

The Cara Trust

(A Registered Charity and Company Limited by Guarantee)

REPORTS AND FINANCIAL STATEMENTS

1st April 2015 – 31st March 2016

Registered Charity No. 328124

Registered as a Company in England & Wales No. 2284056

THE CARA TRUST
COMPANY LIMITED BY GUARANTEE
Report and Financial Statements
For The Year Ended 31 March 2016

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THE CARA TRUST
TRUSTEES REPORT
For the Year Ended 31 March 2016

Introduction

Welcome to the Annual Report and Accounts for The Cara Trust for the year 1 April 2015 – 31 March 2016.

The purpose of this document is to report on our activities during the year in order to meet our legal responsibilities as both a charity and a company limited by guarantee, as well as to demonstrate how we work towards achieving our Mission, which is all about ***making life better for people with HIV*** – especially on the issues of ageing and poverty.

Interspersed throughout this report are comments from service users taken from our 2016 user survey. These are in ***bold italics***. We hope these help provide context and add a human touch to this document beyond its legal requirements.

Maintaining the balance between being a friendly place to get help and providing that help in a professional way can sometimes be difficult. But we see that as a necessary creative tension; as a good thing. Becoming too friendly and, perhaps, unprofessional, or too impersonal, and perhaps unfriendly, might be easier, but would not fit in with the values by which we try to operate.

Please contact us at the address below if you would like further copies of this report or additional information. It is also available at our website www.caralife.com

'I love Cara: what a brilliant place to hang out, meet people on same situation, makes me feel less isolated, educational sessions run from time to time on how to stay healthy, empowerment sessions, self-awareness and complementary therapies offered to service users'

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Legal status

Cara is a company limited by guarantee (No: 2284056) and a registered charity (No: 328124).

Council of Management

Ian Govendir (Chairman)
Nimrod Ben-Cnaan (Secretary)
Frances Forsbrey (Treasurer)
Angela Byakwaga
Dr Pepe Catalan
Rev. Chrs Rogers

Director

Mr. Chris Woolfs (employee)

Registered office

240 Lancaster Road
London W11 4AH

Tel: 020 7243 6147

E: mail@caralife.com

www.caralife.com

Independent examiner

MHA Machlyre Hudson
New Bridge Street House
30 – 34 New Bridge Street
London EC4V 6BJ

Solicitors

Ambrose Appelbe
7 New Square
Lincoln's Inn
London WC2A 3RA

Bankers

Barclays Bank PLC
137 Ladbroke Grove
London W11 1PR

Investment Managers

CCLA Investment Management Ltd
80 Cheapside
London EC2V 6DZ

'Am so impressed about Cara services. I travel all the way from Slough to come to Cara. I feel very much at Home'

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The members of the Council of Management (hereafter referred to as Trustees), who are also directors of the charity for the purposes of company law, and trustees for charity law purposes, submit their annual report and accounts of The Cara Trust for the financial year 2015 – 2016. The Trustees confirm that this document complies with current statutory requirements, those of the charity's governing document and the provisions of the Statement of Recommended Practice (FRS 102) 'Accounting and Reporting by Charities', issued by The Charity Commission 2005, as well as the guidance contained within 'CC15b - Charity Reporting & Accounting – The essentials', The Charity Commission 2009, and Public benefit: reporting 2013.

Structure, governance and management

The Cara Trust is governed by its Memorandum & Articles of Association, which were signed and registered on 11 July 1988. The Certificate of Incorporation of a Private Limited Company was issued on 4 August 1988.

Trustees are appointed for a 3-year term, with the option of having this extended to 2 consecutive terms.

Trustees are appointed at the Annual General Meeting or, where there are casual vacancies, by the Board itself. The charity is not a membership organisation as such – members of the company are comprised of the Trustee Board.

During the year more than one third of Trustees were people living with HIV; some others identify as being affected by the virus and its impact, whilst others were keen to bring their skills and knowledge to the charity's mission.

Care is taken to seek to ensure an appropriate ethnic and gender balance. The Board meets 6 – 8 times per year. Details of the members serving during this year are shown above.

Recruitment is through a variety of methods; advertising via 2nd tier organisations, amongst service users and through word of mouth. Please contact us for a copy of our Trustee recruitment policy.

All new Trustees receive an induction pack containing relevant information about the organisation, as well as publications from the Charity Commission and National Council of Voluntary Organisations.

Trustees are provided with access to a range of training & information resources; including role specific courses, e-learning, charity seminars and HIV specific publications.

Trustees are responsible for:

- Approving the organisation's major strategies and plans and reviewing progress in achieving them.
- Reviewing and approving the organisation's funding strategy including an annual budget; overseeing financial control and ensuring it is maintained appropriately.
- Directing the production of audited accounts and annual report.
- Directing development and review of all policies required for the efficient, safe and lawful operation of the organisation's activities.
- Ensuring employment of staff necessary to conduct the organisation's business.
- Ensuring, as far as is practically possible, that all available resources are applied to furthering the charity's objectives with maximum effect.
- Ensuring the organisation works within the rules of the Charity Commission and the law.

Trustees are not involved in the day to day implementation or operation of the above. That is delegated to the staff team.

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Trustees have adopted a risk management approach to their work overseeing the charity, with many procedures implemented to minimise potential impact on the charity should any of those risks materialise. The charity's risk register is reviewed every two years.

The staff team is led by the Director, Chris Woolls, and comprised:

Helen Byatereka - Women's programme leader (part-time)
Alex Huggins - Volunteer development (part-time)
Diana Oryango – Children & Families support (part time)
Clive Preece - Social work manager, older people (part time)
Fiona Reid - Social worker (part-time)
Stephanie Schlipper - Fundraiser
John Williams – Employment support (part time)
Clare Wright – Social worker (part time)

In addition, our volunteer team delivers numerous services at our premises and in community settings.

Partnership working

1. We deliver a specialist Employment support programme for Hammersmith residents, in partnership with River House Trust.
2. We hosted the independent HIV and swimming project.

Vision Statement

The Cara Trust was founded in 1988 by Fr. David Randall as a response to the evolving challenges presented by HIV/AIDS. Whilst we are open and accessible to anyone with HIV, we try to focus our limited resources on working to support those people with the highest levels of need, whether that's due to poverty, ill-health, isolation or age.

