

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 2019

THE APULDRAM CENTRE

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	P Reed C Buckland G Seth O James L Burford P Holroyd A Hudspith L Verduyn J Bell	(Appointed 11 October 2018) (Appointed 28 February 2019) (Appointed 28 February 2019) (Appointed 28 February 2019)
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
Independent auditor's report	6 - 7
Statement of financial activities	8
Balance sheet	9
Statement of cash flows	10
Notes to the accounts	11 - 22
Detailed Income and Expenditure Accounts	
- Summary	23
- Daycare services	24-25
- Supported living	26-27
- Administration Allocation	28

THE APULDRAM CENTRE

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2019

The trustees present their directors' report and accounts for the year ended 31 March 2019.

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 the year

In October 18, Mr Paul Reed was appointed as Chair of Trustees at our AGM; the outgoing Chair, Mr Chris Buckland remains on the board as a Trustee. The incoming Chair of Trustees and all board members are extremely appreciative of the contributions and achievements that Chris made to the organisation during his period as Chair. Additionally we welcomed four new trustees. A trustee skills audit has recently been completed to identify strengths, experience, expertise and knowledge gaps following the board's change of composition.

In April 18 the organisation commenced delivery of support to a local four-bedded supported living scheme to ensure care continuity following the breakdown of relationship between the previous providers and commissioning parents.

During the year the board and management team agreed a short-term action plan for the organisation which outlined the Organisation's priorities for year 18/19 and the initiatives that were taken forward during the financial year:

- A review of our vehicle fleet and disposal of two vehicles; we made these changes to enable us to reduce costs and maximise independence of the people we support.

- We measured the impact that volunteers make to our service: we have approximately 44 registered volunteers at any one point in time which equates to circa £80,000 per annum in-kind support.

- We invested £147,365 and demolished the small asbestos barn and common room store and refurbished the Common Room and built a new decked outdoor seating area and made electrical cabling improvements for future phases of redevelopment.

- We undertook essential preventative, remedial or improvement works at our supported living landlord properties and day centre to the value of £50,556 including; new boilers, garden landscaping, double glazed doors, Klargester and driveway repairs.

THE APULDRAM CENTRE

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

FOR THE YEAR ENDED 31 MARCH 2019

- We reviewed our data processing and data storage procedures to ensure compliance with GDPR regulations.
- We undertook our first crowdfunding campaign which successful met its target of £10,000 towards a new vehicle.
- We successfully ran a pop-up donated clothing shop for three weeks during the summer in central Chichester.
- We have transformed our supported living staff resources to better meet the needs of our tenants and improve service effectiveness.
- In January 19 we participated in an independent scrutiny visit of our organisation in regards to our application for capital funding towards our next stage of redevelopment. In February 2019 Sport England made a substantial conditional award towards this project.

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 Apuldram 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 Apuldram 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.

Donated second hand clothing Pop-Up Shop

Mr. Martin Clack, Trustee and Director of Amoeba Jewelers, owner and joint landlord of 56A East Street, Chichester, granted the charity a gratis license to occupy the vacant premises for the period 11th June – 30th June 2018. During this period volunteers ran a donated second hand clothing pop-up shop, the aims being to promote the work of the charity, to give the people we support an opportunity to 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 £1,276 of net fundraising income

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.

Financial review

The surplus for the year was £43,253 (2018: £5,909). Total reserves stood at £1,606,848 (2018: £1,563,595).

We continue to monitor the level of our unrestricted reserve to ensure that we are financially viable. At the board meeting on 2nd May 2018 it was agreed to temporarily reduce our minimum reserve threshold from £250,000 to £150,000 for the period of continued building redevelopment (as an alternative to further borrowing to fund the planned redevelopment). In this financial year our accounts show a continued surplus. Liquid unrestricted reserves of £142,155 continue to be in line with our minimum reserve threshold.

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.

THE APULDRAM CENTRE

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

FOR THE YEAR ENDED 31 MARCH 2019

Future Developments

·From April 19 three trustees, along with representation from the senior management team, will form a Finance Sub Group working within agreed terms of reference to strengthen our financial and risk monitoring and controls.

·We have secured funding from the Forbes Foundation for three years from April 2019. Year 1 will enable us to expand our community gardening services, thus providing skills and work training for our trainees, services to our local community and revenue to our daycare services.

·We are partnering with WSCC to deliver a work pilot to enable a volunteer small group of trainees to develop the requisite skills to move into supported volunteering or work experience, thus furthering their independence.

·We aim to commence the next phase of building redevelopment and capital investment at our daycare site once we have secured at least 75% of the required income from voluntary grants and donations.

In February the organisation turned 30; several of our trainees and tenants have been part of this journey. While the environment in which we live and work continues to advance, our charitable purpose and objectives remain as relevant today as they were 30 years ago. To celebrate our anniversary many events are planned to review our successes to date and to share our ambitions for the future.

THE APULDRAM CENTRE

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

FOR THE YEAR ENDED 31 MARCH 2019

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 and 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 processes.

