

REGISTERED COMPANY NUMBER: 03126101
REGISTERED CHARITY NUMBER: 1051587

**Report of the Trustees and
Financial Statements for the Year Ended 31 December 2016
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

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for the Year Ended 31 December 2016**

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Case Training Services

Report of the Trustees for the Year Ended 31 December 2016

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 2016. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

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 2016

CASE operates a robust business model; this 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.

The positive financial position of CASE at year end was achieved in spite of the serious setback of the loss of the long held contract with Hull College confirmed in February 2016; the contract expired on 31 July 2016. Comprehensive consideration and planning in anticipation of this decision proved key to successful management of this challenge.

At an early stage it was apparent a restructure was necessary both in terms of client services and staffing restructure. Previous work in undertaking a comprehensive service review ensured a fit for purpose service delivery structure and a leaner staffing structure.

A redundancy programme was inevitable and the process was conducted under advice and guidance of Ingrams, our Legal Advisors and HR support, with key input from Harris Lacey and Swain. The process was transparent with a full staff consultation.

The redundancy programme resulted in the unfortunate loss of several management posts but with minimal loss of posts of front line service staff.

The redundancy process commenced 24 March 2016 and was concluded 22 July 2016.

Harris, Lacey and 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 Board of Trustees. This was particularly evident in planning, operational and development issues during the 2016 restructure and redundancy programme.

Ingrams Solicitors continued to provide our HR specialist support service under the Ingrams Protect Contract with an enhanced service negotiated for a period of 12 months.

The Jelf Insurance Partnership continued to meet our insurance requirements.

Stallard Kane Consultancy provided support to meet Health & Safety legislation.

CASE banking services were transferred to Handelsbanken in January/February 2016.

The three service level agreement contracts with Hull City Council were carried forward into 2016. The value of the Housing Related Support and the Adult Service level agreements were again subject to a year on year 10% reduction. The majority of client revenue was again derived from personal budgets through Hull City Council and the East Riding of Yorkshire Council.

Occupancy levels increased during 2016 alongside better retention levels. Recruitment to CASE services was greatly enhanced by effective networking with referral agencies and key stakeholders.

The DWP contract to support People with learning disabilities was renewed in 2016 at an increased level of clients and funding, subject to meeting contractual requirements.

Significant income was raised through the CASE events and other marketing sources including the Pop Up Restaurant and the Annual Dinner featuring the 1970's pop legends The Real Thing. A major achievement was a breakthrough in securing for the first time private sector sponsorship.

The CASE profile increased with wide exposure through local media and social networking.

Case Training Services

Report of the Trustees for the Year Ended 31 December 2016

The support of the local business community yet again featured prominently in life at CASE throughout 2016.

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 250 club membership, sponsorship, 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.

The CASE Centre of Excellence building posed significant challenges in 2016, notably the plant and power facility with a number of breakdowns and unidentifiable problems which were being addressed through Houlton and NPS. A number of other issues were identified and continued to affect the building including standing water in the foyer after heavy rainfall and issues with the washroom facilities.

Negotiations were at an advanced stage at year end regarding the exit of the leases for Caseworks and Lifelink premises at 68-72 Charles Street.

Hull City Council have been supportive in assisting CASE to negotiate the lease exits and a successful conclusion is expected early in the new year.

Subject to release from 68-72 Charles Street leases, it is the intention CASE will actively look to develop the facility at 35 Francis Street. This will require extensive investment in planning and development of the project. CASE will look to maximise the support of the Business Support Group during this process. It is also envisaged that capacity across both buildings will be considerably greater with the optimisation of the use of space for activities for our client group.

The Parent and Carers Support Group continued to meet; a forum to enable parents to be briefed on developments and to air their views.

During 2016 the CASE Charity shop supported by parent volunteers continued to produce a considerable surplus.

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 CASE social programme of events and activities provided 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 2016 including trips to the Yorkshire Wildlife Park and Hull Fair, with other recreational and educational visits to parks and museums in the City.

A full Christmas programme of events took place in 2016, including lunch at the KC Stadium, a Christmas Service and discos here at CASE and the Kingston Club on Beverley Road. Help from friends and supporters of CASE ensured every client received gifts and a selection box.

In house themed discos at CASE and external social events including parties at the Kingston Social Club took place during the year offering opportunity for the trainees to take part in and enjoy those activities and events.

