

The CARA Trust

(A Registered Charity and Company Limited by Guarantee)

REPORTS AND ACCOUNTS

1st April 2016 – 31st March 2017

Registered Charity No. 328124

Registered as a Company in England & Wales No. 2284056

THE CARA TRUST
COMPANY LIMITED BY GUARANTEE
Report and Accounts
For The Year Ended 31 March 2017

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THE CARA TRUST

TRUSTEES REPORT

For the Year Ended 31 March 2017

Introduction

Welcome to the Annual Report and Accounts for The Cara Trust for the period 1 April 2016 – 31 March 2017.

The purpose of this document is to report on our activities during that period 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.

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

Maintaining the balance between being a friendly place to get support and providing that support 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 will also be available at our website www.caralife.com

‘Cara has made possibilities happen for me. I’m immensely grateful for the support received from the organisation. I’m expressing my gratitude towards the staff for the love, care and unity shown towards myself and my son’

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For the Year Ended 31 March 2017

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. Chris Rogers

Director

Mr Chris Woolls (employee)

Registered office

240 Lancaster Road
London W11 4AH

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Independent examiner

MHA MacIntyre 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

'It has been a lot to me and the supporting from Cara been given to us more confidence hence Cara is a family for me'

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For the Year Ended 31 March 2017

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, submit their annual report and accounts of The Cara Trust for the financial year 2016 – 2017. 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 (SORP) 'Accounting and Reporting by Charities', issued by The Charity Commission 2015, 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 further 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 at least 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 expert skills and knowledge to the charity's mission.

Care is taken to seek to ensure an appropriate ethnic and gender balance, although we could do better. 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.

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:

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For the Year Ended 31 March 2017

Helen Byatereka - African programme leader (part-time)
Antoine Corrodus – student social worker
Alex Huggins – Home Share development (part-time)
Chanell Jakeman – student social worker
Clive Preece - Social work manager, older people (part time)
Fiona Reid - Social worker (part-time)
Stephanie Schlipper – Fundraiser (left May 2017)
Maata Tucker – Fundraising & Evaluation (started August 2017)
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 delivered a specialist Employment support programme for Hammersmith residents, in partnership with River House Trust.

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.

'I think Cara is a really special charity and it has been an absolute pleasure to volunteer for them'

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:

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For the Year Ended 31 March 2017

- 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

2016 – 2017, 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.

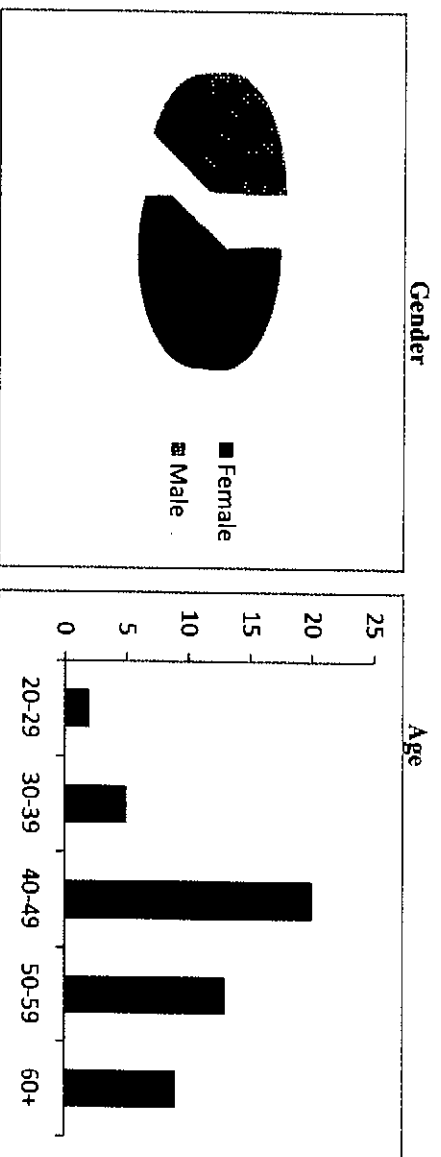
Trustees have kept to their decision not to introduce postcode entitlement to our services – they remain free of charge and open to all who may need them. Often people with HIV might choose not to use a service in their locality, due to the impact of real or perceived stigma and discrimination and concerns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

