

Charity Registration No. 801169

Company Registration No. 02345730 (England and Wales)

THE APULDRAM CENTRE

**ANNUAL REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2018**

THE APULDRAM CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	C Buckland G Seth O James A Nicholl P Reed L Burford	(Appointed 4 May 2017)
Charity number	801169	
Company number	02345730	
Registered office	Common Farm Appledram Lane Chichester West Sussex PO20 7PE	
Auditor	Watling & Hirst Limited Cawley Place 15 Cawley Road Chichester West Sussex PO19 1UZ	

THE APULDRAM CENTRE

CONTENTS

	Page
Trustees' report	1 - 5
Statement of trustees' responsibilities	6
Independent auditor's report	7 - 8
Statement of financial activities	9
Balance sheet	10
Statement of cash flows	11
Notes to the accounts	12 - 23
Detailed Income and Expenditure Accounts	
- Summary	24
- Daycare services	25
- Supported living	26
- Administration Allocation	27

THE APULDRAM CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2018

The trustees present their report and accounts for the year ended 31 March 2018.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

The objects of the charitable company are set out in its Memorandum and Articles of Association, and may be summarised as follows:

"The relief of persons affected by learning disabilities and / or complex needs by providing and assisting in the provision of accommodation, facilities and support services not normally provided by the statutory authorities".

The trustees have paid due consideration to the Charity Commission's published guidance on the Public Benefit requirement under the Charities Act 2011.

They believe that the activities and benchmarks noted within the 'Achievements and performance' section below have assisted in furthering the charitable company's purposes for the public benefit.

Achievements and performance

Review of 17/18 priority goals

Sustainability

- We have entered into a contract extension period for our Supported Living Services until 31st March 2021.
- We have received annual uplifts on our existing WSCC contracts.
- We have commenced necessary audits and other compliance actions in readiness for GDPR, May 2018.
- We continue to run our on-site shop and from April 2018 will have a monthly presence at Chichester Farmers Market.
- Our financial performance is operating within budget.

Visibility and Influence

- We reach over 100 adults and their families, 65 adults attend our day service each week and many more enjoy our outreach facility three days a week at Hub Club,
- We successfully operated a pop up shop in Selsey in the six weeks leading up to Christmas.
- We continue to increase our visibility and influence locally; partnering with Tesco and Waitrose Food Share schemes, Priory Park Festival, Corporate donors and media.
- We launched our new and responsive website, the redevelopment of which received £1,000 of funding from Chichester District Council's small grant scheme.
- We've ran several successful fundraising events including our Christmas Fair, Cream Tea Sunday and International Lunches.
- We supported customers to participate in community sports tournaments in: pool, sailing, cricket and "It's a knock out" competition.
- We have over 55 local volunteers who promote the work we do in their communities and support us to deliver services and run events. In June we celebrated and thanked our volunteers during national volunteers week.

THE APULDRAM CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Service Effectiveness

- We deliver over 650 hours of support each week to enable up to 30 tenants to live independently in their own homes.
- In March 2018, CQC inspection rated us 'Good' in all areas.
- We have installed IT solutions at our sleep in locations to enable field workers to have increased connectivity to our digital systems.
- We continue to review our departmental structures and have aligned these to meet business needs; the day service now has a Horticulture Team Leader and senior support workers are now known as Team Leaders, offering first line management solutions to designated staff.

Fit for Future

- We invested £26,726 in essential repairs, preventative or remedial maintenance and upgrade works (including redecorating) at our supported living landlord properties and day centre site.
- We continue to review our staff structure to ensure we have effective and flexible resource and expertise to deliver our ambitious plans and continuously improve our services.
- We've created the new role of Daycare Customer and Development coordinator who will take the lead role in the centre's responsibility for providing adult social care and customer support at the day care centre. Natasha Coles has been appointed into this role and joined in May 2018.
- We will commence further redevelopment works in July 2018.
- Our first apprentice within the horticulture team is now in their third and final year of learning.

Fundraising and Donors

The organisation has agreed to adhere to the voluntary code of fundraising practice in relation to charity fundraising, meaning that charities set and follow their own standards of fundraising practice, with the aim of enhancing the public's confidence and trust. The Apuldrum Centre has a number of active fundraising schemes. These include, but are not limited to:

The 100 Club

The 100 Club provides a regular unrestricted income for Apuldrum and gives its members the opportunity of winning cash prizes each month.