Policies and objects

Cara has, at its core, a framework of policies which have been developed within a context of confidentiality and equality of opportunity. All policies are reviewed regularly.

We have a clear and focused strategy for the provision of one-to-one and group social welfare support delivered by workers, students and volunteers. We try to provide this support and care where people are – in the community, in medical settings, at Cara, or in partnership with other organisations.

These services are underpinned by our aim to be a model organisation in terms of the recruitment, training and supervision of all our human resources – staff, volunteers and Trustees.

In summary, the charity's **objects** are:

- The relief of sickness by the provision of pastoral care, support and advice for people living with or affected by HIV;
- The promotion and facilitation of theological and spiritual reflection upon HIV and its impact on individuals and society;
- The promotion of any charitable purpose intended to provide relief to people who have lost a loved one to HIV/AIDS;
- The advancement of education and training for individuals and faith communities wishing to offer spiritual, emotional and practical support to people living with or affected by HIV.

There have been no changes in our objects since the last annual report.

'Cara services have been wonderful and great in solving our problems at all times'

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Our objectives for the year have remained focused on providing services for people living with HIV.

Public benefit

When planning our activities for the year, the trustees have considered the Charity Commission's guidance on public benefit:

- Trustees are clear that there are identifiable benefits to the work that we do -- some of these are identified below, particularly in the section highlighting our annual user survey;
- Trustees are clear that these benefits are for a section of the public (people living with or affected by HIV);
- Trustees are clear what the benefits are, again some are discussed below;
- Trustees are clear that those benefits relate to our aims – which they clearly do;
- Trustees are clear that those benefits outweigh any potential detriment or harm.

Review of activities and future developments

2015 – 2016, in common with much of the sector, has been about ensuring we continue meeting the needs of people with HIV in the context of ongoing statutory funding cuts, increased competition for voluntary funding and increasing levels of need. In addition we've been looking at becoming more specialised in our work – with the possibility of focusing exclusively on needs associated with ageing and extreme poverty.

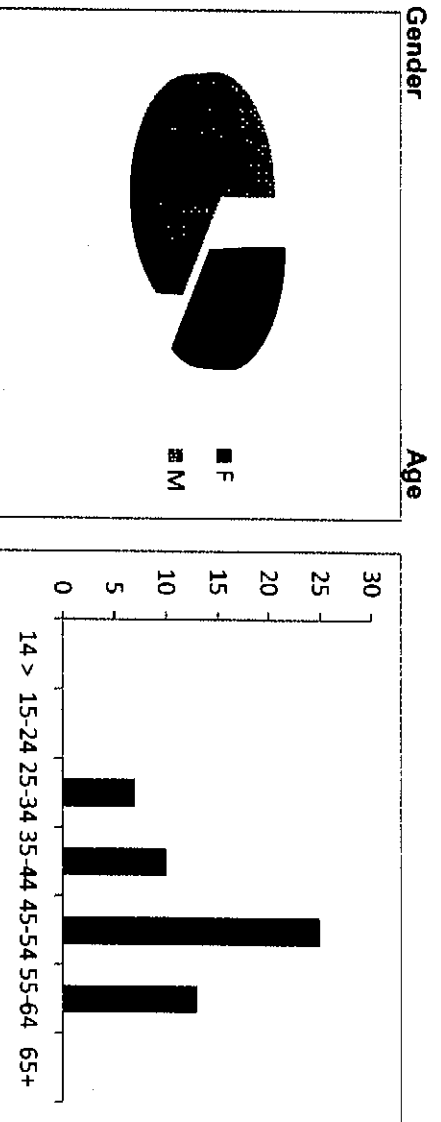
Trustees have kept to their decision not to introduce postcode entitlement to our services – they remain free of charge and open to all who may need them. Often people with HIV might choose not to use a service in their locality, due to the impact of real or perceived stigma and discrimination and concerns about their own confidentiality.

Service delivery remains community based and responsive to our users' needs. In line with London epidemiology, our service users are predominantly people originally from sub-Saharan Africa and UK/EU gay men.

We provided services to 491 members, an increase of 3% on the previous year, across 33 (2014 - 15 = 32) London boroughs and beyond.

New members during the year

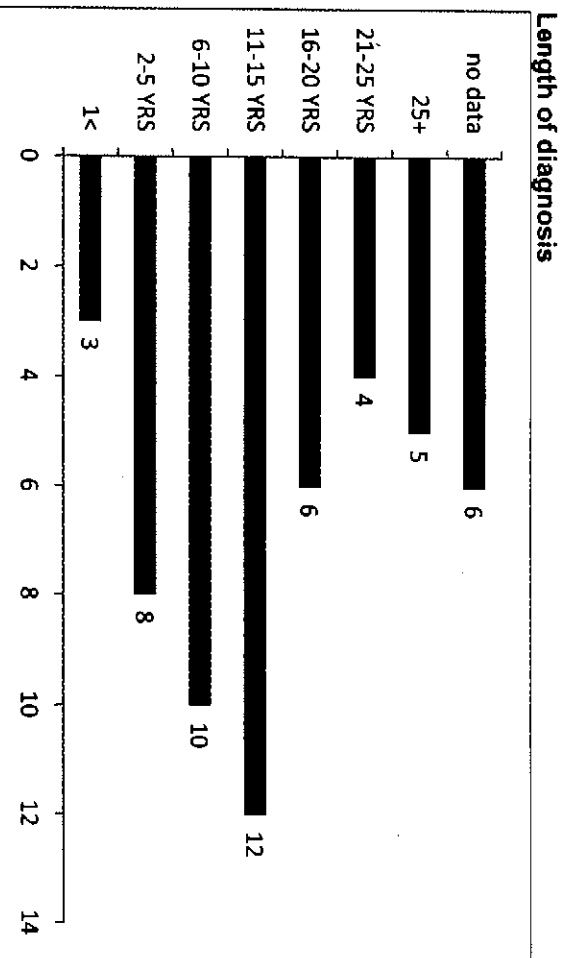
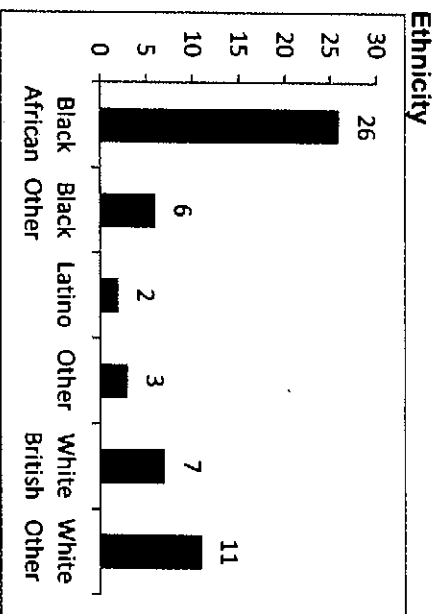
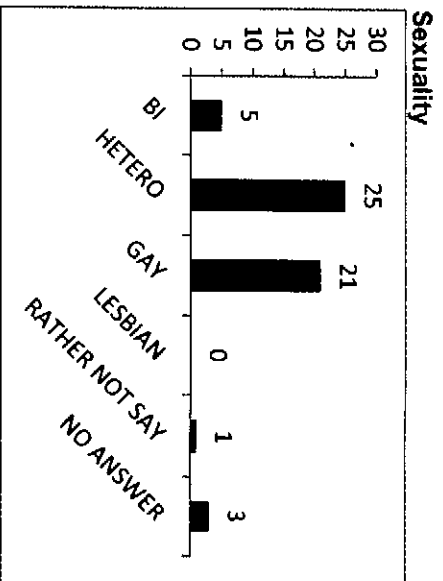
Obviously it's important to know who your members are. New members joining in this year had the following characteristics:



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Services we provided include:

- ❖ One-to-one emotional and peer support;
- ❖ Case-work, advocacy and practical support;
- ❖ Employment support programme;
- ❖ Complementary therapies;
- ❖ Counselling;
- ❖ African people's support programme;
- ❖ Children & Families support programme;
- ❖ Open access peer support group;
- ❖ 50+ older people's social group;
- ❖ Small grants advocacy project – this raised £22,521 for members during this year;
- ❖ Food bank.

'Equal rights and equal opportunity that's what we gain In Cara'

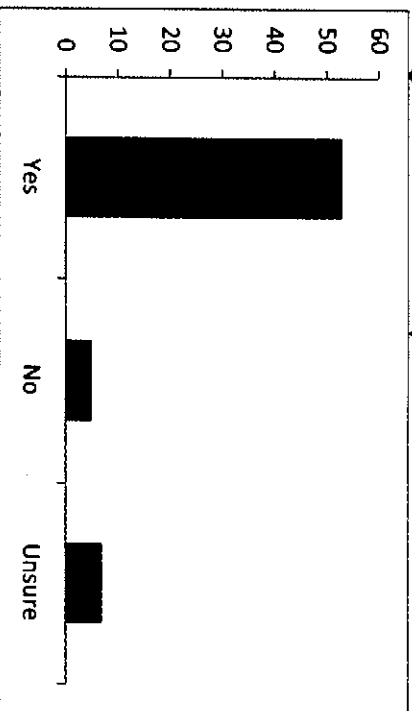
The outcomes that all these services aim to meet include;

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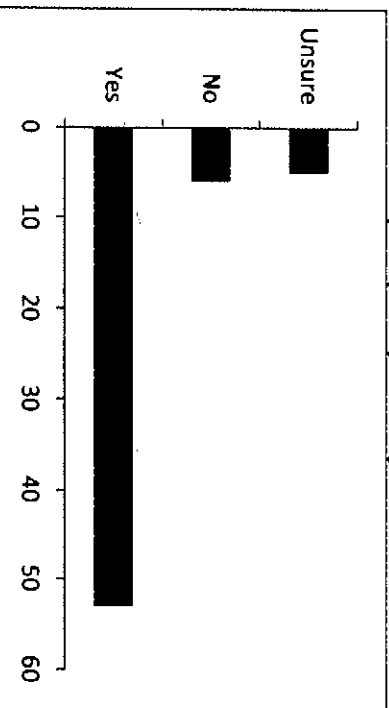
- ❖ A reduction in emotional support related issues;
- ❖ An increase in independence and community involvement;
- ❖ Improvement in physical and/or mental well-being
- ❖ A reduction in social isolation;
- ❖ Increased access to peer support and/or friendship networks;
- ❖ A reduction in financial exclusion / poverty related needs.

Below are some of the results of our 2015 - 16 beneficiary survey.

Being a Cara member helps me feel less isolated



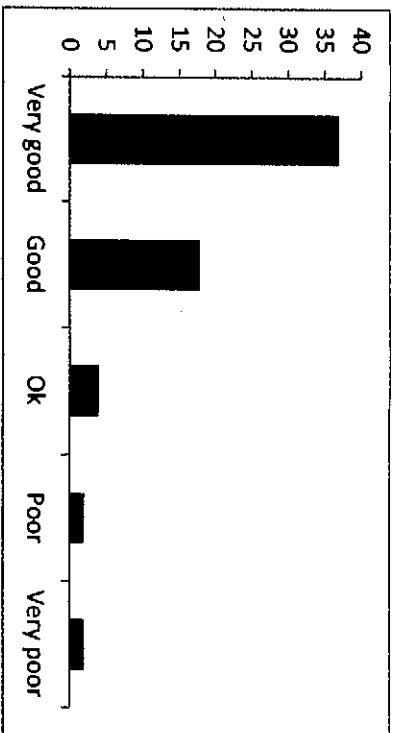
Cara membership helps improve my health and well-being



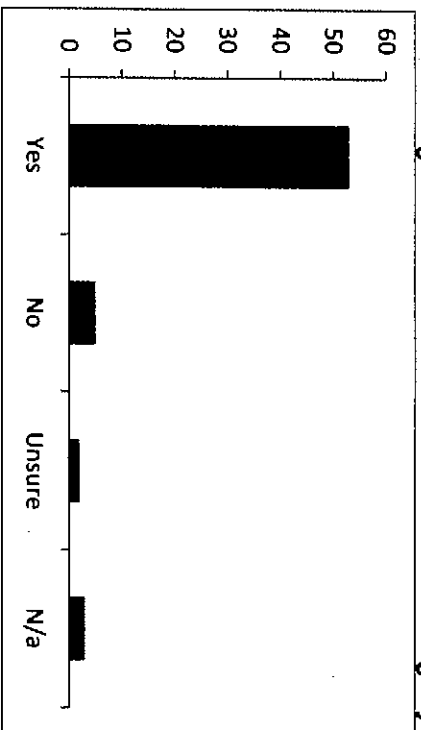
'Cara Is well known support group. It has helped a lot of service users emotionally, physically, and financial. We love for your support'