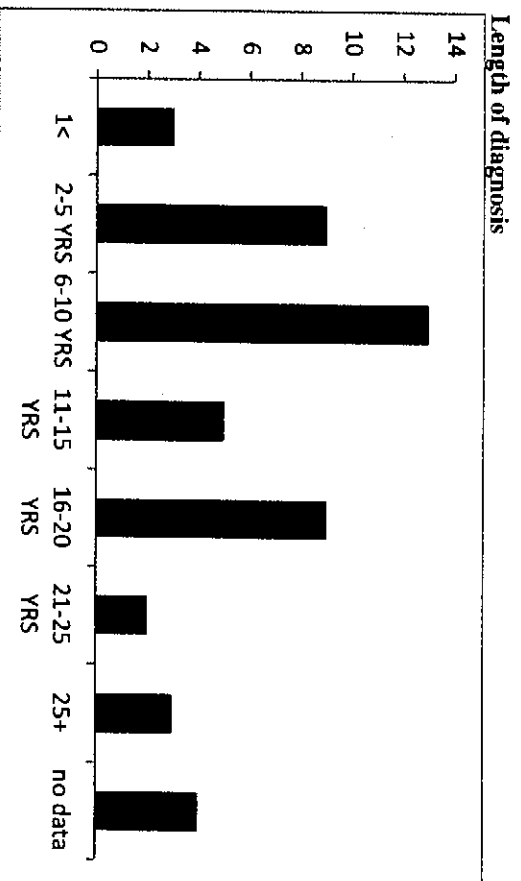
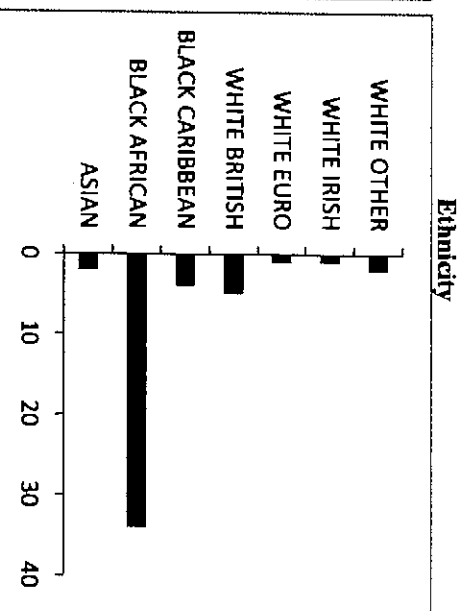
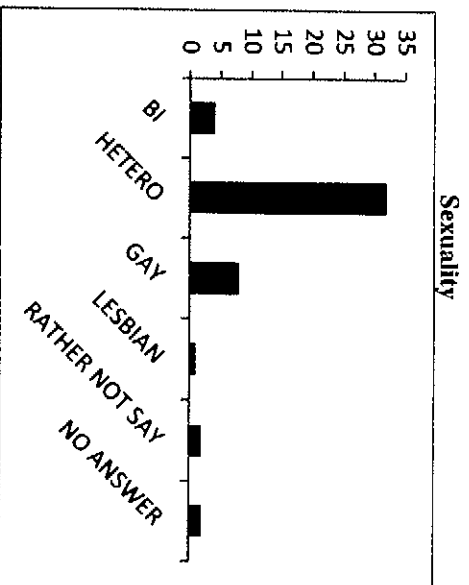
We provided services to 401 members, a decrease of 18% on the previous year, across 32 London boroughs and beyond. The reason for this decrease is due to our services increasingly being targeted towards older people, so we're often spending more time with fewer people.

New members during the year

Obviously it's important to know who your members are. New members joining in the past 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;
- ❖ African people's support programme;
- ❖ Children & Families support programme;
- ❖ Open access peer support group;
- ❖ 50+ older people's social group;
- ❖ 50+ housing support programme;
- ❖ HIV & Ageing seminar series;
- ❖ Small grants advocacy project – this raised £16,396 for members during this year;
- ❖ Food bank.

The outcomes that all these services aim to meet include;

- ❖ 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.