In addition, various seasonal and themed fundraising events are organised throughout the year.

Christmas Pop Up Shop

Mr Oliver James, trustee and director of Tessam Development Ltd, owner and landlord of 129 High Street, Selsey, granted the charitable company a gratis licence to occupy the vacant premises for the six weeks leading up to Christmas. During this period, volunteers ran a seasonal themed pop up shop, the aim of the pop up shop was to sell goods made by the Apuldrum community, to promote the work alongside volunteers in the shop and to inform residents and businesses about the ways they can partner with us to make a local difference. The venture generated £1,463 of net fundraising income.

THE APULDRAM CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Donors

A variety of donors have made contributions to the organisation throughout the year, whether it be by direct donation or through a planned event. We are grateful to people in our communities that contribute in this way and have developed a wish list.

The purpose of the wish list is to inform the Board, Leadership Team and Fundraisers of items that have been suggested by users, staff and volunteers. Items included on the list are deemed to enhance the experience of beneficiaries of The Apuldram Centre and enable the charity to replace or purchase specific items.

During the financial year we were chosen by Tennyson Insurance to be the company's charity of the year, receiving a donation of £6,900. Bunnings Warehouse staff created a timber framed raised seed bed as part of their community champions scheme and on several occasions we have benefited from Bunning's Sausage Sizzle fundraising initiative. We partnered with Chichester Priory Festival in July and were awarded £2,000 from Tesco's bags of help scheme to enable us to purchase permanent outdoor gym equipment. In addition The Bassil Shippam and Alsford Trust and the Gerald Micklem Charitable Trust made specific donations to our redevelopment fund / works.

Financial review

The surplus for the year was £5,909 (2017: £3,439). Total reserves stood at £1,563,595 (2017: £1,557,686).

The trustees continue to monitor the level of unrestricted reserves to ensure that the charitable company is financially viable. They have set a minimum reserve of £250,000. In this financial year, the accounts show a continued surplus, which has ensured that liquid unrestricted reserves at the year end have remained above this level, at £263,987.

Risk Management

The trustees have examined the major strategic, business and operational risks that the charitable company faces, and confirm that systems have been established to mitigate such risks.

Future Plans

Our Day Centre comprises a series of buildings including rural utility farm buildings. We are committed to continuously improving our training and education services but with an ageing building infrastructure we have concluded that the structures and buildings we operate from are reaching end of life and require significant redevelopment.

In September 2016, the charity was awarded full planning consent from Chichester District Council, for the next phase of redevelopment which included the demolition of the existing asbestos barn and its rebuild and conversion into dedicated workshops and learning spaces. During this financial year, we have progressed consultancy works to prepare building drawings and discharge planning conditions in readiness for the first phase of works to commence in July 2018. We are continuing to seek grant contributions towards this project, along with other funding opportunities to enable us to undertake the further phases of this £750,000 ambitious plan.

THE APULDRAM CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Structure, governance and management

The board is comprised of trustee directors, all volunteers, and meets several times a year; one meeting is an AGM. Board members must demonstrate how they fulfil the 'fit and proper persons' and 'disclosure barring' criteria for the registration with the Care Quality Commission (CQC). Board meetings are attended by employed staff in leadership and management roles. As employees, these staff have no voting right, but provide strategic and operational input to inform the board in their decision making process.

During the year, Trustee Mr David Barty resigned from the board; we very much appreciated the contributions that he made to the organisation.

At the initiation of the Woodger Trust and thereafter our mutual agreement, we surrendered the tenancy licence for 17 Mill Gardens, the property had originally been used for the provision of supported living, and there was no impact to the occupying tenants.

The board and management team agreed a short-term action plan for the organisation which outlined the organisation's priorities for year 2017/18 and the initiatives that we will take forward during this financial year.

In February 2018, we ratified our new Business Plan for years 2018 to 2022. The purpose of this Business Plan is to set out The Apuldrum Centre's strategy for the next five years. The strategy builds on the success of previous years and takes account of the changing landscape in which we provide our services, key contract milestones and our ambitions to sustain, grow and redevelop our existing infrastructure.