The inaugural CASE Founders Day was held on 26th September to celebrate the contribution of the small group of parents who founded CASE on 23rd September 1985.

CASE welcomed many visitors throughout 2016, including The Lord Mayor of Hull, The Bishop of Hull, Alan Johnson MP and the Police and Crime Commissioner.

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 help and support we shall continue to strive to make that all important difference.

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

Case Training Services

Report of the Trustees for the Year Ended 31 December 2016

Once again a special vote of our thanks go to the small band of CASE volunteers; the CASE Board of 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 2016.

**Report of the Trustees
for the Year Ended 31 December 2016**

STRATEGIC REPORT

Achievement and performance

Charitable activities

2016 CASE SERVICE PROVISION

The CASE integrated service provision embraces a unique programme of quality training and support for people with a learning disability, underpinned by a comprehensive welfare service. Programmes are tailored to individual need with a menu of choice and opportunity.

Improvement of quality of life for clients commences with the carefully considered recruitment process, progressing from initial to ongoing assessment and review. Allocation into service delivery is sensitively planned in order to meet the needs and aspirations of clients. Flexibility within the service is an essential element to meet clients changing circumstances.

With the help and support of qualified staff, trainees develop at their own pace in a safe, caring and supportive environment.

The CASE experience is an experience purposely designed to enable CASE trainees to enjoy all the activities we offer. Respect and responsibility are evident during the journey of personal development and fulfilment with a tangible sense of belonging engendered in our clients from day one and throughout their time at CASE.

CASE ACTIVITIES

Trainees access a range of in-house activities and therapeutic sessions, promoting and enabling choice and independence. Trainees derive enjoyment and self-satisfaction from taking part in activities of their choice.

Arts and Crafts	A wide range of art and craft activities
Sport	An increasing range of sporting activities are now available for trainees including football training including competitive matches and rugby league training
Drama	Drama workshops give trainees the opportunity to perform in front of a live audience. Special rehearsed performances take place during the year with a Christmas Pantomime and an Easter celebration performance.
Dance	Trainees are able to express and enjoy themselves through dance.
Music	Trainees are able to enjoy a range of music activities.
Film & Theatre Studies	The CASE film club offers clients the opportunity to view films and explore the varied aspects of film and theatre including different genres, set design, costumes and production.
Cooking for fun	Simple, quick and easy recipes are prepared by clients of all abilities take place in a domestic kitchen setting.
Cooking for Independence	Develop basic cooking skills and food preparation to help independent clients.
Hobbies and Interests	Individual and group projects include group outings to various events within the city and accessing places of interest.
Photography	The CASE Photography workshop is a popular activity. Photographs taken by trainees are widely used within CASE social media.
Life Skills	Independent living and life skills activities include personal care and safety, independent travel, money skills, cooking and healthy living.
Personal and Social Development Skills	Life and social skills, Personal Social Health Education (PSHE) and Citizenship. Key life skills enable trainees to learn, gain knowledge and understand what is needed to live, learn and work within the community and society.

CASE CATERING

The CASE kitchen and canteen is the commercial setting in which trainees are trained in basic catering sector skills. This includes food hygiene, basic food preparation and cooking skills, money handling, washing, ironing & personal skills such as customer service, personal hygiene and presentation. Working in a commercial environment enables trainees to put their skills into practice, undertaking the various range of catering tasks required. Trainees are involved in catering events throughout the year including various buffets and the annual pop up restaurant, working with a professional celebrity chef.

Case Training Services

Report of the Trustees for the Year Ended 31 December 2016

STRATEGIC REPORT

Achievement and performance

Charitable activities

CASE INFORMATION TECHNOLOGY

Provides the opportunity to learn a wide range of IT training from basic skills to meet the individual needs of the trainee, importantly helping clients stay safe on the internet and when accessing social media.

GROW WITH CASE

A therapeutic gardening provision where trainees access the award winning Hull in Bloom CASE allotment. The allotment offers the opportunity for trainees to undertake and enjoy various gardening projects and activities to develop their practical skills and knowledge.

CASE TRAINING

Provides opportunity to access various in-house training programmes of self-development. The training programmes support individuals to achieve a better quality of life; to be more independent and enable trainees to make their own choices and decisions.

