

CENTRAL CHESHIRE BUDDY SCHEME

Charity No. 1160519

Trustee's Report and
Unaudited Accounts

31 March 2016

CENTRAL CHESHIRE BUDDY SCHEME

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CENTRAL CHESHIRE BUDDY SCHEME
REPORT OF THE TRUSTEES

The Trustees of Central Cheshire Buddies Scheme present their report with these unaudited accounts and financial statements of the Charity for the period ending 31 March 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 1160519

Registered Office

140 Main Road
Shavington
Crewe
Cheshire
CW2 5DP

Trustees

Ann Triner
Anne Williams
Debbie Murray
Helen Spencer
Jaqui Mcmertry
Simon Lawley
James Edwards

Accountants

Shires Accountants Limited
Checkley Grange
Checkley Lane
Wrinehill
Cheshire
CW3 9DA

Bankers

Co-operative Bank
Manchester M60 4EP

ACHIEVEMENTS AND PERFORMANCE

CCBS secured funding from Cheshire East Council for short breaks for carers, siblings, early help and from Eastern Cheshire CCG. Contracted sources of funding have not changed dramatically in this year.

The number of children (159) being supported by CCBS continues to grow as well as carers (200) and siblings (35) etc. As a result of becoming a registered charity CCBS have attracted more support and help with fund raising. The number of activities continue to increase and CCBS are over delivering on all contracts for Cheshire East Council.

FINANCIAL REVIEW

In the financial year CCBS secured 4 contracts with Cheshire East Council and Eastern Cheshire Clinical Commissioning group including securing funding from Cheshire East Council to deliver short breaks for carers.

The contract value was £44,000 for a 12-month period to support 200 carers through 130 activity sessions (coffee mornings, days out, meals, keep fit, pottery workshops and shopping).

CCBS also secured funding from Cheshire East Council to deliver short breaks for siblings of a disabled child. The contract value was £10,000 for a 12-month period to support 30 siblings through 30 activity sessions.

CCBS has in place an Early Help contract to run activity sessions for children and young people with disabilities with Cheshire East Council for £25,000.

This is due for renewal in March 2017. Eastern Cheshire CCG funded CCBS £20,000 to deliver work under the Winter Pressures Scheme aimed at reducing admissions to A&E.

CCBS also received £13,000 from the European Social Fund to develop employment skills among adults with disabilities.

OBJECTIVES AND ACTIVITIES

To preserve and protect the health and well-being of children and young people with disabilities (up to the age of 25), their family and carers, living in Cheshire and the surrounding areas, by the provision of respite opportunities for parents and carers of a disabled child as a break from their caring roles and responsibilities, the provision of a range of support and recreational and leisure time activities, provided in the interests of social welfare designed to improve their conditions of life.

CENTRAL CHESHIRE BUDDY SCHEME REPORT OF THE TRUSTEES (cont)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable trust managed by 7 Trustees who oversee the running of CCBS. The trustees meet quarterly to discuss and review the operations of the organisation. The Trustees remain unchanged for the year 2015-2016.

Management of risk is considered at Trustee and management meetings and steps are taken to mitigate as appropriate. These are kept under regular review. Procedures are in place for authorisation of transactions, contracts and projects. Safeguarding is always discussed at Trustee meetings and a review of safeguarding policies and procedures is conducted annually and submitted to Cheshire East Council. All staff are DBS checked and volunteers received both safeguarding and first aid training in this year.

CCBS employs 10 members of staff, 1 full time, 3 part time (18-32hrs) 6 seasonal staff (8hrs a month). In addition CCBS has 21 volunteers aged 15-60 years. The Trustees meet regularly with staff, volunteers, beneficiaries and local businesses. They are also involved in some of the activities and trips.

FUTURE PLANS

CCBS shall continue to support children and young people with disabilities and their families in the geographical area of Cheshire East through activity clubs, trips, days out and longer residential breaks.

These will be offered to the young people themselves, their siblings and their parents or legal carers. We intend to continue to deliver commissioned services for both Cheshire East and the NHS; and to build links with other statutory, voluntary and charitable organisations, such as the Morgan Foundation and the Williams Foundation, to secure funding and support our service users.

