

**Report of the Trustees and
Unaudited Financial Statements for the Year Ended 31 March 2017
for
Central Cheshire Buddy Scheme**

Buxton Accounting LLP
Chartered Accountants
98 Middlewich Road
Northwich
Cheshire
CW9 7DA

Central Cheshire Buddy Scheme

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Central Cheshire Buddy Scheme

Report of the Trustees for the Year Ended 31 March 2017

The trustees present their report with the financial statements of the charity for the year ended 31 March 2017. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1160519

Principal address

140 Main Road
Shavington
Crewe
Cheshire
CW2 5DP

Trustees

Mrs A Triner
Mrs A Williams
Mrs D Murray
Mrs H Spencer
Dr J McMurtrie
Mr S Lawley
Mr J Edwards

Independent examiner

David William Buxton BSc (Jt Hons) FCA
Fellow of the ICAEW
Buxton Accounting LLP
Chartered Accountants
98 Middlewich Road
Northwich
Cheshire
CW9 7DA

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes an unincorporated charity.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

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

Central Cheshire Buddy Scheme (CCBS) also support 27 disabled adults as part of a project called changing lives.

The number of children (159) being supported by CCBS continues to grow as well as carers (200) and siblings (35) etc. As a result of becoming a registered charity CCBS have attracted more support and help with fund raising from partner organisations in Cheshire East.

Central Cheshire Buddy Scheme

Report of the Trustees for the Year Ended 31 March 2017

ACHIEVEMENT AND PERFORMANCE

Charitable activities

2016-2017 CCBS secured funding from Cheshire East Council for short breaks for carers, siblings, early help and from Eastern Cheshire CCG. Contracted sources of funding have not changed dramatically in this year.

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

In this financial period CCBS took 49 children on 3 Residential breaks to the Calvert Trust, Isle of Man and dolly Hall. Each residential lasted 3 days and involved a range of activities.

CCBS worked with 15 different partner organisations to fund raise and develop activities suitable for disabled children and young people. These included The Morgan Foundation, Asda Crewe, Tesco Crewe, Morrisons Crewe, Cheshire police, Cheshire Masons, The probation service, men in Sheds, NCS (National citizens service), The Crewe and Nantwich Roundtable, Crewe and Nantwich Rotary club, Up and Under Foundation, Siemens, Sandbach Striders, Bentley Crewe

In 2016-2017 CCBS secured 4 main contracts from Cheshire East Council and Eastern Cheshire Clinical Commissioning group including:

In June 2016 CCBS secured funding from Cheshire East Council to deliver short breaks for carers. The contract value was £32,000 for a 12 month period to support 200 carers through 130 activity sessions (coffee mornings, days out, meals, keep fit, pottery workshops and shopping). (Contract end 31st March 2017)

In June 2016 CCBS secured funding from Cheshire East Council to deliver short breaks for siblings of a disabled child. The contract value was £10,000 for a 12 month period to support 30 siblings through 30 activity sessions. (Contract end 31st March 2017)

CCBS had in place an Early Help contract to run activity sessions for children and young people with disabilities with Cheshire East Council for £25,000. This was due for renewal in March 2017.

CCBS received £24,900 from the peoples Health trust to support disabled adults through a group called changing lives. Contract awarded in August 2016-August 2018

FINANCIAL REVIEW

David Buxton FCA of Buxton Accounting LLP, Chartered Accountants and Business Advisers, were appointed as the charity's Independent Examiner.

This report has been prepared in accordance with the Statement of recommended practice: Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities; and approved by the Trustees.

The charity's income in the year was £174,547 (2016: £160,368). After expenditure of £132,967 (2016: £143,583) a surplus of £41,580 is reported. General Reserves carried forward amounted to £120,326 (2016 £78,746).