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One of our key services is our **Food Bank**, which we set up to support people with HIV who have no recourse to public funds or are suffering spells of extreme poverty. We initially thought we would be able to refer members in need to local foodbanks. However, we soon discovered that all the foodbanks we could find only allowed 3 or 4 visits per year. For a vulnerable person with HIV and with no recourse to public funds there's a need to receive food support for 52 weeks each year. So we decided to start our own.

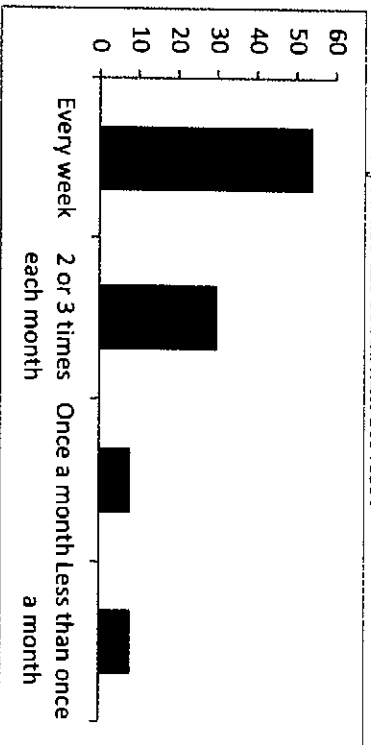
The project is supported by weekly food deliveries from Fare Share and City Harvest – two food recycling and delivery charities, and is largely delivered by two of our wonderful peer-volunteers.

The room that houses the Food Bank is kindly provided free-of-charge by Notting Hill Methodist Church and the project is supported thanks to a generous grant from City Bridge Trust.

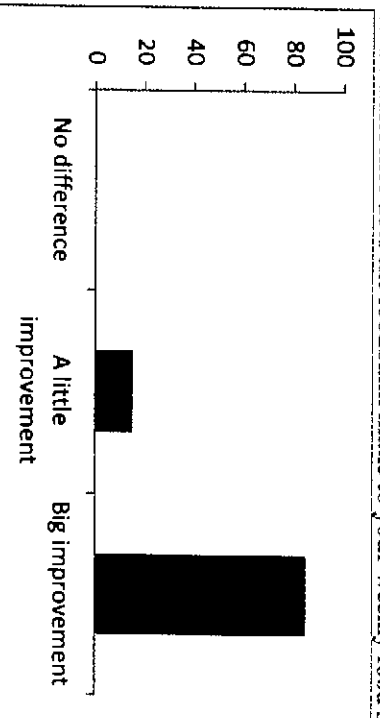


Our food Bank has supported 39 individuals over the past year. When we asked them about their use of this service, they told us the following (all figures are %):

How often do you use the foodbank service?

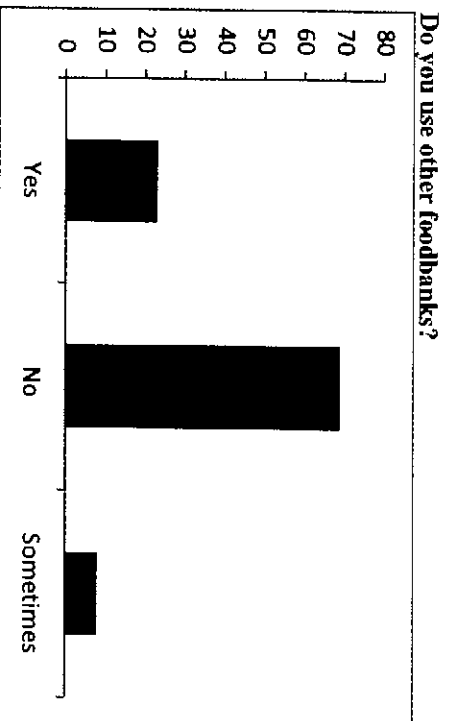
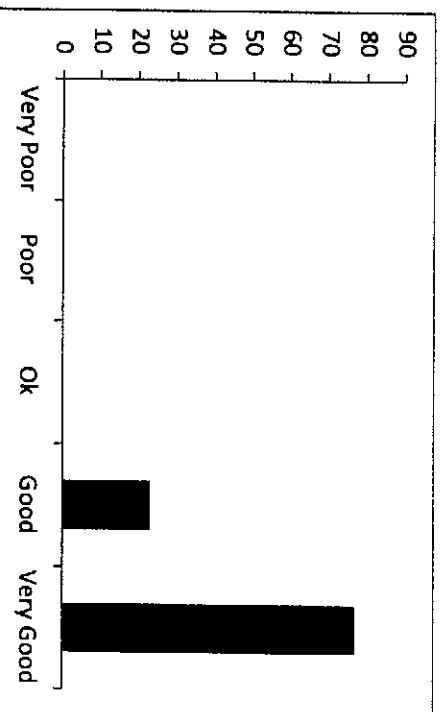