Efficiency (dealing with enquiries, following up with issues, etc)

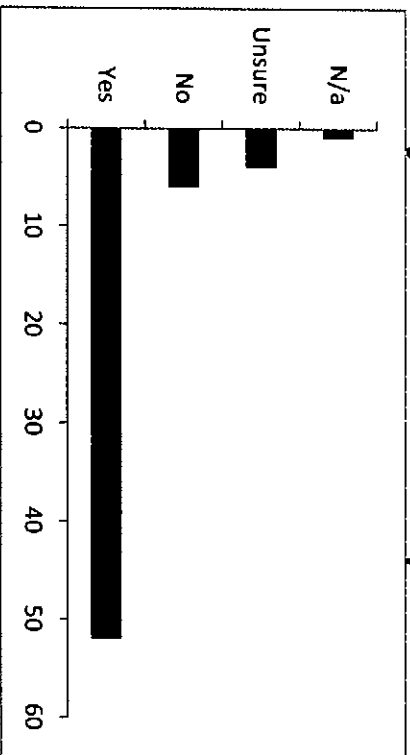
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When using Cara services I feel I am treated with dignity and respect



When using Cara services I am treated fairly and not discriminated against



These survey results, along with the comments from users, indicate that we continue to make good progress in achieving desired outcomes. At Cara we understand the need to obtain regular qualitative feedback from service users, and we place great value on what our members tells us.

'Has offered me a chance to rediscover myself as a human being - a person with a potential'

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The policy context within which we operate remains influenced by a number of factors:

- ❖ Poverty – particularly as experienced by people living on benefits, asylum seekers surviving on below benefit level of income, and undocumented migrants surviving on good will and the invisible / untaxed economy. HIV aside, poverty, both relative and absolute, remains the biggest common denominator amongst Cara's clients;
- ❖ Stigma and discrimination experienced by people living with HIV;
- ❖ Additional layers of stigma and discrimination experienced by gay men and African communities;
- ❖ Increases in number of people living with HIV, and particularly in people ageing with the virus.
- ❖ Lack of understanding of the diverse and variable needs of people with the virus at political and service commissioning level;
- ❖ Economic impact: deficit reduction leading to fewer statutory contracts, increased competition for voluntary funding, fewer individual donors due to the impact of the economic downturn on real wages.

We are fully signed up to the principle that services for people living with HIV should be provided in a holistic and joined up manner. At Cara we meet specific needs and are clear that other organisations are best placed to meet other needs. To that end we place a priority on fostering collaborative partnerships and networks that best serve our users.

Our **key partners** this year have been:
Social workers across London Boroughs – particularly Brent, Kensington & Chelsea and Wandsworth.
Age Concern Kensington & Chelsea, Ammerdown Centre.
Bloomsbury Clinic & Patient Reps.
Camden Citizens Advice Bureau; Central London Community Healthcare; Central & North-West London NHS Trust; Central West London HIV & Sexual Health Forum; City Harvest; Clevedon Forbes Fund.
Deutsche Bank.
Family Holiday Association; Fare Share; Food Chain; Fund for Human Need.
Gilead; R L Glasspool Charity.
Hammersmith & Fulham Volunteer Centre; Home Office.
Kensington & Chelsea District Nursing Trust; Kensington & Chelsea Social Council; Kensington Palace; Heinz, Anna & Carol Kroch Foundation.
League of the Helping Hand.
Margaret's Fund; Mary MacArthur Holiday Trust; Matthew Trust; Midway Centre; Mind (K&C).
National AIDS Manual; National AIDS Trust; National Council for Voluntary Organisations; Newby Trust.
Open Age; Ogilvie Charities.
Peabody Housing Association; Positive East; Positively UK.
Recovery College; River House Trust, Rosedene Nursing Home; Royal Parks Foundation.
Society for the Relief of Distress; South Hampstead School; Strained Circumstances Fund
Talisman Trust, Terence Higgins Trust
United Charities of St. Paul's (Covent Garden); University College London Hospital; University of West London.
Various London churches; Victoria Convalescent Fund; Voluntary Action Westminster; Volunteer Centre Kensington & Chelsea; Volunteering Matters.
Westminster Abbey; Westminster Almshouses Foundation; Westminster Amalgamated Charity; Westminster Volunteer Centre.
YMCA Positive Health programme; Dr Mike Youle.
Zaachaeus 2000 Trust

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Volunteers.

Volunteers continue to play a huge role in the delivery of Cara services and in helping us to improve the lives of our clients.

Roles undertaken by volunteers included: catering, office support, counsellor, trustee, group facilitator, grant applications support and complementary therapists.

'I just want to say a big THANK YOU to everyone; the staff, volunteers and the service users'

In our 2015 survey of volunteers, an amazing **100% said that they felt positively valued by Cara. 54% of our volunteers are living with HIV**, which helps meet our goal of increasing opportunities for people with HIV to be more involved in the organisation and delivering services (if they choose to). **87% of volunteers told us that Cara helped improve their skills, confidence and self-esteem.**

At Cara we are very grateful for the skills and expertise that our volunteers bring – without them we would be unrecognisable. We'd like to say a very big thank you to all of you.

'Thank you for the opportunity to volunteer at Cara. I am now a qualified shiatsu practitioner and it has been a valuable experience being at Cara. One continues to learn and I feel I am a lifelong student of this healing energy work'

Fundraising

Cara diversified its fundraising a number of years ago and will continue to do so over the years ahead. During this year Trustees decided to respond to the changing financial environment by taking on a much-needed fundraiser, rather than continually cutting services and costs. We look forward to reporting on this development next year. For further details see Accounts below.