Life Skills

Healthy lifestyles, Literacy and Numeracy skills, IT skills, Personal Care and Employability skills.

Independent Living Skills

Daily domestic skills, Staying Safe in the Home and basic Health and Safety, Personal safety, Budgeting and Money skills.

Citizenship and Personal Social Development

Supporting trainees to understand their rights and responsibilities living in the community, life and social skills training.

Special Events

Special dates throughout the year are celebrated that enable trainees to become involved with learning and understanding the history of the events.

WELFARE

The CASE Welfare Department deliver an extensive welfare and support service to trainees that can also extend to parents, families and carers. Support is wide-ranging and flexible to meet the diverse needs of our service users and includes the following:

- Safeguarding service users
- Crisis intervention
- Assessment and review
- Ensure support plans focus on the needs of and outcomes for the service user
- Ongoing support and preventative interventions
- Promote everyone's right to access health care services and to improve their health
- Increase the awareness of health and wellbeing
- Promote and develop pro-active approaches to assist service users to address their health and wellbeing with a person centred approach.
- Work to ensure fair access to services (including advocacy support and referral)
- Advice and signposting
- Work with and support families and establish links with statutory services, community centres, local voluntary groups and charities
- Promote choice and independence
- Accompanied visits & Out of Hours support
- Hull City Council SLA's & Housing Related Support Contract
- Networking - attend and participate in external groups to ensure CASE is fully informed, involved and up to date with policies and processes helping to support clients
- Undertake and manage the CASE recruitment process
- Manage any trainee requests to leave the service
- Work in partnership with schools across Hull and East Riding to support with placements bringing in new potential clients

**Report of the Trustees
for the Year Ended 31 December 2016**

STRATEGIC REPORT

Achievement and performance

Charitable activities

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.

Future plans

The following are CASE's plans for the future:

- Finalise the exit of Caseworks and Lifelink buildings
- Plan a full renovation, refurbishment and extension to the 35 Francis Street building and explore funding opportunities
- 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
- Appoint a Chair to the CASE BSG
- Increase membership of the CASE BSG 250 club
- Increase sponsorship support
- Increase social media involvement
- Create PR opportunities
- Annual Dinner
- Fundraising events, including Annual Dinner and Pop-up
- Special trainee events
- Board of Trustees review
- Review and delivery and operation of HCLA

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.

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.

Case Training Services

Report of the Trustees for the Year Ended 31 December 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

The structure is as follows:

Board of Trustees

CEO	Kevin Corbett
DCEO	Julie Grantley
Financial Controller	Kerry Smith
Business Development Manager	Steve Smith
Marketing Manager	Steve Rusling
Services Manager	Jackie Charlton
Finance Staff	Flo Render
Admin Staff	Vicky Norton/Tracey Williams/Tess Emmerson
Cleaning & Hygiene Assisstant	Emma Smith
Referral & Recruitment Consultant	Mark Cooke
Welfare Officers	Vikki Marshall & Kim Pickering
Senior Trainers	Helen Brignell & Shain Iles
Catering	
Workshop Trainer	Matt Coleburn
Catering Assistant	Jane Woodmansey
Activities	
Workshop Trainers	Laura Sanders & Karen Watkin
Grow with CASE	
Workshop Trainer	Matt Sharp
Gardening Assistant	Sally Myers
Training	
Workshop Trainers	Sam Dowle & John Shearsmith
Support Workers	Angie Thomson Mike Walters Shauna Price Mick Lee Roanna Morrison
Lunchtime Supervisors	Mike Walters Angie Thomson
Bid Writer Consultant	Bernard Pieper

Case Training Services

Report of the Trustees for the Year Ended 31 December 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Case Volunteers

Nancy Aveyard
Margaret Carver
John Carver
Ellie Starr
Kelsey Magee
Tom Clifford
Elaina Bayley
Hannah Honey
Daz Sims

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.