What difference does the foodbank make to your weekly food supplies?



Please rate the quality of the service we provided

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For the Year Ended 31 March 2017



'Personally it is an excellent service from a very supportive team at Cara! Thank you so much once again Cara and its donors to the foodbank.'

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 one of the biggest common denominators amongst our members;
- ❖ Stigma and discrimination experienced by people living with HIV;
- ❖ Additional layers of stigma and discrimination experienced by gay men and African communities;
- ❖ Ageing – people with HIV in London are a rapidly ageing cohort;
- ❖ Lack of understanding of the diverse and variable needs of people with the virus at political and service commissioning level.

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.

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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.
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; Lloyds Bank.
Margaret's Fund; Mary MacArthur Holiday Trust; 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; Terrence Higgins Trust
United Charities of St. Paul's (Covent Garden); University College London Hospital; University of West London.
Various London churches; 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.
Zacchaeus 2000 Trust

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: buddy, catering, data-entry, trustee, group facilitator, and grant applications support.

'The fact that I am able to make a difference to someone's day, when actually they have made my day as well. It has been a two way street and one that I am happy to drive up and down'

In our 2016 survey of volunteers, an amazing 100% said that they felt positively valued by Cara. 77% 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). 83% 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.

'I make friends, socialise, I don't feel alone. Volunteering makes me happy. It is very nice I am so happy'

Fundraising

Cara diversified its fundraising a number of years ago and will continue to do so over the years ahead.

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

Awards for All
City Bridge Trust
Comic Relief
Gordon Family Fund
Gilead
Henry Smith Charity
Lloyds Bank Foundation
London Community Foundation
MAC AIDS Fund

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Strand Parishes Trust
Wandsworth Oasis Trading Co. Ltd

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.

Financial Review

Total income for 2016-17 was £231,016 this reflects an increase from 2015-16 (£204,433). The cash flow of the organisation is closely monitored on a monthly basis. Total resources expended were £257,323 (2015-16 was £235,232). There was a total increase of £22,091 in expenses compared to 2015-16 that was spend from brought forward unspent balance from previous year. Trustees sought to increase efficiency and reduce expenditure to ensure that the organisation was able to operate in a difficult funding environment with limited grant funding and the challenges around community based fundraising.

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 £59,159 and we are working to increase this.

Investment

Cara's investments are in 2 accounts managed by CCLA. At 31 March 2017 the value of these funds was £70,251. The charity spent none of these during this year. The investment value increased by £10,002.

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 5/1/17 2017 and signed on its behalf by:



Ian Goverdir
Chair

THE CARA TRUST

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CARA TRUST (the 'Charity')

I report to the charity Trustees on my examination of the accounts of the Charity for the year ended 31 March 2017.

This report is made solely to the Charity's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the Charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Charity and the Charity's Trustees as a body, for my work or for this report.

RESPONSIBILITIES AND BASIS OF REPORT

As the Trustees of the Charity (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the accounts of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the Charity's accounts carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

INDEPENDENT EXAMINER'S STATEMENT

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Charity as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Dated: 18 *Beit* 2017

Chris Harris CPFA

MHA MacIntyre Hudson
Chartered Accountants
New Bridge Street House
30-34 New Bridge Street
London
EC4V 6BJ

THE CARA TRUST - Statement of Financial Activities for the year ended 31 March 2017

Statement of Financial Activities (including the Income and Expenditure Account for the year ended 31 March 2017, as required by the Companies Act 2006)