We would like to thank all our major financial supporters, without whom our continued operation would not be possible:

Big Lottery Fund
Dr Edwards & Bishop King's Fulham Charity
Gilead
Gordon Family Fund
Hammersmith & Fulham borough
Henry Smith Charity
London Community Foundation
MAC AIDS Fund
Make a Difference Trust
People's Postcode Trust
Royal Borough of Kensington & Chelsea
Southwark Cathedral
Wandsworth Oasis Trading Co. Ltd
Westminster Abbey

Extra special thanks to our individual and faith community supporters.

Arrangements for setting pay and remuneration of Key Management Personnel
Key Management Personnel comprised of the Trustees and the Director. Trustees are not remunerated in their capacity as a Trustee. The remuneration of the Director is determined by the Trustees annually and normally increased in accordance with average earnings, considering sector parameters and benchmarks.

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Reserves policy

It is the policy of the trustees to maintain reserves adequate to provide for the appropriate winding down of operations should the need arise, and the discharge of all responsibilities. This is currently set at an amount equal to between one half – one year of our annual budget plus the cost of any redundancies. For the year ahead this amounts to £143,000 - £286,000. At the year-end free reserves amounted to £63,793.

Investment

Carat's investments are in 2 accounts managed by CCLA. At 31 March 2016 the value of these funds was £60,249. The charity spent none of these during this year. The investment value went down by £1730 an approximate decrease of 3%.

Independent examiner

Chris Harris (CPFA) of MHA MacIntyre Hudson has indicated his willingness to accept appointment.

Small company special provisions

The report of the Council of Management has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006. It was approved, and authorised for issue, by the Council of Management on 15/2/16 2016 and signed on its behalf by:



Ian Goverdir
Chair

THE CARA TRUST

Report of the Independent Examiner to the Trustees of the charitable company on the accounts for the year ended 31 March 2016

I report on the accounts of the company for the year ended 31 March 2016 which are set out on pages 15 to 30.

Respective responsibilities of Trustees and Independent Examiner

The trustees, who are also the directors of The CARA Trust Limited for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- a) examine the accounts under section 145 of the Act;
- b) follow the procedures in the General Directions given by the Charity Commission under section 145(5)(b) of the Act; and;
- c) 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 undertaken 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:

- 1 which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



CHRIS HARRIS CPFA - Independent Examiner

MHA MacIntyre Hudson
New Bridge Street House
30-34 New Bridge Street
London
EC4V 6BU

This report was signed:

16 December 2016

THE CARA TRUST - Statement of Financial Activities (Including Income and Expenditure Account) for the year ended 31 March 2016

	Note	Current year		Current year Total Funds	Prior Year Total Funds
		Current year Unrestricted Funds	Current year Restricted Funds		
Income & Endowments from:		2016	2016	2016	2015
		£	£	£	£
Donations & Legacies	18	70,686	133,638	204,324	267,903
Investments	19	109	-	109	86
Total Income		70,795	133,638	204,433	267,989
Expenditure on:					
Charitable activities	23	100,323	134,909	235,232	266,976
Total expenditure		100,323	134,909	235,232	266,976
Net gains/(loss) on investments	10	(1,730)	-	(1,730)	7,372
Net (expenditure)/income for the year		(31,258)	(1,271)	(32,529)	8,385
Net income after transfers		(31,258)	(1,271)	(32,529)	8,385
Net movement in funds		(31,258)	(1,271)	(32,529)	8,385
Reconciliation of funds:-					
Total funds brought forward		95,051	30,201	125,252	116,867
Total funds carried forward		63,793	28,930	92,723	125,252

All income and expenditure derive from continuing operations

The Statement of Financial Activities includes all gains and losses recognised during the year.

The notes attached on pages 20 to 30 form an integral part of these accounts.

THE CARA TRUST - Statement of Financial Activities (Including Income and Expenditure Account) for the year ended 31 March 2016

Analysis of prior year total funds, as required by paragraph 4.2 of the SORP

	Note	Prior Year Unrestricted Funds 2015 £	Prior Year Restricted Funds 2015 £	Prior Year Total Funds 2015 £
Income & Endowments from:				
Donations & Legacies	18	83,405	184,498	267,903
Investments	19	86	-	86
Total Income		83,491	184,498	267,989
Expenditure on:				
Raising funds		-	-	-
Charitable activities	23	106,556	160,420	266,976
Total expenditure		106,556	160,420	266,976
Net gains on Investments	10	7,372	-	7,372
Net Income for the year		(23,065)	24,078	1,013
Transfers between funds		-	-	-
Net Income after transfers		(15,693)	24,078	8,385
Net movement in funds		(15,693)	24,078	8,385
Reconciliation of funds:-	5			
Total funds brought forward		110,744	6,123	116,867
Total funds carried forward		95,051	30,201	125,252

All income and expenditure derive from continuing operations

The Statement of Financial Activities includes all gains and losses recognised during the year.


THE CARA TRUST - Balance Sheet as at 31 March 2016

	Note	2016 £	2015 £
Fixed assets			
Tangible assets	9	4,710	6,696
Investments held as fixed assets	10	60,249	61,979
Total fixed assets		<u>64,959</u>	<u>68,675</u>
Current assets			
Debtors	11	7,870	11,619
Cash at bank and in hand		30,622	54,629
Total current assets		<u>38,492</u>	<u>66,248</u>
Creditors: amounts falling due within one year	12	<u>(10,728)</u>	<u>(9,671)</u>
Net current assets		27,764	56,577
The total net assets of the charity		<u>92,723</u>	<u>125,252</u>
The total net assets of the charity are funded by the funds of the charity, as follows:-			
Restricted funds			
Restricted Revenue Funds	14	28,930	30,201
Unrestricted Funds			
Unrestricted Revenue Funds	14	63,793	95,051
Designated Funds			
Total charity funds		<u>92,723</u>	<u>125,252</u>

The Trustees consider that the charitable company is entitled to exemption from the requirement to obtain an audit under the provision of section 477 of the Companies Act 2006 ("the Act") and the members have not required the charitable company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The charity is subject to Independent Examination under charity legislation, and the report of the examiner is on pages 14.



IAN GOVENDIR
Trustee

Approved by the board of trustees on 15 December 2016

The notes attached on pages 20 to 30 form an integral part of these accounts.