The plan sets out our future direction and the way in which our organisation will work to achieve our ambitious goals. It provides the framework for The Apuldrum Centre to grow in service and influence in a sustainable manner and outlines our priorities in terms of deliverables, providing us with a means to track and monitor our performance as we go forward.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

C Buckland

G Seth

M Clack

(Resigned 3 August 2018)

O James

A Nicholl

S Saunders

(Resigned 2 August 2018)

P Reed

D Barty

(Resigned 31 December 2017)

L Burford

(Appointed 4 May 2017)

New trustees are made familiar with their legal obligations under charity and company law, the contents of the Memorandum and Articles of Association, the committee and decision-making process and the recent financial performance of the charity. Trustees are encouraged to attend appropriate external training events where these will facilitate the undertaking of their role.

The Board appoints a team of professional managers and staff to carry out the day to day operations of the charity, below as follows:

General Manager - Mrs. Rachel Aslet-Clark

Deputy Manager - Mrs. Sarah Abbott

Financial Manager - Miss. Karen Over

Supported Living Manager - Mr. John Callaway

In addition, to the above, staff are employed within Day Centre and Supported Living services. The staff teams are made up of a varying number of full and part time staff. In total there are 34 (2017: 31) FTE across the organisation.

THE APULDRAM CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Auditor

In accordance with the company's articles, a resolution proposing that Watling & Hirst Limited be reappointed as auditor of the company will be put at a General Meeting.

Disclosure of information to auditor

Each of the trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



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C Buckland

Trustee

Dated: 19.10.18

THE APULDRAM CENTRE

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2018

The trustees, who are also the directors of The Apuldrum Centre for the purpose of company law, are responsible for preparing the Trustees' Report 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

THE APULDRAM CENTRE

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF THE APULDRAM CENTRE

Opinion

We have audited the financial statements of The Apuldrum Centre (the 'charity') for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

THE APULDRAM CENTRE

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF THE APULDRAM CENTRE

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.



Matthew Robert James Housden FCCA (Senior Statutory Auditor)
for and on behalf of Watling & Hirst Limited

22.10.18
.....

Chartered Certified Accountants
Statutory Auditor

Cawley Place
15 Cawley Road
Chichester
West Sussex
PO19 1UZ

THE APULDRAM CENTRE

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
<u>Income from:</u>					
Donations and legacies	3	43,146	5,000	48,146	28,987
<u>Charitable activities</u>					
Daycare services	4	62,640	303,355	365,995	368,038
Supported living	4	99,188	590,675	689,863	669,048
Sale of produce and services	4	71,980	-	71,980	81,739
Investments	5	6,323	-	6,323	13,848
Total income		283,277	899,030	1,182,307	1,161,660
<u>Expenditure on:</u>					
Raising funds	6	5,220	-	5,220	4,434
<u>Charitable activities</u>					
Daycare services	7	-	482,768	482,768	479,767
Supported living	7	-	658,045	658,045	640,251
Costs of produce and services	7	30,365	-	30,365	33,769
Total charitable expenditure		30,365	1,140,813	1,171,178	1,153,787
Total resources expended		35,585	1,140,813	1,176,398	1,158,221
Net incoming/(outgoing) resources before transfers		247,692	(241,783)	5,909	3,439
Gross transfers between funds		(246,783)	246,783	-	-
Net income for the year/ Net movement in funds		909	5,000	5,909	3,439
Fund balances at 1 April 2017		1,557,686	-	1,557,686	1,554,247
Fund balances at 31 March 2018		1,558,595	5,000	1,563,595	1,557,686

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

THE APULDRAM CENTRE

BALANCE SHEET

AS AT 31 MARCH 2018

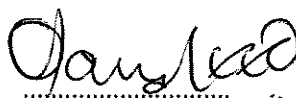
	Notes	2018		2017	
		£	£	£	£
Fixed assets					
Tangible assets	11		1,294,608		1,319,399
Current assets					
Stocks	13		-		500
Debtors	14		94,860		79,500
Cash at bank and in hand			310,754		301,334
			<u>405,614</u>		<u>381,334</u>
Creditors: amounts falling due within one year	16		<u>(76,702)</u>		<u>(76,938)</u>
Net current assets			328,912		304,396
Total assets less current liabilities			<u>1,623,520</u>		<u>1,623,795</u>
Creditors: amounts falling due after more than one year	17		(59,925)		(66,109)
Net assets			<u>1,563,595</u>		<u>1,557,686</u>
Income funds					
Restricted funds	18		5,000		-
Unrestricted funds			1,558,595		1,557,686
			<u>1,563,595</u>		<u>1,557,686</u>