	Notes	Current year	Current year	Current year	Prior Year
		Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
		2017 £	2017 £	2017 £	2016 £
Income & Endowments from:					
Donations & Legacies	21	86,328	144,571	230,899	204,324
Investments	22	117	-	117	109
Total income		86,445	144,571	231,016	204,433
Expenditure on:					
Raising funds	27	2,084	-	2,084	2,122
Charitable activities	26	98,997	156,242	255,239	233,110
Total expenditure		101,081	156,242	257,323	235,232
Net gains on investments		10,002	-	10,002	(1,730)
Net expenditure for the year		(4,634)	(11,671)	(16,305)	(32,529)
Net income after transfers		(4,634)	(11,671)	(16,305)	(32,529)
Net movement in funds		(4,634)	(11,671)	(16,305)	(32,529)
Reconciliation of funds:					
Total funds brought forward		63,793	28,930	92,723	125,252
Total funds carried forward		59,159	17,259	76,418	92,723

All income and expenditure derive from continuing activities.

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

The amount of restricted funds received for the year ended 31 March 2016 was £133,638. The amount of restricted funds expended for the year ended 31 March 2016 was £134,909.

The notes attached on pages 14 to 25 form an integral part of these accounts.

THE CARA TRUST - Balance Sheet as at 31 March 2017

	Note	2017 £	2016 £
Fixed assets			
Tangible assets	11	2,724	4,710
Investments held as fixed assets	12	70,251	60,249
Total fixed assets		<u>72,975</u>	<u>64,959</u>
Current assets			
Debtors	13	7,995	7,870
Cash at bank and in hand		37,153	30,622
Total current assets		<u>45,148</u>	<u>38,492</u>
Creditors: amounts falling due within one year	14	<u>(41,705)</u>	<u>(10,728)</u>
Net current assets		3,443	27,764
The total net assets of the charity		<u>76,418</u>	<u>92,723</u>

The total net assets of the charity are funded by the funds of the charity, as follows:-

Restricted funds			
Restricted Revenue Funds	17	17,259	28,930
Unrestricted Funds			
Unrestricted Revenue Funds	17	59,159	63,793
Total charity funds		<u>76,418</u>	<u>92,723</u>

For the financial year in question the Charity was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies. No members have required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the board of Trustees on 15/1/2 2017 and signed on their behalf, by:



IAN GOVENDER
Trustee

The notes attached on pages 14 to 25 form an integral part of these accounts.

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2017

1 Accounting policies

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 1st January 2016) and FRS 102 SORP (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015 (as amended by the Bulletin issued in February 2016) published by the Charity Commission in England & Wales (CCEW), effective January 2016, (The SORP), 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 (Statement of Recommended Practice for Accounting and Reporting by Charities) 2015 (as amended by the Bulletin issued in February 2016) 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.

The Charity has applied Update Bulletin 1 as published on 2 February 2016 and does not include a cash flow statement on the grounds that it is applying FRS 102 Section 1A.

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.

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.

c) Accounting for deferred income

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.

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.

Liabilities arising from future funding commitments and constructive obligations, including performance related grants, where the timing of 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.

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Notes to the Accounts for the year ended 31 March 2017

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

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 their estimated useful lives.

Furniture and Fixtures	20 % straight line
Office equipment	25 % straight line

g) Investments

The Charity has equity investments in listed and unlisted entities. Fixed asset investments are a form of basic financial instrument are initially recognised at their transaction value and subsequently measured at their fair value using the closing quoted market price or the share of the Net Asset Value of the fund (if unlisted). All gains and losses are taken to the Statement of Financial Activities as they arise.

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

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) Financial Instruments

The Charity only holds basic Financial Instruments. The financial assets and financial liabilities of the Charity are as follows:

Debtors – trade and other debtors (including accrued income) are basic financial instruments and are debt instruments measured at amortised cost as detailed in Note 13. Prepayments are not financial instruments.

Cash at bank – is classified as a basic financial instrument and is measured at face value.

