacement transportation vehicles
- " Appoint a Chair to Case BSG
- " Increase membership of the Case BSG 250 Club
- " Increase sponsorship support
- " Increase social media involvement
- " Create PR opportunities
- " Annual dinner 2016
- " Fundraising events
- " Trainee events
- " Board of Trustees Review
- " Review the Memorandum of Association & Articles of Association
- " Review the delivery and operation of HCLA
- " Review HR policies and procedures

Case Training Services

Report of the Trustees for the Year Ended 31 December 2015

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Case Training Services for the purposes of company law) are responsible for preparing the Report of the Trustees 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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

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

AUDITORS

The auditors, Harris Lacey and Swain, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 21 September 2016 and signed on its behalf by:

Mr Terry Rust - Trustee

Report of the Independent Auditors to the Trustees of Case Training Services

We have audited the financial statements of Case Training Services for the year ended 31 December 2015 on pages fifteen to twenty four. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' 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 trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As explained more fully in the Statement of Trustees Responsibilities set out on page twelve, 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.

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with regulations made under Section 154 of that Act.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Report of the Trustees to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 December 2015 and of its 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 applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**Report of the Independent Auditors to the Trustees of
Case Training Services**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements ; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Harris Lacey and Swain

Chartered Accountants and Statutory Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Suite 1

The Riverside Building

Hessle

East Yorkshire

HU13 0DZ

21 September 2016

Case Training Services

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2015

		Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
	Notes				
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income	2	1,082,203	-	1,082,203	942,284
Activities for generating funds	3	453,827	-	453,827	286,150
Investment income	4	439	-	439	449
Total incoming resources		1,536,469	-	1,536,469	1,228,883
RESOURCES EXPENDED					
Costs of generating funds					
Fundraising trading: cost of goods sold and other costs	5	19,743	-	19,743	19,221
Charitable activities	6				
Charitable Activities		1,316,412	25,729	1,342,141	1,161,696
Governance costs	8	43,705	-	43,705	34,287
Total resources expended		1,379,860	25,729	1,405,589	1,215,204
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		156,609	(25,729)	130,880	13,679
Gross transfers between funds	17	(58,299)	58,299	-	-
Net incoming/(outgoing) resources		98,310	32,570	130,880	13,679
RECONCILIATION OF FUNDS					
Total funds brought forward		666,036	1,201,673	1,867,709	1,854,030
TOTAL FUNDS CARRIED FORWARD		764,346	1,234,243	1,998,589	1,867,709

The notes form part of these financial statements

Case Training Services

Balance Sheet At 31 December 2015

	Notes	Unrestricted funds £	Restricted funds £	2015 Total funds £	2014 Total funds £
FIXED ASSETS					
Tangible assets	12	37,578	1,234,243	1,271,821	1,345,797
Investments	13	100	-	100	100
		<u>37,678</u>	<u>1,234,243</u>	<u>1,271,921</u>	<u>1,345,897</u>
CURRENT ASSETS					
Debtors	14	107,076	-	107,076	151,252
Cash at bank and in hand		<u>718,407</u>	<u>-</u>	<u>718,407</u>	<u>510,419</u>
		825,483	-	825,483	661,671
CREDITORS					
Amounts falling due within one year	15	(45,909)	-	(45,909)	(72,990)
		<u>779,574</u>	<u>-</u>	<u>779,574</u>	<u>588,681</u>
NET CURRENT ASSETS					
		<u>817,252</u>	<u>1,234,243</u>	<u>2,051,495</u>	<u>1,934,578</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
CREDITORS					
Amounts falling due after more than one year	16	(52,906)	-	(52,906)	(66,869)
		<u>764,346</u>	<u>1,234,243</u>	<u>1,998,589</u>	<u>1,867,709</u>
NET ASSETS					
FUNDS					
Unrestricted funds	17			764,346	666,036
Restricted funds				<u>1,234,243</u>	<u>1,201,673</u>
TOTAL FUNDS				<u>1,998,589</u>	<u>1,867,709</u>

The notes form part of these financial statements

Case Training Services

Balance Sheet - continued At 31 December 2015

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2015.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the Board of Trustees on 21 September 2016 and were signed on its behalf by:

Mr Terry Rust -Trustee

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 December 2015**

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

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

Allocation and apportionment of costs

All costs are allocated between the expenditure categories of the Statement of Financial Activities on the basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Leasehold Property	- 2% on cost and over length of lease
Plant and machinery etc	- 33% on cost, 25% on cost and 15% on cost

Taxation

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

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

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

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2015

2. VOLUNTARY INCOME

	2015	2014
	£	£
General Gifts & Donations	55,416	23,842
250 Club Membership	4,130	3,750
Grants	1,022,657	914,692
	<u>1,082,203</u>	<u>942,284</u>

Grants received, included in the above, are as follows:

	2015	2014
	£	£
Hull City Council	717,491	574,395
East Riding of Yorkshire Council	146,139	145,525
Supporting People	22,277	29,179
Hull College	136,680	102,450
Positive Project	-	480
Gardening Grant	70	62,663
	<u>1,022,657</u>	<u>914,692</u>

3. ACTIVITIES FOR GENERATING FUNDS

	2015	2014
	£	£
Anniversary Dinner	6,520	-
Catering Income	330	8,166
Shop Income	15,449	8,206
Sundry Income	1,795	1,365
Gardening Income	4,782	5,293
HCLA Recharges	424,951	263,120
	<u>453,827</u>	<u>286,150</u>

4. INVESTMENT INCOME

	2015	2014
	£	£
Deposit account interest	439	449
	<u>439</u>	<u>449</u>

5. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	2015	2014
	£	£
Purchases	19,743	19,221
	<u>19,743</u>	<u>19,221</u>

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2015

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Charitable Activities	1,337,856	4,285	1,342,141

7. SUPPORT COSTS

	Other £
Charitable Activities	4,285

8. GOVERNANCE COSTS

	2015 £	2014 £
Legal & Professional Fees	32,905	23,487
Auditors' remuneration	10,800	10,800
	<u>43,705</u>	<u>34,287</u>

9. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging/(crediting):

	2015 £	2014 £
Auditors' remuneration	10,800	10,800
Depreciation - owned assets	46,669	45,867
Surplus on disposal of fixed asset	(813)	-
	<u></u>	<u></u>

10. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees' remuneration or other benefits for the year ended 31 December 2015 nor for the year ended 31 December 2014.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2015 nor for the year ended 31 December 2014.

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2015

11. STAFF COSTS

	2015 £	2014 £
Wages and salaries	748,953	698,706

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

	2015	2014
Training Services	21	21
Management and Administration	15	15
	<u>36</u>	<u>36</u>

No employees received emoluments in excess of £60,000.

12. TANGIBLE FIXED ASSETS

	Leasehold Property £	Plant and machinery etc £	Totals £
COST			
At 1 January 2015	1,671,167	329,986	2,001,153
Additions	17,620	13,650	31,270
Disposals	(55,917)	(3,217)	(59,134)
At 31 December 2015	<u>1,632,870</u>	<u>340,419</u>	<u>1,973,289</u>
DEPRECIATION			
At 1 January 2015	366,350	289,006	655,356
Charge for year	31,089	15,580	46,669
Eliminated on disposal	-	(557)	(557)
At 31 December 2015	<u>397,439</u>	<u>304,029</u>	<u>701,468</u>
NET BOOK VALUE			
At 31 December 2015	<u>1,235,431</u>	<u>36,390</u>	<u>1,271,821</u>
At 31 December 2014	<u>1,304,817</u>	<u>40,980</u>	<u>1,345,797</u>

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2015

13. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 January 2015 and 31 December 2015	100
	<u>100</u>
NET BOOK VALUE	
At 31 December 2015	100
	<u>100</u>
At 31 December 2014	100
	<u>100</u>

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

Caseworks Limited

:

Nature of business: Social Enterprise

	%
Class of share:	holding
Ordinary	100

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Trade debtors	27,664	68,755
Amounts recoverable on contract	37,100	65,417
Other debtors	42,312	17,080
	<u>107,076</u>	<u>151,252</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Bank loans and overdrafts	-	19,178
Trade creditors	6,491	12,367
Taxation and social security	12,725	14,558
Other creditors	26,693	26,887
	<u>45,909</u>	<u>72,990</u>

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2015

16. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2015 £	2014 £
Other creditors	52,906	66,869