FUTURE DEVELOPMENTS

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

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

STRUCTURE, GOVERNANCE AND MANAGEMENT

The organisation is a charitable trust managed by 7 Trustees who oversee the running of CCBS. The trustees meet once every quarter (4 times a year) to discuss and review the operations of the organisation.

Central Cheshire Buddy Scheme

Report of the Trustees for the Year Ended 31 March 2017

Each year the Trustees carry out a full review of the policies and procedures of CCBS. The Trustees remain unchanged for the year 2016-2017

Management of risk is considered at Trustee and management meetings and steps are taken to mitigate as appropriate. These are kept under regular review.

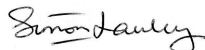
Procedures are in place for authorisation of transactions, contracts and projects. Safeguarding is always discussed at Trustee meetings and a review of safeguarding policies and procedures is conducted annually and submitted to Cheshire East Council.

All staff are DBS checked and volunteers received both safeguarding and first aid training in this year.

CCBS employs 9 members of staff, 1 full time, 3 part time (18-32hrs) 6 seasonal staff (8hrs a month). 19 volunteers aged 15-60 years. The Trustees meet regularly with staff, volunteers, beneficiaries and local businesses. They are also involved in some of the activities and trips.

Approved by order of the board of trustees on 28 January 2018 and signed on its behalf by:

Mr S Lawley - Trustee


Mr S Lawley - Trustee

**Independent Examiner's Report to the Trustees of
Central Cheshire Buddy Scheme**

I report on the accounts for the year ended 31 March 2017 set out on pages five to eight.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

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

Basis of the independent examiner's report

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


Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

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



David William Buxton BSc (Jt Hons) FCA
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28 January 2018

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28 January 2018

Central Cheshire Buddy Scheme

Statement of Financial Activities for the Year Ended 31 March 2017

	Unrestricted fund £	Restricted fund £	Total 2017 funds £	Total 2016 funds £
INCOMING RESOURCES				
Incoming resources from generated funds				
Voluntary income	170,458	4,000	174,458	160,368
Other incoming resources	89	-	89	-
RESOURCES EXPENDED				
Charitable activities				
Grants made	14,165	716	14,881	19,251
Employee and other costs	<u>117,746</u>	<u>340</u>	<u>118,086</u>	<u>124,332</u>
Total resources expended	<u>131,911</u>	<u>1,056</u>	<u>132,967</u>	<u>143,583</u>
NET INCOMING RESOURCES	38,636	2,944	41,580	16,785
RECONCILIATION OF FUNDS				
Total funds brought forward	<u>78,746</u>	-	<u>78,746</u>	<u>61,961</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>117,382</u></u>	<u><u>2,944</u></u>	<u><u>120,326</u></u>	<u><u>78,746</u></u>

The notes form part of these financial statements

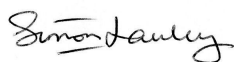
Central Cheshire Buddy Scheme

Balance Sheet At 31 March 2017

	Notes	Unrestricted fund £	Restricted fund £	Total 2017 funds £	Total 2016 funds £
CURRENT ASSETS					
Cash at bank and in hand		118,582	2,944	121,526	79,945
CREDITORS					
Amounts falling due within one year	4	(1,200)	-	(1,200)	(1,199)
NET CURRENT ASSETS		<u>117,382</u>	<u>2,944</u>	<u>120,326</u>	<u>78,746</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>117,382</u>	<u>2,944</u>	<u>120,326</u>	<u>78,746</u>
NET ASSETS		<u>117,382</u>	<u>2,944</u>	<u>120,326</u>	<u>78,746</u>
FUNDS	5				
Unrestricted funds:					
General fund				117,382	78,746
Restricted funds:					
Bailey Thomas Fund				2,944	-
TOTAL FUNDS				<u>120,326</u>	<u>78,746</u>

The financial statements were approved by the Board of Trustees on 28 January 2018 and were signed on its behalf by:

Mr S Lawley -Trustee



Mr S Lawley - Trustee

Central Cheshire Buddy Scheme

Notes to the Financial Statements for the Year Ended 31 March 2017

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

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

Resources expended

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

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Taxation

The charity is exempt from 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.

2. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2017 nor for the year ended 31 March 2016.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2017 nor for the year ended 31 March 2016.

3. STAFF COSTS

	2017	2016
	£	£
Wages and salaries	98,013	101,222
Social security costs	5,998	6,823
	<u>104,011</u>	<u>108,045</u>

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

	2017	2016
Employees	<u>9</u>	<u>9</u>

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

Central Cheshire Buddy Scheme

Notes to the Financial Statements - continued for the Year Ended 31 March 2017

4. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2017 £	2016 £
Other creditors	<u>1,200</u>	<u>1,199</u>

5. MOVEMENT IN FUNDS

	At 1.4.16 £	Net movement in funds £	At 31.3.17 £
Unrestricted funds			
General fund	78,746	38,636	117,382
Restricted funds			
Bailey Thomas Fund	-	2,944	2,944
TOTAL FUNDS	<u>78,746</u>	<u>41,580</u>	<u>120,326</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	170,547	(131,911)	38,636
Restricted funds			
Bailey Thomas Fund	4,000	(1,056)	2,944
TOTAL FUNDS	<u>174,547</u>	<u>(132,967)</u>	<u>41,580</u>

6. RESTRICTED FUNDS

Bailey Thomas Fund

Bailey Thomas is a charitable foundation which provides funding to support groups working with people with a learning disability. The aim of the funding is to support groups to help people with a learning disability to develop skills, reduce social isolation, be part of the community and be out and about. We received £4,000 which they required us to put in a ring fenced account. At the end of the finance period we are required to send them a report and bank statements. Funding can cover venue hire, activity costs, equipment, fuel etc.

Central Cheshire Buddy Scheme

Detailed Statement of Financial Activities for the Year Ended 31 March 2017

	2017 £	2016 £
INCOMING RESOURCES		
Voluntary income		
Donations and legacies	174,444	160,340
Other income	<u>14</u>	<u>28</u>
	174,458	160,368
Other incoming resources		
Bank interest received	<u>89</u>	<u>-</u>
Total incoming resources	174,547	160,368
RESOURCES EXPENDED		
Charitable activities		
Other expenditure	100	815
Grants made	<u>14,781</u>	<u>18,251</u>
	14,881	19,066
Employee costs		
Wages and salaries	98,013	101,222
Employer's National Insurance	<u>5,998</u>	<u>6,823</u>
	104,011	108,045
Support costs		
Management		
Training expenses	220	155
Temporary staff costs	<u>70</u>	<u>30</u>
	290	185
Other		
General vehicle costs	-	20
Vehicle fuel costs	5,046	4,499
Vehicle licence and insurance	1,475	186
Vehicle maintenance	744	572
Travel and subsistence	<u>233</u>	<u>428</u>
	7,498	5,705
Premises costs		
Rent	1,987	1,467
Light, heat and power	-	178
Premises maintenance	<u>38</u>	<u>2,398</u>
	2,025	4,043

Central Cheshire Buddy Scheme

Detailed Statement of Financial Activities for the Year Ended 31 March 2017

	2017 £	2016 £
General administrative costs		
Bank charges	-	20
Insurance	186	1,564
Information and publications	35	36
Postage and couriers	116	93
Computer software and information technology	117	512
Printing and stationery	966	1,659
sundry expenses	300	792
Telephone, fax and broadband	138	234
Uniforms	713	-
	<u>2,571</u>	<u>4,910</u>
Legal and professional fees		
Accountancy and bookkeeping	1,691	1,519
Consultancy fees	-	110
	<u>1,691</u>	<u>1,629</u>
Total resources expended	132,967	143,583
	<u> </u>	<u> </u>
Net income	<u>41,580</u>	<u>16,785</u>