Liabilities – trade creditors, accruals and other creditors will be classified as financial instruments, and are measured at amortised cost as detailed in Note 14. Taxation and social security are not included in the financial instruments disclosure. Deferred income is not deemed to be a financial liability, as in the cash settlement has already taken place and there is simply an obligation to deliver charitable services rather than cash or another financial instrument.

j) 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 2017

k) Judgements and key sources of estimation uncertainty

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:

- Allocation of support costs
- Depreciation rates for tangible fixed assets
- Useful economic lives of assets

2 Liability to taxation

The Trustees consider that the charity satisfies the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 for UK corporation tax purposes. Accordingly, the Charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively on the specific 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

	2017	2016
	£	£

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	5,322	5,303
	5,322	5,303

5 Investment gains

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2017	2017	2017	2016
	£	£	£	£
<i>Unrealised gains (losses) and writing down of carrying values</i>				
Other Unlisted Investments - Unrealised	10,002	-	10,002	(1,730)
Total unrealised gains(losses) etc	10,002	-	10,002	(1,730)
Total realised and unrealised gains	10,002	-	10,002	(1,730)

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Notes to the Accounts for the year ended 31 March 2017

6 Staff costs and emoluments

<i>Salary costs</i>	2017	2016
	£	£
Gross Salaries excluding Trustees and Key Management Personnel	123,533	110,751
Employer's National Insurance for all staff	6,305	5,447
Employer's operating costs of defined contribution pension schemes	5,322	5,303
Total salaries, wages and related costs	135,160	121,501

Numbers of full time employees or full time equivalents

The average number of total staff employed in the year was

2017	2016
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.

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

7 Defined contribution pension schemes

Any liabilities and assets associated with the scheme are shown under debtors and creditors.

8 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.

9 Trustees' and Key Management Personnel Remuneration and expenses

The total amount of employee benefits received by Key Management Personnel is £53,458 (2016: £46,560). The Charity considers its Key Management Personnel comprise;

- Trustees
- Director

The expenses reimbursed to trustees, or paid directly to third parties, in the current or prior year, was as shown below.

	2017	2016
The amount paid directly to third parties on behalf of trustees	£ 246	£ 302
The amount reimbursed to Trustees	600	
	<u>846</u>	<u>302</u>

The nature of the Trustees' expenses was travel.

The Chair of the Trustees Board, Ian Gowdair is Chief Executive of AIDS Orphan Trust (UK) where The Cara Trust Chief Executive Chris Woolfs is a Trustees. There was no financial transaction between the entities during the year.

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2017

The number of Trustees' to whom expenses were reimbursed was 1 (2016: nil)

10 Deferred Income - Restricted Funds

	Opening Deferrals	Released from prior years	Received less released in year	Deferred at year end
£	£	£	£	£
Lloyds TSB Foundation	-	-	-	8,909
Wandsworth oasis	-	-	-	5,000
Gordon Family Fund	-	-	-	4,801
Greater London Authority	-	-	-	9,175
Total	-	-	-	27,885

These deferrals are included in creditors

2017	2016
£	£
<u>27,885</u>	-

Deferred income comprises grants received during the year that relate to activities to be completed in 2017-18.

11 Tangible fixed assets

	Office equipments	Total
£	£	£
Cost		
At 1 April 2016	9,931	9,931
At 31 March 2017	<u>9,931</u>	<u>9,931</u>
Depreciation		
At 1 April 2016	5,221	5,221
Charge for the year	1,986	1,986
At 31 March 2017	<u>7,207</u>	<u>7,207</u>
Net book value		
At 31 March 2017	<u>2,724</u>	<u>2,724</u>
At 31 March 2016	<u>4,710</u>	<u>4,710</u>

12 Investments held as fixed assets

	Investments in subsidiaries	Listed investments	Other Classes of Investment	Total
£	£	£	£	£
Carrying values of investments				
At 1 April 2016	-	-	60,249	60,249
Revaluation at 31 March 2017	-	-	10,002	10,002
At 31 March 2017	-	-	<u>70,251</u>	<u>70,251</u>

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2017

Analysis between fair value and historical cost			
Investments as above held at fair value	-	70,251	70,251

Analysis of Other Classes of Investment

	Included at historical cost, less write down	Included at fair value	Total
	£	£	£
Summary of other classes of investments at 31 March 2017			
Cash or cash equivalents	-	70,251	70,251

13 Debtors

Trade debtors	2017	2016
Prepayments and accrued income	£ 995	£ 7,764
Other debtors	7,000	-
	-	106
	7,995	7,870