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

The financial statements were approved by the Trustees on 19.10.18



C Buckland
Trustee



P Reed
Trustee

Company Registration No. 02345730

THE APULDRAM CENTRE

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Cash flows from operating activities					
Cash generated from operations	22		29,311		48,430
Investing activities					
Purchase of tangible fixed assets		(20,341)		(219,787)	
Proceeds on disposal of tangible fixed assets		456		-	
Interest received		6,323		13,848	
Net cash used in investing activities			(13,562)		(205,939)
Financing activities					
Repayment of bank loans		(6,329)		(6,313)	
Net cash used in financing activities			(6,329)		(6,313)
Net increase/(decrease) in cash and cash equivalents			9,420		(163,822)
Cash and cash equivalents at beginning of year			301,334		465,156
Cash and cash equivalents at end of year			<u>310,754</u>		<u>301,334</u>
Short term deposits included in current asset investments			-		-
Bank overdrafts included in creditors payable within one year			-		-

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

Charity information

The Apuldrum Centre is a private company limited by guarantee incorporated in England and Wales. The registered office is Common Farm, Appledram Lane, Chichester, West Sussex, PO20 7PE.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are donations which the donor has specified are to be solely used for particular areas of the Centre's work or for specific projects being undertaken by the Centre.

1.4 Incoming resources

Income is recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the income have been met or are fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

For legacies, entitlement is taken as the earlier of:

- The date on which the charity is aware that probate has been granted;
- The estate has been finalised and notification has been made by the executor(s) to the Centre that a distribution will be made; or
- When distribution is received from the estate.

Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of any service is deferred until the criteria for income recognition are met.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the charity; this is normally upon notification of the interest paid or payable by the Bank.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as a cost against the activity for which the expenditure was incurred.

Support costs are those functions that assist the work of the charity but do not directly undertake charitable activities. Support costs include back office costs, finance, personnel, payroll and governance costs which support the Centre's activities. The bases on which support and governance costs have been allocated are set out within note 8.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold buildings	2%
Plant and equipment	15%
Computer equipment	25%
Motor vehicles	25%
Furniture and fittings	15%

Freehold land and assets in the course of construction are not depreciated.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

1.8 Stocks

Stock is valued at the lower of cost and net realisable value. No value has been placed on growing crops and stocks of resale items since, in the opinion of the trustees, they are not considered material in the context of the financial statements.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (Continued)

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Leases

Assets held under finance leases and hire purchase contracts are included in fixed assets at fair value. The obligations relating to these, net of finance charges, are included under creditors. The interest element of the rental obligation is allocated to accounting periods during the lease term.

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total 2018	Total 2017
	£	£	£	£
Donations and gifts	43,146	5,000	48,146	28,987
For the year ended 31 March 2017	<u>28,851</u>	<u>136</u>		<u>28,987</u>

Within unrestricted donations is an amount of £10,000, received from The Bassil Shippam and Alsford Trust. The restricted donation of £5,000 represents a donation received from the Gerald Micklem Charitable Trust.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

4 Charitable activities

	Daycare services	Supported living	Sale of produce and services	Total 2018	Total 2017
	£	£	£	£	£
Sales within charitable activities	-	-	71,980	71,980	81,739
Services provided under contract	365,995	689,863	-	1,055,858	1,037,086
	<u>365,995</u>	<u>689,863</u>	<u>71,980</u>	<u>1,127,838</u>	<u>1,118,825</u>
Analysis by fund					
Unrestricted funds	62,640	99,188	71,980	233,808	
Restricted funds	303,355	590,675	-	894,030	
	<u>365,995</u>	<u>689,863</u>	<u>71,980</u>	<u>1,127,838</u>	
For the year ended 31 March 2017					
Unrestricted funds	53,465	94,566	81,739		229,770
Restricted funds	314,573	574,482	-		889,055
	<u>368,038</u>	<u>669,048</u>	<u>81,739</u>		<u>1,118,825</u>