The Trustees of Central Cheshire Buddies Scheme present their annual report and accounts for the year ended 31 March 2016 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

Signed on behalf of the Trustees:

Simon Lawley
Trustee

CENTRAL CHESHIRE BUDDY SCHEME
STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2016

	Notes	Unrestricted funds 2016 £	Total funds 2016 £
Income and endowments from:			
Donations and legacies	3	160,340	160,340
Other	4	28	28
Total income and endowments		160,368	160,368
Expenditure on:			
Charitable activities	5	18,251	18,251
Other	6	125,332	125,332
Total expenditure		143,583	143,583
Net income before transfers Net income before other gains/ (losses)		16,785	16,785
Other recognised gains and losses:			
Net movement in funds		16,785	16,785
Reconciliation of funds:			
Total funds brought forward		61,961	61,961
Total funds carried forward		78,746	78,746

CENTRAL CHESHIRE BUDDY SCHEME
SUMMARY INCOME AND EXPENDITURE ACCOUNT
for the year ended 31 March 2016

	2016 £
Income	160,368
Gross income for the year	<u>160,368</u>
Expenditure	143,583
Total expenditure for the year	<u>143,583</u>
Net income before tax for the year	16,785
Net income for the year	<u><u>16,785</u></u>

CENTRAL CHESHIRE BUDDY SCHEME
BALANCE SHEET

at 31 March 2016

Charity No. **1160519**

	Notes	2016 £
Current assets		
Cash at bank and in hand		79,945
		<u>79,945</u>
Creditors: Amount falling due within one year	8	(1,199)
Net current assets		<u>78,746</u>
Total assets less current liabilities		78,746
Net assets		<u><u>78,746</u></u>
Funds of the Charity		
Unrestricted funds	9	
General funds		78,746
		<u>78,746</u>
Restricted funds	9	
Total funds		<u><u>78,746</u></u>

Approved by the board on 28 October 2016

And signed on its behalf by:

Simon Lawley

Trustee
28 October 2016

for the year ended 31 March 2016

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention, with the exception of investments which are shown at market value, and in accordance with the Financial Reporting Standard for Smaller Entities - Statement of Recommended Practice ("FRSSE SORP").

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	There are no restrictions to funds imposed by the donor.
Income Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
Volunteer help	The value of any volunteer help received is not included in the accounts.
Investment income	This is included in the accounts when receivable.

CENTRAL CHESHIRE BUDDY SCHEME
NOTES TO THE ACCOUNTS

Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from taxation on its charitable activities.

2 **Charity Status**

The charity is a charitable trust..

3 Income from donations and legacies

Unrestricted	Total
	2016
£	£
160,340	160,340
<u>160,340</u>	<u>160,340</u>

4 Other income

Unrestricted	Total
	2016
£	£
28	28
<u>28</u>	<u>28</u>

CENTRAL CHESHIRE BUDDY SCHEME
NOTES TO THE ACCOUNTS

5 Expenditure on charitable activities

	Unrestricted	Total
	£	2016
	£	£
<i>Expenditure on charitable activities</i>		
	12,297	12,297
	2,007	2,007
	3,587	3,587
Grants made	360	360
<i>Governance costs</i>		
	<u>18,251</u>	<u>18,251</u>

6 Other expenditure

	Unrestricted	Total
	£	2016
	£	£
	815	815
Employee costs	108,230	108,230
Motor and travel costs	5,705	5,705
Premises costs	4,043	4,043
General administrative costs	4,910	4,910
Legal and professional costs	1,629	1,629
	<u>125,332</u>	<u>125,332</u>

7 Staff costs

	2016
	£
Salaries and wages	101,222
Social security costs	<u>6,823</u>
	<u>108,045</u>