14 Creditors: amounts falling due within one year

Trade creditors	2017	2016
Accruals	£ 7,030	£ 4,111
Deferred Income - Restricted funds	3,780	3,300
PAYE, NIC VAT and other taxes	27,885	-
Other creditors	2,323	2,145
	687	1,172
	41,705	10,728

15 Income and Expenditure account summary

At 1 April 2016	2017	2016
Loss after tax for the year	£ 92,723	£ 125,252
	(16,305)	(32,529)
At 31 March 2017	76,418	92,723

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2017

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

	At 31 March 2017			
	Unrestricted Funds	Designated funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	2,724	-	-	2,724
Investments at valuation:-				
Fixed asset investments	70,251	-	-	70,251
Current Assets	27,889	-	17,259	45,148
Current Liabilities	(41,705)	-	-	(41,705)
	59,159	-	17,259	76,418
	At 1 April 2016			
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)
	63,793	-	28,930	92,723

17 Change in total funds over the year as shown in Note 16, analysed by Individual Funds

	Funds brought forward from 2016	Movement in funds in 2017	Transfers between funds in 2017	Funds carried forward to 2018
	£	£	£	£
		See Note 19	See Note 0	
<i>Unrestricted and designated funds:-</i>				
Unrestricted Revenue Funds	63,793	(4,634)	-	59,159
Total unrestricted and designated funds	63,793	(4,634)	-	59,159
<i>Restricted funds:-</i>				
Oasis Wandsworth		3,513	-	3,513
Peer Support for older people	25,832	(16,542)	-	9,290
Grants for service users	3,098	1,358	-	4,456
Total restricted funds	28,950	(11,671)	-	17,259
Total charity funds	92,723	(16,305)	-	76,418

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Notes to the Accounts for the year ended 31 March 2017

18 Analysis of movements in funds over the year as shown in Note 17

	Income	Expenditure	Other		Movement in funds 2017
			Gain & Losses 2017	£	
<i>Unrestricted and designated funds:-</i>					
Unrestricted Revenue Funds	86,445	(101,081)	10,002		(4,634)
<i>Restricted funds:-</i>					
Oasis Wandsworth	20,918	(17,405)	-		3,513
Peer Support for older people	18,383	(34,925)	-		(16,542)
Social Activities - Children	2,000	(2,000)	-		-
Grants for service users	11,428	(10,070)	-		1,358
MAC AIDS Fund	43,000	(43,000)	-		-
City Bridge Trust	10,050	(10,050)	-		-
Community HIV seminar	3,900	(3,900)	-		-
Lloyds Foundation	13,805	(13,805)	-		-
Positive about employment	21,087	(21,087)	-		-
	231,016	(257,323)	10,002		(16,305)

19 The purposes for which the funds as detailed in note 17 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:-

Oasis Wandsworth
advocacy and casework for people with HIV resident in Wandsworth borough.

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

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.

City Bridge Trust
It finances social worker and associated costs

Community HIV seminar
Grants received to run HIV awareness seminar.

Lloyds Foundation
Supports volunteer development staff and associated cost

Positive about employment
Activity programme for creating employment opportunities

THE CARA TRUST

Notes to the Accounts for the year ended 31 March 2017

20 Ultimate controlling party

The Charity is under the control of its legal members.

Every member of the Charity is obliged to contribute such amount as may be required not exceeding £10 to the assets of the Company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.

The Charity is a private company and limited by guarantee.

THE CARA TRUST

Detailed analysis of income and expenditure for the year ended 31 March 2017 as required by the SORP 2015

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

21 Donations and Legacies

	Current year	Current year	Current year	Prior Year
	Unrestricted	Restricted Funds	Total Funds	Total Funds
	Funds			
2017	2017	2017	2016	
	£	£	£	£
Donations and gifts from individuals				
Individual donations	9,044	-	9,044	5,003
Churches and Trusts small donation	2,054	-	2,054	1,700
Total donations and gifts from individuals	11,098	-	11,098	6,703
Revenue grants from government and public bodies				
LB Hammersmith and Fulham	-	-	-	19,551
LB Kensington and Chelsea	300	-	300	11,305
Total public sector revenue grants	300	-	300	30,856

There are no unfulfilled conditions or other contingencies attached to the government grants above