5 Investments

	2018	2017
	£	£
Rents - cottage and barn	5,801	12,529
Interest receivable	522	1,319
	<u>6,323</u>	<u>13,848</u>

6 Raising funds

	2018	2017
	£	£
<u>Fundraising and publicity</u>		
Support costs	5,220	4,434
	<u>5,220</u>	<u>4,434</u>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

7 Charitable activities

	Daycare services	Supported living	Costs of produce and services	Total 2018	Total 2017
	£	£	£	£	£
Staff costs	364,604	544,278	-	908,882	888,945
Establishment costs	86,066	63,514	30,365	179,945	189,567
Transport	13,373	21,542	-	34,915	35,375
Loss on disposal of fixed assets	455	-	-	455	-
	<u>464,498</u>	<u>629,334</u>	<u>30,365</u>	<u>1,124,197</u>	<u>1,113,887</u>
Share of support costs (see note 8)	11,573	18,665	-	30,238	24,476
Share of governance costs (see note 8)	6,697	10,046	-	16,743	15,424
	<u>482,768</u>	<u>658,045</u>	<u>30,365</u>	<u>1,171,178</u>	<u>1,153,787</u>
Analysis by fund					
Unrestricted funds	-	-	30,365	30,365	
Restricted funds	482,768	658,045	-	1,140,813	
	<u>482,768</u>	<u>658,045</u>	<u>30,365</u>	<u>1,171,178</u>	
For the year ended 31 March 2017					
Unrestricted funds	-	-	33,769		33,769
Restricted funds	479,767	640,251	-		1,120,018
	<u>479,767</u>	<u>640,251</u>	<u>33,769</u>		<u>1,153,787</u>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

8 Support costs

	Support costs	Governance costs	2018	2017	Basis of allocation
	£	£	£	£	
Establishment costs	35,354	-	35,354	28,556	Back office overheads
Transport	104	-	104	354	Back office travel costs
Audit fees	-	8,709	8,709	8,275	Governance
Legal and professional	-	5,184	5,184	4,717	Governance
Bureau charges	-	2,850	2,850	2,432	Governance
	<u>35,458</u>	<u>16,743</u>	<u>52,201</u>	<u>44,334</u>	
Analysed between					
Fundraising	5,220	-	5,220	4,434	
Charitable activities	30,238	16,743	46,981	39,900	
	<u>35,458</u>	<u>16,743</u>	<u>52,201</u>	<u>44,334</u>	

Governance costs includes payments to the auditors of £5,200 (2017- £5,200) for audit fees.

9 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

10 Employees

Number of employees

The average monthly number employees during the year was:

	2018 Number	2017 Number
	51	52
	<u>51</u>	<u>52</u>
Employment costs	2018	2017
	£	£
Wages and salaries	847,323	832,603
Social security costs	56,864	52,148
Other pension costs	4,695	4,194
	<u>908,882</u>	<u>888,945</u>

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

There were a total of 34 (2017: 31) full time equivalent employees in the year.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

11 Tangible fixed assets	Freehold buildings £	Plant and equipment £	Computer equipment £	Motor vehicles £	Furniture and fittings £	Total £
Cost						
At 1 April 2017	1,636,549	103,442	33,641	35,747	118,036	1,927,415
Additions	12,242	8,099	-	-	-	20,341
Disposals	-	(500)	-	-	-	(500)
At 31 March 2018	1,648,791	111,041	33,641	35,747	118,036	1,947,256
Depreciation and impairment						
At 1 April 2017	352,422	89,937	28,476	25,097	112,084	608,016
Depreciation charged in the year	31,467	4,749	1,629	880	5,951	44,676
Eliminated in respect of disposals	-	(44)	-	-	-	(44)
At 31 March 2018	383,889	94,642	30,105	25,977	118,035	652,648
Carrying amount						
At 31 March 2018	1,264,902	16,399	3,536	9,770	1	1,294,608
At 31 March 2017	1,284,127	13,505	5,165	10,650	5,952	1,319,399