THE CARA TRUST

Cash Flow Statement for the year ended 31 March 2016

	2016	2015
	£	£
Cash flows from operating activities		
	A	1,097
	<u>(24,116)</u>	
Cash flows from Investing activities		
Interest received	109	86
Purchase of property, plant and equipment	-	(3,685)
Net cash provided by /(used in)Investing activities	B	<u>(3,599)</u>
	<u>109</u>	
Cash flows from financing activities		
Net cash provided by financing activities	C	-
	-	
Overall cash used in all activities	A+B+C	<u>(2,502)</u>
	<u>(24,007)</u>	
Cash movements		
Change in cash and cash equivalents from activities in the year ended 31 March 2016	(24,007)	(2,502)
Cash and cash equivalents at 1 April 2015	54,629	57,131
Change in cash and cash equivalents due to exchange rate movements	-	-
Cash at bank and in hand less overdrafts at 31 March	<u>30,622</u>	<u>54,629</u>

THE CARA TRUST

**Cash Flow Statement for the year ended 31 March 2016
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Cash Flow Statement for the year ended 31 March 2016 - Continued

Reconciliation of net (expenditure)/income to net cash flow from operating activities

Net (expenditure)/income as shown in the Statement of Financial Activiti	(32,529)	8,385
<i>Adjustments for :-</i>		
Depreciation charges	1,986	1,986
Write downs of investments	-	-
Net losses/(gains) on investment assets	1,730	(7,372)
Dividends, interest and rents from investments	(109)	(86)
Decrease/(increase) in debtors	3,749	(3,763)
Increase in creditors, excluding loans	1,057	1,947

Net cash (used in)/provided by operating activities **A** **(24,116)** **1,097**

Analysis of cash and cash equivalents

	2016	2015
	£	£

Cash in hand at for the year ended 31 March 2016 30,622 54,629

Notice deposits - (less than 3 months) - -

Total cash and cash equivalents **30,622** **54,629**

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2016

1 Accounting policies

Policies relating to the production of the accounts.

a) Basis of preparation and accounting convention

The accounts have been prepared on the accruals basis, under the historical cost convention, and in accordance with the Financial Reporting Standard 102 (effective January 2015)) and The FRS102 Statement of Recommended Accounting Practice 2015'. (The SORP 2015), and in accordance with all applicable law in the charity's jurisdiction of registration, except that the charity has prepared the financial statements in accordance with the FRS 102 SORP 2015 in preference to the previous SORP, the SORP 2005, which has been withdrawn, notwithstanding the fact that the extant statutory regulations, the Charities (Accounts and Reports) Regulations 2008 refer explicitly to the SORP 2005. This has been done to accord with current best practice.

In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

The financial statements are prepared in sterling which is the functional currency of the charity and rounded to the nearest pound.

Policies relating to categories of income and Income recognition.

b) Income recognition

Income, whether from exchange or non-exchange transactions, is recognised in the statement of financial activities (SOFA) on a receivable basis, when a transaction or other event results in an increase in the charity's assets or a reduction in its liabilities and only when the charity has legal entitlement, the income is probable and can be measured reliably.

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.

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.

Income subject to terms and conditions which must be met before the charity is entitled to the resources is not recognised until the conditions have been met.

All income is accounted for gross, before deducting any related fees or costs.

c) Accounting for deferred income and Income received in advance

Where terms and conditions relating to income have not been met or uncertainty exists as to whether the charity can meet any terms or conditions otherwise within its control, income is not recognised but is deferred as a liability until it is probable that the terms or conditions imposed can be met.

Policies relating to expenditure on goods and services provided to the charity.

d) Recognition of liabilities and expenditure

A liability, and the related expenditure, is recognised when a legal or constructive obligation exists as a result of a past event, and when it is more likely than not that a transfer of economic benefits will be required in settlement, and when the amount of the obligation can be measured or reliably estimated.

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2016

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing or the amount of the future expenditure required to settle the obligation are uncertain, give rise to a provision in the accounts, which is reviewed at the accounting year end. The provision is increased to reflect any increases in liabilities, and is decreased by the utilisation of any provision within the period, and reversed if any provision is no longer required. These movements are charged or credited to the respective funds and activities to which the provision relates.

e) Volunteers

In accordance with the SORP, and in recognition of the difficulties in placing a monetary value on the contribution from volunteers, the contribution of volunteers is not included within the income of the charity.

However, the trustees value the significant contribution made to the activities of the charity by unpaid volunteers.

f) Tangible fixed assets

All assets costing more than £500 are capitalised.

Tangible fixed assets are measured at their original cost value, or subsequent revaluation, or if donated, as described above. Cost value includes all costs expended in bringing the asset into its intended working condition.

Depreciation has been provided at the following rates in order to write off the assets to their anticipated residual value over estimated useful lives.

Furniture and Fixtures	10 % straight line
Office Equipment	20 % straight line

g) Financial Instruments Including cash and bank balances

Cash held by the charity is included at the amount actually held and counted at the year end. Bank balances, whether in credit or overdrawn, are shown at the amounts properly reconciled to the bank statements.

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight-line basis over the lease term.

The Charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

h) 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 a defined contribution pension scheme. Contributions are expensed as they become payable in accordance with the rules of the scheme.

i) 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 budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2016

j) Judgements and key source of estimation

The following judgements (apart from those involving estimates) have been made in the process of applying the above accounting policies that have had the most significant effect on amounts recognised in the financial statements:

Depreciation rates for tangible fixed assets
Basis of valuation of financial investments

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

Depreciation rates for tangible fixed assets
Basis of valuation of financial investments

k) Investment policy

Investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value using the closing quoted market price. All gains and losses are taken to the Statement of Financial Activities as they arise.

The Statement of Financial Activities includes the net gains and losses arising on revaluations and disposals throughout the year. As investments are revalued to fair value continuously, no realised gains or losses arise.

2 Liability to taxation

As a registered charity, the organisation is exempt from income and corporation tax to the extent that its income and gains are applied towards the charitable objects of the charity and for no other purpose. Value Added Tax is not recoverable by the charity, and is therefore included in the relevant costs in the Statement of Financial Activities.