Employees

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

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
Ms Anita Dawn Bielby
Mr Mark John Cooke

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

Case Training Services

Report of the Trustees for the Year Ended 31 December 2016

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;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in 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.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 13 September 2017 and signed on the board's behalf by:



Ms Anita Dawn Bielby - 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 2016 on pages twelve to twenty two. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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 nine, 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:

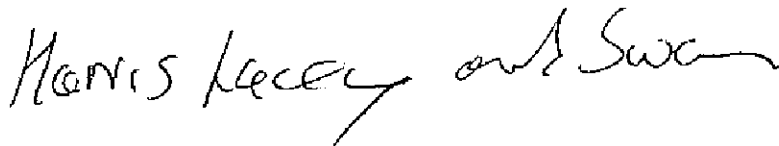
- give a true and fair view of the state of the charitable company's affairs as at 31 December 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; 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

13 September 2017

Case Training Services

Statement of Financial Activities (Incorporating an Income and Expenditure Account) for the Year Ended 31 December 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	1,025,132	-	1,025,132	1,082,203
Other trading activities	3	378,841	-	378,841	453,827
Investment income	4	2,455	-	2,455	439
Total		1,406,428	-	1,406,428	1,536,469
EXPENDITURE ON					
Raising funds	5	23,121	-	23,121	19,743
Charitable activities	6	1,255,683	25,729	1,281,412	1,385,846
Total		1,278,804	25,729	1,304,533	1,405,589
NET INCOME/(EXPENDITURE)		127,624	(25,729)	101,895	130,880
RECONCILIATION OF FUNDS					
Total funds brought forward		764,346	1,234,243	1,998,589	1,867,709
TOTAL FUNDS CARRIED FORWARD		891,970	1,208,514	2,100,484	1,998,589

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

The notes form part of these financial statements

Case Training Services

Balance Sheet At 31 December 2016

	Notes	Unrestricted funds £	Restricted funds £	2016 Total funds £	2015 Total funds £
FIXED ASSETS					
Tangible assets	12	36,757	1,208,514	1,245,271	1,271,820
Investments	13	100	-	100	100
		<u>36,857</u>	<u>1,208,514</u>	<u>1,245,371</u>	<u>1,271,920</u>
CURRENT ASSETS					
Debtors	14	151,009	-	151,009	107,076
Cash at bank and in hand		<u>786,802</u>	<u>-</u>	<u>786,802</u>	<u>718,408</u>
		<u>937,811</u>	<u>-</u>	<u>937,811</u>	<u>825,484</u>
CREDITORS					
Amounts falling due within one year	15	(82,698)	-	(82,698)	(45,909)
NET CURRENT ASSETS		<u>855,113</u>	<u>-</u>	<u>855,113</u>	<u>779,575</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>891,970</u>	<u>1,208,514</u>	<u>2,100,484</u>	<u>2,051,495</u>
CREDITORS					
Amounts falling due after more than one year	16	-	-	-	(52,906)
NET ASSETS		<u>891,970</u>	<u>1,208,514</u>	<u>2,100,484</u>	<u>1,998,589</u>
FUNDS	18				
Unrestricted funds				891,970	764,346
Restricted funds				<u>1,208,514</u>	<u>1,234,243</u>
TOTAL FUNDS				<u>2,100,484</u>	<u>1,998,589</u>

The notes form part of these financial statements

Case Training Services

**Balance Sheet - continued
At 31 December 2016**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2016.

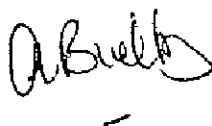
The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

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.

The financial statements were approved by the Board of Trustees on 13 September 2017 and were signed on its behalf by:



Ms Anita Dawn Bielby -Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 December 2016

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (EFA), the and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Long leasehold	- 2% on cost and over length of lease
Improvements to property	- 15% on cost
Plant and machinery	- 15% on cost
Fixtures and fittings	- 15% on cost
Motor vehicles	- 25% on cost
Computer equipment	- 33% 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 2016

2. DONATIONS AND LEGACIES

	2016	2015
	£	£
General Gifts & Donations	85,855	55,416
250 Club Membership	8,010	4,130
Grants	931,267	1,022,657
	<u>1,025,132</u>	<u>1,082,203</u>

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

	2016	2015
	£	£
Hull City Council	721,279	717,491
East Riding of Yorkshire Council	148,523	146,139
Supporting People	25,391	22,277
Hull College	36,074	136,680
Gardening Grant	-	70
	<u>931,267</u>	<u>1,022,657</u>

3. OTHER TRADING ACTIVITIES

	2016	2015
	£	£
Annual Dinner	12,900	6,520
Catering Income	-	330
Shop Income	15,892	15,449
Sundry Income	13,581	1,795
Gardening Income	1,833	4,782
HCLA Recharges	334,635	424,951
	<u>378,841</u>	<u>453,827</u>