Revenue grants and donations from non public bodies

Henry Smith Charity	30,000	-	30,000	-
Essee Launder MAC AIDS Fund	-	43,000	43,000	35,000
Peoples Postcode Trust	-	-	-	19,941
Oasis Wandsworth	-	20,918	20,918	10,000
City Bridge Trust	-	10,050	10,050	-
Comic Relief	8,000	9,587	17,587	-
Westminster University Fund	17,730	-	17,730	-
Lloyds Foundation	-	13,805	13,805	-
Big Lottery Fund	-	-	-	30,384
Other trust and foundations	19,200	47,211	66,411	71,440
Total private sector revenue grants	74,930	144,571	219,501	166,765
Total Donations and Legacies	86,328	144,571	230,899	204,324

22 Investment income

	Current year	Current year	Current year	Prior Year
	Unrestricted	Restricted Funds	Total Funds	Total Funds
	Funds			
2017	2017	2017	2016	
	£	£	£	£
Bank Interest Receivable	117	-	117	109
Total investment income	117	-	117	109

THE CARA TRUST

Detailed analysis of income and expenditure for the year ended 31 March 2017 as required by the SORP 2015

23 Expenditure on charitable activities - Direct spending

	Current year	Current year	Current year	Prior Year
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2017	2017	2017	2016
	£	£	£	£
Gross wages and salaries - charitable activities	41,802	81,731	123,533	110,751
Employers' NI - Charitable activities	2,134	4,171	6,305	5,447
Defined contribution pension costs - charitable activities	1,800	3,522	5,322	5,303
Travel and Subsistence - Charitable Activities	548	-	548	692
Staff cost - training and conference	684	-	684	2,297
Staff cost - recruitment	856	-	856	1,417
Direct service costs	20,590	54,751	75,341	59,078
Total direct spending	68,414	144,175	212,589	184,985

24 Support costs for charitable activities

	Current year	Current year	Current year	Prior Year
	Unrestricted Funds	Restricted Funds	Total Funds	Total Funds
	2017	2017	2017	2016
	£	£	£	£
Volunteer costs				
Training and welfare	345	-	345	1,543
Travel and subsistence	3,082	1,416	4,498	2,471
Recruitment /retention	55	-	55	591
Premises Expenses				
Rent payable under operating leases	3,700	5,306	9,006	14,336
Repair, renewals and maintenance	232	-	232	230
Property insurance	1,140	-	1,140	1,185
Furniture and equipments	697	-	697	313
Council tax	846	-	846	1,418
Administrative overheads				
Telephone, fax and internet	2,221	1,596	3,817	3,923
Postage	444	-	444	694
Stationery and printing	889	-	889	815
Accounting service	4,725	1,575	6,300	6,780
Software licences and expenses	732	-	732	-
IT maintenance support	3,467	2,174	5,641	6,445
Police check	-	-	-	101
Admin other costs	1,584	-	1,584	2,242

Professional fees paid to advisors other than the auditor or examiner

Legal fees

148

-

148

148

Financial costs

THE CARA TRUST

Detailed analysis of income and expenditure for the year ended 31 March 2017 as required by the SORP 2015

Bank charges	444	-	444	442
Depreciation	1,986	-	1,986	1,986
Support costs before reallocation	26,737	12,067	38,804	45,663
Total support costs	26,737	12,067	38,804	45,663

The basis of allocation of costs between activities is described under accounting policies

25 Other Expenditure - Governance costs

Independent Examiner's fees	3,000	-	3,000	2,160
Trustees' expenses	846	-	846	302
Total Governance costs	3,846	-	3,846	2,462

26 Total Charitable expenditure

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2017	2017	2017	2016
	£	£	£	£
Total direct spending	68,414	144,175	212,589	184,985
Total support costs	26,737	12,067	38,804	45,663
Total Governance costs	3,846	-	3,846	2,462
Total charitable expenditure	98,997	156,242	255,239	233,110

27 Expenditure on raising funds and costs of investment management

	Current year Unrestricted Funds	Current year Restricted Funds	Current year Total Funds	Prior Year Total Funds
	2017	2017	2017	2016
	£	£	£	£
Fundraising publicity & marketing	2,084	-	2,084	2,122
Total fundraising costs	2,084	-	2,084	2,122