3 Winding up or dissolution of the charity

If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

4 Net (deficit)/surplus before tax in the financial year

2016	2015
£	£

The net (deficit)/surplus before tax in the financial year is stated after charging:-

Depreciation of owned fixed assets	1,986	1,986
Pension costs	5,303	5,823

5 Staff costs and emoluments

Salary costs

	2016	2015
	£	£
Gross Salaries excluding trustees and key management personnel	110,751	121,015
Employer's National Insurance for all staff	5,447	6,649
Employer's operating costs of defined contribution pension schemes	5,303	5,823
Trustees' Remuneration as detailed in note 0	-	-

Total salaries, wages and related costs

121,501	133,487
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THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2016

Numbers of full time employees or full time equivalents

	2016	2015
The average number of total staff employed in the year was	4	4

Neither the trustees nor any persons connected with them have received any remuneration from the charity or any related entity, either in the current or prior year.

The charity considers the Trustees and Director to be Key Management Personnel. During the year the total amount of employee benefits received by Key Management Personnel was £41,898 (2015 - £49,221).

No employees received emoluments (excluding pension costs) in excess of £60,000 per annum.

6 Remuneration and payments to Trustees and persons connected with them

No trustees or persons connected with them received any remuneration from the charity, or any related entity.

The trustees did not have any expenses reimbursed during the year (2015 - ENIL).

7 Deferred Income - Unrestricted and Designated funds

	Opening Deferals	Released from prior years	Received less released in year	Deferred at year end
Dr Edwards' & Bishop King's Fulham Charity	£ 3,000	£ 3,000	-	-
Total	3,000	3,000	-	-
			2016	2015
			£	£
			-	3,000

These deferrals are included in creditors

8 Deferred income - Restricted funds

	Opening Deferals	Released from prior years	Received less released in year	Deferred at year end
Sundry grants	£ 417	£ (417)	-	-
Total	417	(417)	-	-
			2016	2015
			£	£
			-	417

These deferrals are included in creditors

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Notes to the Accounts for the year ended 31 March 2016

9 Tangible fixed assets

	Office equipment	Total
Cost	£	£
At 1 April 2015	9,931	9,931
At 31 March 2016	9,931	9,931
Depreciation		
At 1 April 2015	3,235	3,235
Charge for the year	1,986	1,986
At 31 March 2016	5,221	5,221
Net book value		
At 31 March 2016	4,710	4,710
At 31 March 2015	6,696	6,696

10 Investments held as fixed assets

	Investments in subsidiary undertakings	Listed Investments	Other Classes of Investments	Total
Carrying values of investments	£	£	£	£
At 1 April 2015	-	-	61,979	61,979
Revaluation at 31 March 2016	-	-	(1,730)	(1,730)
At 31 March 2016	-	-	60,249	60,249
Analysis between fair value and historical cost				
Investments as above held at fair value	-	-	60,249	60,249
Analysis of Other Classes of Investments				
		Included at historical cost, less write down	Included at fair value	Total
Other Investments		£	£	£
At 1 April 2015		61,979	61,979	61,979
Revaluation at 31 March 2016		(1,730)	(1,730)	-
At 31 March 2016		60,249	61,979	61,979

Summary of other classes of investments at 31 March 2016

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2016

Other investments

60,249

60,249

11 Debtors

Trade debtors
Other debtors

2016
£
7,764
106

2015
£
11,113
506

7,870 11,619

12 Creditors: amounts falling due within one year

Trade creditors
Accruals
Deferred Income - Unrestricted & designated funds
Deferred Income - Restricted funds
PAYE, NIC VAT and other taxes
Other creditors

2016
£
4,111
3,300
-
2,145
1,172

2015
£
2,015
3,062
3,000
417
45
1,132

10,728 9,671

13 Particulars of how particular funds are represented by assets and liabilities

At 31 March 2016

	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	4,710	-	-	4,710
Investments at valuation:-				
Fixed asset investments	60,249	-	-	60,249
Current Assets	9,562	-	28,930	38,492
Current Liabilities	(10,728)	-	-	(10,728)
	<u>63,793</u>	<u>-</u>	<u>28,930</u>	<u>92,723</u>

At 1 April 2015

	Unrestricted funds	Designated funds	Restricted funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	6,696	-	-	6,696
Investments at valuation:-				
Fixed asset investments	61,979	-	-	61,979
Current Assets	36,047	-	30,201	86,248
Current Liabilities	(9,671)	-	-	(9,671)
	<u>95,051</u>	<u>-</u>	<u>30,201</u>	<u>125,252</u>

14 Change in total funds over the year as shown in Note 13, analysed by individual funds

Funds brought forward from 2015	Movement in funds in 2016	Transfers between funds in 2016	Funds carried forward to 2017
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See Note 15 See Note 0

£ £ £ £

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2016

Unrestricted and designated funds:-

Unrestricted revenue funds	95,051	(31,258)	-	63,793
Total unrestricted and designated funds	95,051	(31,258)	-	63,793
Restricted funds:-				
Big Lottery Fund - African Women	3,989	(3,989)	-	-
Peer Support for Older People	5,044	20,788	-	25,832
Social Activities - Children	8,867	(8,867)	-	-
Grants for Service Users	2,471	627	-	3,098
MAC AIDS Fund	9,830	(9,830)	-	-
Total restricted funds	30,201	(1,271)	-	28,930
Total charity funds	125,252	(32,529)	-	92,723

15 Analysis of movements in funds over the year as shown in Note 14

	Income 2016 £	Expenditure 2016 £	Other Gains & Losses 2016 £	Movement in funds 2016 £
Unrestricted and designated funds:-				
Unrestricted revenue funds	70,795	(100,323)	(1,730)	(31,258)
Restricted funds:-				
Big Lottery Fund - African Women	30,384	(34,373)	-	(3,989)
Peer Support for Older People	30,358	(9,570)	-	20,788
Social Activities - Children	4,000	(12,867)	-	(8,867)
Grants for Service Users	17,921	(17,294)	-	627
MAC AIDS Fund	35,000	(44,830)	-	(9,830)
OASIS Wandsworth	10,000	(10,000)	-	-
Hammersmith United Charities	5,000	(5,000)	-	-
OASIS Others	975	(975)	-	-
	204,433	(235,232)	(1,730)	(32,529)

16 The purposes for which the funds as detailed in note 14 are held by the charity are:-

Unrestricted and designated funds:-

Unrestricted revenue funds
These funds are held for the meeting the objectives of the charity, and to provide reserves for future activities, and, subject to charity legislation, are free from all restrictions on their use.