4. INVESTMENT INCOME

	2016	2015
	£	£
Deposit account interest	<u>2,455</u>	<u>439</u>

5. RAISING FUNDS

Other trading activities

	2016	2015
	£	£
Purchases	<u>23,121</u>	<u>19,743</u>

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2016

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Support costs (See note 7)	Totals
	£	£	£
Charitable Activities	<u>1,205,281</u>	<u>76,131</u>	<u>1,281,412</u>

7. SUPPORT COSTS

	Governance costs £
Charitable Activities	<u>76,131</u>

8. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2016 £	2015 £
Auditors' remuneration	12,000	10,800
Depreciation - owned assets	47,880	46,670
Surplus on disposal of fixed asset	<u>(100)</u>	<u>(813)</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

There was no trustees' remuneration or other benefits for the year ended 31 December 2016 nor for the year ended 31 December 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 December 2016 nor for the year ended 31 December 2015.

10. STAFF COSTS

	2016 £	2015 £
Wages and salaries	<u>672,317</u>	<u>748,953</u>

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

	2016	2015
Training Services	9	21
Management and Administration	<u>20</u>	<u>15</u>
	<u>29</u>	<u>36</u>

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

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2016

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	1,082,203	-	1,082,203
Other trading activities	453,827	-	453,827
Investment income	439	-	439
Total	1,536,469	-	1,536,469
EXPENDITURE ON			
Raising funds	19,743	-	19,743
Charitable activities			
Charitable Activities	1,360,117	25,729	1,385,846
Total	1,379,860	25,729	1,405,589
NET INCOME/(EXPENDITURE)	156,609	(25,729)	130,880
Transfers between funds	(58,299)	58,299	-
Net movement in funds	98,310	32,570	130,880
RECONCILIATION OF FUNDS			
Total funds brought forward	666,036	1,201,673	1,867,709
TOTAL FUNDS CARRIED FORWARD	764,346	1,234,243	1,998,589

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2016

12. TANGIBLE FIXED ASSETS

	Centre of Excellence £	Long leasehold £	Improvements to property £	Plant and machinery £
COST				
At 1 January 2016	1,286,467	346,403	1,685	38,787
Additions	-	-	1,594	-
Disposals	-	-	(280)	(12,384)
At 31 December 2016	1,286,467	346,403	2,999	26,403
DEPRECIATION				
At 1 January 2016	52,224	345,215	1,212	32,848
Charge for year	25,730	1,188	314	1,145
Eliminated on disposal	-	-	(280)	(12,384)
At 31 December 2016	77,954	346,403	1,246	21,609
NET BOOK VALUE				
At 31 December 2016	1,208,513	-	1,753	4,794
At 31 December 2015	1,234,243	1,188	473	5,939
	Fixtures and fittings £	Motor vehicles £	Computer equipment £	Totals £
COST				
At 1 January 2016	86,923	32,159	180,865	1,973,289
Additions	8,995	7,785	2,956	21,330
Disposals	(2,905)	(19,159)	(18,214)	(52,942)
At 31 December 2016	93,013	20,785	165,607	1,941,677
DEPRECIATION				
At 1 January 2016	81,312	19,430	169,227	701,468
Charge for year	2,542	5,196	11,765	47,880
Eliminated on disposal	(2,905)	(19,159)	(18,214)	(52,942)
At 31 December 2016	80,949	5,467	162,778	696,406
NET BOOK VALUE				
At 31 December 2016	12,064	15,318	2,829	1,245,271
At 31 December 2015	5,611	12,729	11,638	1,271,821

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2016

13. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 January 2016 and 31 December 2016	100
NET BOOK VALUE	
At 31 December 2016	100
At 31 December 2015	100

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

	% holding
Class of share:	
Ordinary	100

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Trade debtors	96,581	27,664
Amounts recoverable on contract	-	37,100
Other debtors	54,428	42,312
	<u>151,009</u>	<u>107,076</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2016 £	2015 £
Other loans (see note 17)	-	12,968
Trade creditors	22,997	6,491
Social security and other taxes	18,965	12,725
Accruals and deferred income	40,736	13,725
	<u>82,698</u>	<u>45,909</u>