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

8 Creditors:
amounts falling due within one year

	2016
	£
Accruals and deferred income	<u>1,199</u>
	<u>1,199</u>

CENTRAL CHESHIRE BUDDY SCHEME
NOTES TO THE ACCOUNTS

9 Movement in funds

	At 1 April 2015	Incoming resources (including other recognised gains/losses) £	Resources expended £	Gross transfers £	At 31 March 2016 £
Designated funds:					
Unrestricted funds:					
General funds	61,961	160,368	(143,583)	-	78,746
<i>Designated funds:</i>					
General Fund	-	-	-	-	-
<i>Total unrestricted funds</i>	<u>61,961</u>	<u>160,368</u>	<u>(143,583)</u>	<u>-</u>	<u>78,746</u>
Restricted funds:					
Endowment funds:					
Total funds	<u>61,961</u>	<u>160,368</u>	<u>(143,583)</u>	<u>-</u>	<u>78,746</u>

Purposes and restrictions in relation to the funds:

Revaluation funds Represent the amount by which investments exceed their historical cost.

Designated funds:

General Fund To preserve and protect the health and well-being of children and young people with disabilities

10 Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total £
Net current assets	<u>65,887</u>	<u>12,859</u>	<u>78,746</u>
	<u>65,887</u>	<u>12,859</u>	<u>78,746</u>

11 Related party disclosures

Controlling party

The Charity is charitable trust and is controlled by the board of trustees.

CENTRAL CHESHIRE BUDDY SCHEME

INDEPENDENT EXAMINERS REPORT

Independent Examiner's Report to the trustees of CENTRAL CHESHIRE BUDDY SCHEME

I report on the accounts of CENTRAL CHESHIRE BUDDY SCHEME for the year ended 31 March 2016 which comprise the Statement of Financial Activities, the Summary Income and Expenditure Account, the Balance Sheet and the related notes.

Respective responsibilities of trustees and examiner

The trustees of the charity are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for an independent examination, it is my responsibility to:

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

Basis of independent examiner's report

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

Independent examiner's statement

In connection with my examination, no matter has come to my attention: (Other than disclosed)

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act:
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act.

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:

David Trotman

For and on behalf of

Shires Accountants

Checkley Grange

Checkley Lane

Wrinehill

Cheshire CW3 9DA

CENTRAL CHESHIRE BUDDY SCHEME
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

for the year ended 31 March 2016

	Unrestricted funds 2016 £	Total funds 2016 £
Income and endowments from:		
Donations and legacies	160,340	160,340
	<u>160,340</u>	<u>160,340</u>
Other	28	28
	<u>28</u>	<u>28</u>
Total income and endowments	160,368	160,368
Expenditure on:		
Charitable activities	12,297	12,297
	2,007	2,007
	3,587	3,587
Grants made	360	360
	<u>18,251</u>	<u>18,251</u>
Charitable activities	18,251	18,251
Other expenditure	815	815
	<u>815</u>	<u>815</u>
Employee costs		
Salaries/wages	101,222	101,222
Employer's NIC	6,823	6,823
Staff training	155	155
Temporary staff	30	30
	<u>108,230</u>	<u>108,230</u>
Motor and travel costs		
Vehicles - General costs	20	20
Vehicles - Fuel	4,499	4,499
Vehicles - Insurance and licences	186	186
Vehicles - Repairs and maintenance	572	572
Travel and subsistence	428	428
	<u>5,705</u>	<u>5,705</u>
Premises costs		
Rent	1,467	1,467
Light, heat and power	178	178
Premises repairs and maintenance	2,398	2,398
	<u>4,043</u>	<u>4,043</u>

CENTRAL CHESHIRE BUDDY SCHEME
DETAILED STATEMENT OF FINANCIAL ACTIVITIES

General administrative costs, including depreciation and amortisation		
Bank charges	20	20
General insurances	1,564	1,564
Information and publications	36	36
Postage and couriers	93	93
Software, IT support and related costs	512	512
Stationery and printing	1,659	1,659
Sundry expenses	792	792
Telephone, fax and broadband	234	234
	<u>4,910</u>	<u>4,910</u>
Legal and professional costs		
Accountancy and bookkeeping	1,519	1,519
Consultancy fees	110	110
	<u>1,629</u>	<u>1,629</u>
	<u>125,332</u>	<u>125,332</u>
Total expenditure	143,583	143,583
	16,785	16,785
Net income before transfers		
Net income before other gains/(losses)	<u>16,785</u>	<u>16,785</u>
Net movement in funds	<u>16,785</u>	<u>16,785</u>