Restricted funds:-

Big Lottery Fund - African Women

peer support and casework programme for African women living with HIV

Peer Support for Older People

social and peer support services for people with HIV aged 50+

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2016

Social Activities - Children	activity programme for children in families affected by HIV and poverty.
Grants for Service Users	grants for individual service users received from other charities – usually for household items or living expenses.
MAC AIDS Fund	peer support, advocacy and casework programme for African men with HIV.
OASIS Wandsworth	advocacy and casework for people with HIV resident in Wandsworth borough.
Hammersmith United Charities	employment support programme for people with HIV resident in Hammersmith.
OASIS Others	annual respite break for older people with HIV
Miscellaneous Fund	Miscellaneous activities

17 Ultimate controlling party

The charity is under the control of its legal members.

THE CARA TRUST

Detailed analysis of income and expenditure for the year ended 31 March 2016 as required by the SORP 2015

This analysis is classified by conventional nominal descriptions and not by activity.

18 Donations and Legacies

Current year Unrestricted Funds 2016	Current year Restricted Funds 2016	Current year Total Funds 2016	Prior Year Total Funds 2015
£	£	£	£

Donations and gifts from Individuals

Individual donation	5,003	-	5,003	9,958
Churches & Trusts small donation	1,700	-	1,700	7,029

Total donations and gifts from Individuals

	6,703	-	6,703	16,987
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Revenue grants from government and public bodies

LB Hammersmith and Fulham	19,551	-	19,551	24,439
LB Kensington and Chelsea	11,305	-	11,305	15,280

Total public sector revenue grants

	30,856	-	30,856	39,719
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Revenue grants and donations from non public bodies

Big Lottery Fund - African Women	-	30,384	30,384	39,144
Big Lottery Fund - Volunteers	-	-	-	45,186
Estee Lauder MAC AIDS Fund	-	35,000	35,000	29,500
People's Postcode Trust	-	19,941	19,941	-
Lloyds TSB Foundation	-	-	-	15,200
Oasis Wandsworth	-	10,000	10,000	12,519
Sports Relief	-	-	-	15,133
Westminster Amalgamated Charity	7,500	-	7,500	-
Gilead Community Awards	5,000	-	5,000	5,000
Make a Difference Trust	-	5,000	5,000	-
Gordon Family Fund	-	5,000	5,000	-
Other Trust and Foundations	20,627	28,313	48,940	49,515

Total private sector revenue grants

	33,127	133,638	166,765	211,197
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Total Donations and Legacies A1

	70,686	133,638	204,324	287,903
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19 Investment Income

Current year Unrestricted Funds 2016	Current year Restricted Funds 2016	Current year Total Funds 2016	Prior Year Total Funds 2015
£	£	£	£

THE CARA TRUST

Detailed analysis of income and expenditure for the year ended 31 March 2016 as required by the SORP 2015

Bank Interest Receivable	109	-	109	86
Total Investment Income	A4	109	-	109
				86

20 Expenditure on charitable activities - Direct spending

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2016	2016	2016	2015
	£	£	£	£
Gross wages and salaries - charitable activities	36,442	74,309	110,751	121,015
Employers' NI - Charitable activities	1,792	3,655	5,447	6,849
Defined contribution pension costs - charitable activities	1,745	3,558	5,303	5,823
Travel and Subsistence - Charitable Activities	591	101	692	660
Staff costs - training and conferences	2,297	-	2,297	1,448
Staff costs - book and publication	-	-	-	196
Staff costs - recruitment	1,417	-	1,417	-
Direct service costs	5,942	53,136	59,078	60,660
Total direct spending	B2a	134,759	184,985	196,451

21 Support costs for charitable activities

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2016	2016	2016	2015
	£	£	£	£
Volunteer costs				
Volunteers' expenses	595	-	595	1,067
Training and welfare - volunteers	1,543	-	1,543	2,073
Travel and subsistence - volunteers	1,876	-	1,876	4,120
Volunteers' costs - recruitment/ retention	591	-	591	609
Premises Expenses				
Rent payable under operating leases	14,336	-	14,336	27,228
Light heat and power	-	-	-	463
Cleaning and waste management	4	-	4	1,310
Premises repairs, renewals and	226	-	226	1,378
Property insurance	1,185	-	1,185	1,245
Furniture and equipment	313	-	313	2,574
Council tax	1,418	-	1,418	-
Administrative overheads				
Telephone, fax and internet	3,923	-	3,923	4,000
Postage	694	-	694	1,622
Stationery and printing	815	-	815	1,652

THE CARA TRUST

Detailed analysis of income and expenditure for the year ended 31 March 2016 as required by the SORP 2015

Accounting services	6,780	-	6,780	6,486	
Fundraising	2,122	-	2,122	2,748	
IT maintenance support	6,445	-	6,445	6,754	
Police checks	101	-	101	132	
Trustees meeting costs	152	150	302	150	
Admin other costs	2,242	-	2,242	337	
Professional fees paid to advisors other than the auditor or examiner	148	-	148	142	
Legal fees	148	-	148	142	
Financial costs					
Bank charges	442	-	442	314	
Depreciation & Amortisation in total for	1,986	-	1,986	1,986	
Support costs before reallocation	47,937	150	48,087	68,390	
Total support costs	47,937	150	48,087	68,390	
22 Other Expenditure - Governance costs					
Current year Unrestricted Funds	2016	Current year Restricted Funds	2016	Current year Total Funds	Prior Year Total Funds
£	£	£	£	£	£
Independent Examiner's fees	2,160	-	2,160	2,040	
AGM and annual Report	-	-	-	95	
Total Governance costs	2,160	-	2,160	2,135	
23 Total Charitable expenditure					
Current year Unrestricted Funds	2016	Current year Restricted Funds	2016	Current year Total Funds	Prior Year Total Funds
£	£	£	£	£	£
Total direct spending	B2a 50,226	134,759	184,985	196,451	
Total support costs	B2d 47,937	150	48,087	68,390	
Total Governance costs	B2e 2,160	-	2,160	2,135	
Total charitable expenditure	B2 100,323	134,909	235,232	266,976	