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2016

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

	2016 £	2015 £
Other loans (see note 17)	-	52,906

17. LOANS

An analysis of the maturity of loans is given below:

	2016 £	2015 £
Amounts falling due within one year on demand:		
Other loans	-	12,968
Amounts falling between one and two years:		
Other loans - 1-2 years	-	52,906

18. MOVEMENT IN FUNDS

	At 1.1.16 £	Net movement in funds £	Transfers between funds £	At 31.12.16 £
Unrestricted funds				
General Reserve	764,346	127,624	(250,000)	641,970
Building Fund	-	-	250,000	250,000
	764,346	127,624	-	891,970
Restricted funds				
Centre of Excellence	1,234,243	(25,729)	-	1,208,514
TOTAL FUNDS	1,998,589	101,895	-	2,100,484

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General Reserve	1,406,428	(1,278,804)	127,624
Restricted funds			
Centre of Excellence	-	(25,729)	(25,729)
TOTAL FUNDS	1,406,428	(1,304,533)	101,895

Case Training Services

Notes to the Financial Statements - continued for the Year Ended 31 December 2016

19. RELATED PARTY DISCLOSURES

Mark Cooke was both a Trustee in the year and an external consultant. All transactions were at arms length and the amount charged to Case Training from Mark Cooke Consultancy during the year was £33,343 (2015 £10,046). The balance outstanding at the end of the year was £1,680 (2015 £2,621.32).

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 2016 amounted to £1,808 (2015: £1,424).

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 2016 was 65. The unrestricted fund and any excess of income over expenditure is not to be distributed to members.

23. FIRST YEAR ADOPTION

This is the first year of adoption of Financial Reporting Standard (FRS102) and the accounts have been prepared in accordance with the Charities SORP (FRS102) 'Accounting and Reporting by Charities:

There is no effect on the figures reported under the old standard (UK GAAP) and those reported under FRS102.

Case Training Services

Detailed Statement of Financial Activities for the Year Ended 31 December 2016

	2016 £	2015 £
INCOME AND ENDOWMENTS		
Donations and legacies		
General Gifts & Donations	85,855	55,416
250 Club Membership	8,010	4,130
Grants	931,267	1,022,657
	<u>1,025,132</u>	<u>1,082,203</u>
Other trading activities		
Annual Dinner	12,900	6,520
Catering Income	-	330
Shop Income	15,892	15,449
Sundry Income	13,581	1,795
Gardening Income	1,833	4,782
HCLA Recharges	334,635	424,951
	<u>378,841</u>	<u>453,827</u>
Investment income		
Deposit account interest	2,455	439
	<u>2,455</u>	<u>439</u>
Total incoming resources	<u>1,406,428</u>	<u>1,536,469</u>
EXPENDITURE		
Other trading activities		
Purchases	23,121	19,743
Charitable activities		
Wages	672,317	748,953
Rent, Rates & Water	12,603	10,839
Insurance	17,084	15,531
Light and heat	14,321	15,696
Telephone	5,268	9,583
Postage and stationery	12,763	10,980
Motor Expenses	2,159	678
Travelling Expenses	2,498	2,099
Staff Training Costs	3,182	1,279
Subscriptions	2,211	1,315
Repairs & Renewals	39,996	25,897
Sundries	15,920	9,180
Recruitment & Advertising	7,178	7,995
HCLA SLA	350,000	432,000
Freehold property	25,729	-
Long leasehold	1,188	31,089
Carried forward	1,184,417	1,323,114

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Case Training Services

Detailed Statement of Financial Activities for the Year Ended 31 December 2016

	2016 £	2015 £
Charitable activities		
Brought forward	1,184,417	1,323,114
Gardening Equipment	316	41
Plant and machinery	1,145	1,120
Fixtures and fittings	2,542	1,219
Motor vehicles	5,196	513
Computer equipment	11,765	12,662
Loss on sale of tangible fixed assets	(100)	(813)
	<u>1,205,281</u>	<u>1,337,856</u>
Support costs		
Other	-	4,285
Loan		
Governance costs		
Auditors' remuneration	12,000	10,800
Legal fees	30,788	22,859
Consultancy fees	33,343	10,046
	<u>76,131</u>	<u>43,705</u>
Total resources expended	<u>1,304,533</u>	<u>1,405,589</u>
Net income	<u>101,895</u>	<u>130,880</u>

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