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

12 Financial instruments	2018	2017
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	75,043	63,640
	<u> </u>	<u> </u>
Carrying amount of financial liabilities		
Measured at amortised cost	105,048	121,497
	<u> </u>	<u> </u>
13 Stocks	2018	2017
	£	£
Finished goods and goods for resale	-	500
	<u> </u>	<u> </u>
14 Debtors	2018	2017
	£	£
Amounts falling due within one year:		
Trade debtors	73,284	60,077
Other debtors	1,759	3,563
Prepayments and accrued income	19,817	15,860
	<u> </u>	<u> </u>
	94,860	79,500
	<u> </u>	<u> </u>
15 Loans and overdrafts	2018	2017
	£	£
Bank loans	66,103	72,432
	<u> </u>	<u> </u>
Payable within one year	6,178	6,323
Payable after one year	59,925	66,109
	<u> </u>	<u> </u>

Mortgage loans relate to the part financing of the purchase and development of the freehold of the land on which The Apuldrum Centre is constructed and of the properties at 18 Farnell Close and 20 Elizabeth Road. Mortgage loans are secured by standard charges over the related freeholds.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

16 Creditors: amounts falling due within one year

	Notes	2018 £	2017 £
Bank loans	15	6,178	6,323
Other taxation and social security		31,579	21,550
Trade creditors		19,769	31,277
Other creditors		11	-
Accruals and deferred income		19,165	17,788
		<u>76,702</u>	<u>76,938</u>

17 Creditors: amounts falling due after more than one year

	Notes	2018 £	2017 £
Bank loans	15	<u>59,925</u>	<u>66,109</u>

Included within bank loans due after one year is an amount totalling £35,213 (2017: £40,817), which is repayable by instalments, payable after five years.

18 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Balance at 31 March 2018 £
	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	
Redevelopment fund	-	5,000	-	<u>5,000</u>

Redevelopment fund - funds received for use on a specific aspect of the redevelopment project.

19 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2018 are represented by:			
Tangible assets	1,294,608	-	1,294,608
Current assets/(liabilities)	323,912	5,000	328,912
Long term liabilities	(59,925)	-	(59,925)
	<u>1,558,595</u>	<u>5,000</u>	<u>1,563,595</u>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

20 Related party transactions

Remuneration of key management personnel

The key management personnel of the charity comprise the trustees, the General Manager, the Deputy Manager, the Finance Manager and the Supported Living Manager. The total employee benefits of the key management personnel of the charity is as follows.

	2018 £	2017 £
Aggregate compensation	136,474	127,808

Transactions with related parties

During the year, the charity received the use of a retail property, rent free, for a period of six weeks in order to open a Christmas pop-up shop in the area. The property was one of a number owned by Tessam Developments Ltd, a company in which O James, a trustee, is a director.

21 Legal status of the charity

The Apuldrum Centre is a charitable company limited by guarantee. Every member undertakes to contribute to the assets of the charitable company, in the event of the charitable company being wound up while he is a member, or within one year after if he ceases to be a member, for payment of the debts and liabilities of the charitable company contracted before he ceases to be a member, and of the costs, charges and expenses of winding up, such amount as may be required not exceeding £1.

22 Cash generated from operations

	2018 £	2017 £
Surplus for the year	5,909	3,439
Adjustments for:		
Investment income recognised in statement of financial activities	(6,323)	(13,848)
Depreciation and impairment of tangible fixed assets	44,676	43,760
Movements in working capital:		
Decrease in stocks	500	-
(Increase) in debtors	(15,360)	(1,155)
(Decrease)/increase in creditors	(91)	16,234
Cash generated from operations	29,311	48,430

THE APULDRAM CENTRE
DETAILED INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018

Summary	£	2018 £	£	2017 £
Day care surplus/(deficit) of income over expenditure	(76,310)		(61,159)	
Independent Living surplus of income over expenditure	31,818		34,593	
Cost of Generating Funds	<u>(5,220)</u>		<u>(4,434)</u>	
		(49,712)		(31,000)
Other income				
Rent received	5,801		12,529	
Donations received	46,078		18,507	
Fundraising (net of costs)	3,220		2,084	
Interest received	<u>522</u>		<u>1,319</u>	
		55,621		34,439
		<hr/>		<hr/>
Surplus to Accumulated Fund		5,909		3,439
		<hr/>		<hr/>

THE APULDRAM CENTRE
DETAILED INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018