17. MOVEMENT IN FUNDS

	At 1.1.15 £	Net movement in funds £	Transfers between funds £	At 31.12.15 £
Unrestricted funds				
General Reserve	666,036	156,609	(58,299)	764,346
Restricted funds				
Centre of Excellence	1,201,673	(25,729)	58,299	1,234,243
TOTAL FUNDS	<u>1,867,709</u>	<u>130,880</u>	<u>-</u>	<u>1,998,589</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Reserve	1,536,469	(1,379,860)	156,609
Restricted funds			
Centre of Excellence	-	(25,729)	(25,729)
TOTAL FUNDS	<u>1,536,469</u>	<u>(1,405,589)</u>	<u>130,880</u>

18. RELATED PARTY DISCLOSURES

Case Training Services owns 100% of the share capital of Caseworks (Hull) Ltd, company number 06934738. At the balance sheet date the intercompany balance between the two organisations was £4,186.41 (2014: £4,186.41). No transactions took place during the year.

Hull Centre for Learning Abilities Limited (HCLA) is a company limited by guarantee, company number 08858920. It is economically dependent on Case Training Services although there are no common officer relationships. At the balance sheet date there was a balance owing of £240 to HCLA, there was also a balance due from HCLA of £12,187.78. The transactions that took place during the year were at arms length and reflected recharges made between the two organisations.

19. LOAN

For commercial reasons a decision was made after the year end to repay the loan in full, from SEIF, this amounted to £65,874.44 and is included in other creditors.

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2015

20. TAXATION

All of the charity's income is applied for charitable purposes and therefore the charity is exempt from corporation tax.

21. TRUSTEES' INDEMNITY INSURANCE

The company has indemnity insurance for officers and trustees of the company. The premium for 2015 amounted to £1,424 (2014: £1,378).

22. SHARE CAPITAL

The charity is incorporated as a company limited by guarantee and therefore has no share capital. The liability of members is restricted to £10 each. The total number of members as at 31 December 2015 was 65. The unrestricted fund and any excess of income over expenditure is not to be distributed to members.

Case Training Services

Detailed Statement of Financial Activities for the Year Ended 31 December 2015

	2015 £	2014 £
INCOMING RESOURCES		
Voluntary income		
General Gifts & Donations	55,416	23,842
250 Club Membership	4,130	3,750
Grants	1,022,657	914,692
	<u>1,082,203</u>	<u>942,284</u>
Activities for generating funds		
Anniversary Dinner	6,520	-
Catering Income	330	8,166
Shop Income	15,449	8,206
Sundry Income	1,795	1,365
Gardening Income	4,782	5,293
HCLA Recharges	424,951	263,120
	<u>453,827</u>	<u>286,150</u>
Investment income		
Deposit account interest	439	449
	<u>439</u>	<u>449</u>
Total incoming resources	<u>1,536,469</u>	<u>1,228,883</u>
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
Purchases	19,743	19,221
Charitable activities		
Wages	748,953	698,706
Rent, Rates & Water	10,839	8,793
Insurance	15,531	16,622
Light and heat	15,696	21,694
Telephone	9,583	17,997
Postage and stationery	10,980	12,488
Motor Expenses	678	1,503
Travelling Expenses	2,099	1,818
Staff Training Costs	1,279	1,316
Subscriptions	1,315	3,849
Repairs & Renewals	25,897	39,773
Sundries	9,180	14,679
Recruitment & Advertising	7,995	7,570
HCLA SLA	432,000	264,000
Long leasehold	31,089	31,855
Gardening Equipment	41	-
Carried forward	1,323,155	1,142,663

This page does not form part of the statutory financial statements

Case Training Services

Detailed Statement of Financial Activities for the Year Ended 31 December 2015

	2015 £	2014 £
Charitable activities		
Brought forward	1,323,155	1,142,663
Plant and machinery	1,120	570
Fixtures and fittings	1,219	1,130
Motor vehicles	513	290
Computer equipment	12,662	12,022
Loss on sale of tangible fixed assets	(813)	-
	<hr/> 1,337,856	<hr/> 1,156,675
Governance costs		
Legal & Professional Fees	32,905	23,487
Auditors' remuneration	10,800	10,800
	<hr/> 43,705	<hr/> 34,287
Support costs		
Other		
Loan	4,285	5,021
	<hr/> 1,405,589	<hr/> 1,215,204
Total resources expended		
	<hr/>	<hr/>
Net income	<hr/> <hr/> 130,880	<hr/> <hr/> 13,679

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