		2018		2017
Daycare	£	£	£	£
Income				
Trainees' sponsorship fees		303,355		314,573
Sale of produce	71,980		81,739	
Direct costs of production	<u>(30,363)</u>		<u>(33,768)</u>	
Produce gross margin		41,617		47,971
Fund raising and other income		1,175		600
Training income		-		1,500
HUB Club income		46,579		41,578
Donations		2,066		500
Transport income		11,666		11,886
Total Income		<u>406,458</u>		<u>418,608</u>
Deduct Expenditure				
Wages and salaries				
Staff salaries, NIC & Pension Allowance	356,617		353,754	
Staff training & recruitment	<u>7,987</u>		<u>1,184</u>	
		(364,604)		(354,938)
Establishment expenses				
Electricity	9,245		10,703	
Water rates	1,240		1,032	
Stationery & postage	532		1,924	
Repairs, consumables & cleaning	29,355		37,398	
Insurance	6,349		5,473	
Telephone	457		825	
General sundries	10,092		8,557	
Rent	10,804		12,690	
Legal Fees	4,450		-	
Depreciation	<u>13,542</u>		<u>12,855</u>	
		(86,066)		(91,457)
Transport expenses				
Petrol, repairs, mileage allowance and taxi	9,227		8,811	
Insurance	4,146		2,907	
Licenses	-		168	
Depreciation	<u>-</u>		<u>1,536</u>	
		(13,373)		(13,422)
Administration expenses (allocation)		<u>(18,270)</u>		<u>(19,950)</u>
Total Expenditure		(482,313)		(479,767)
Gains and losses on sale of assets		(455)		-
Surplus/(deficit) of income over expenditure for the year		<u>(76,310)</u>		<u>(61,159)</u>

THE APULDRAM CENTRE
DETAILED INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018

		2018		2017
Supported Living	£	£	£	£
Income				
Rent	88,918		85,613	
Support payments received	590,675		574,482	
Transport income	<u>10,270</u>		<u>8,954</u>	
Total Income		<u>689,863</u>		<u>669,049</u>
Deduct Expenditure				
Wages and salaries				
Staff salaries, NIC & Pension Allowance	541,149		527,870	
Staff training & recruitment	<u>3,129</u>		<u>6,137</u>	
		(544,278)		(534,007)
Establishment expenses				
Rent	1,875		7,500	
Rates	2,221		2,140	
Mortgage interest	1,844		1,814	
Repairs, consumables & cleaning	20,708		15,940	
Insurance	6,520		6,498	
Telephone	2,602		2,536	
Stationery & postage	233		577	
Legal	2,320		1,603	
General sundries	1,685		4,744	
Irrecoverable VAT	9,196		-	
Depreciation	<u>14,310</u>		<u>15,194</u>	
		(63,514)		(58,546)
Transport expenses				
Petrol, repairs and taxi	6,223		7,004	
Insurance	4,473		3,928	
Mileage allowance	4,895		5,070	
Depreciation	<u>5,951</u>		<u>5,951</u>	
		(21,542)		(21,953)
Administration expenses (allocation)		<u>(28,711)</u>		<u>(19,950)</u>
Total Expenditure		<u>(658,045)</u>		<u>(634,456)</u>
Surplus/(deficit) of income over expenditure for the year		<u>31,818</u>		<u>34,593</u>

THE APULDRAM CENTRE
DETAILED INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2018

	£	2018 £	£	2017 £
Administration				
Establishment expenses				
Repairs, consumables and cleaning	14,470		9,424	
Light & heat	249		1,124	
Insurance	647		532	
Telephone	3,380		3,261	
Stationery & postage	-		1,971	
Printing & photocopying	4,439		3,207	
Advertising	960		505	
General sundries	336		308	
Depreciation	<u>10,873</u>		<u>8,224</u>	
		(35,354)		(28,556)
Transport expenses				
Petrol, repairs and taxi	104		95	
Mileage allowance	<u>-</u>		<u>259</u>	
		(104)		(354)
Other expenses				
Bureau charges	2,850		2,432	
Accountancy, audit and bank charges	8,709		8,275	
Legal	<u>5,184</u>		<u>4,717</u>	
		(16,743)		(15,424)
Total Expenditure		<u>(52,201)</u>		<u>(44,334)</u>
Allocation				
Day Care		(18,270)		(19,950)
Independent Living		(28,711)		(19,950)
Cost of Generating Funds		<u>(5,220)</u>		<u>(4,434)</u>
		<u>(52,201)</u>		<u>(44,334)</u>