During the year Trustees Mr Martin Clack, Mr Alan Nicholl and Mrs Sue Saunders resigned from the Board; we very much appreciate the contributions that they all made to the organisation.

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:

P Reed	
C Buckland	
G Seth	
M Clack	(Resigned 3 August 2018)
O James	
A Nicholl	(Resigned 13 December 2018)
S Saunders	(Resigned 2 August 2018)
L Burford	
P Holroyd	(Appointed 11 October 2018)
A Hudspith	(Appointed 28 February 2019)
L Verduyn	(Appointed 28 February 2019)
J Bell	(Appointed 28 February 2019)

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, being as follows:

General Manager, Mrs Rachel Aslet-Clark
Deputy Manager, Mrs Sarah Abbott
Finance 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 33 (2018 - 34) full time equivalent staff across the organisation.

THE APULDRAM CENTRE

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

FOR THE YEAR ENDED 31 MARCH 2019

Statement of trustees' responsibilities

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.

Auditor

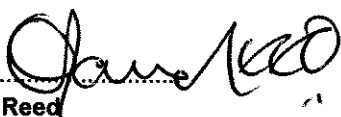
In accordance with the company's articles, a resolution proposing that Watling & Hirst Limited be reappointed as auditor of the company will be put at a General Meeting.

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.

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

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



P Reed

Trustee

Dated: 28.10.19

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 2019 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 2019 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 financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements 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

29.10.19
.....

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 2019

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £	Total 2018 £
Income from:					
Donations and legacies	3	25,895	25,500	51,395	48,146
Charitable activities					
Daycare services	4	74,242	343,458	417,700	365,995
Supported living	4	91,708	686,773	778,481	689,863
Sale of produce and services	4	65,936	-	65,936	71,980
Investments	5	3,901	-	3,901	6,323
Total income		261,682	1,055,731	1,317,413	1,182,307
Expenditure on:					
Raising funds	6	5,170	-	5,170	5,220
Charitable activities					
Daycare services	7	-	505,811	505,811	482,768
Supported living	7	-	729,220	729,220	658,045
Costs of produce and services	7	33,959	-	33,959	30,365
Total charitable expenditure		33,959	1,235,031	1,268,990	1,171,178
Total resources expended		39,129	1,235,031	1,274,160	1,176,398
Net incoming/(outgoing) resources before transfers		222,553	(179,300)	43,253	5,909
Gross transfers between funds		(196,496)	196,496	-	-
Net income for the year/ Net movement in funds		26,057	17,196	43,253	5,909
Fund balances at 1 April 2018		1,558,595	5,000	1,563,595	1,557,686
Fund balances at 31 March 2019		1,584,652	22,196	1,606,848	1,563,595

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

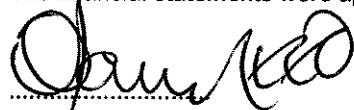
BALANCE SHEET

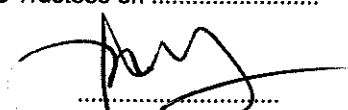
AS AT 31 MARCH 2019

	Notes	2019		2018	
		£	£	£	£
Fixed assets					
Tangible assets	11		1,442,497		1,294,608
Current assets					
Debtors	13	116,926		94,860	
Cash at bank and in hand		215,276		310,754	
		<u>332,202</u>		<u>405,614</u>	
Creditors: amounts falling due within one year	15	(114,596)		(76,702)	
Net current assets			217,606		328,912
Total assets less current liabilities			1,660,103		1,623,520
Creditors: amounts falling due after more than one year	16		(53,255)		(59,925)
Net assets			<u>1,606,848</u>		<u>1,563,595</u>
Income funds					
Restricted funds	17		22,196		5,000
Unrestricted funds			1,584,652		1,558,595
			<u>1,606,848</u>		<u>1,563,595</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 29.10.19


.....
P Reed
Trustee


.....
J Bell
Trustee

Company Registration No. 02345730

THE APULDRAM CENTRE
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2019

	Notes	2019 £	£	2018 £	£
Cash flows from operating activities					
Cash generated from operations	21		97,214		29,311
Investing activities					
Purchase of tangible fixed assets		(192,274)		(20,341)	
Proceeds on disposal of tangible fixed assets		2,132		456	
Interest received		3,901		6,323	
Net cash used in investing activities			(186,241)		(13,562)
Financing activities					
Repayment of bank loans		(6,451)		(6,329)	
Net cash used in financing activities			(6,451)		(6,329)
Net (decrease)/increase in cash and cash equivalents			(95,478)		9,420
Cash and cash equivalents at beginning of year			310,754		301,334
Cash and cash equivalents at end of year			215,276		310,754

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2019

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 Income

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 2019

1 Accounting policies

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 Expenditure

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%
Furniture and fittings	25%
Motor vehicles	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.

1.8 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.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

1 Accounting policies

1.9 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.

1.10 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.

1.11 Retirement benefits

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

1.12 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.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

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	Total
	2019 £	2019 £	2019 £	2018 £
Donations and gifts	25,895	25,500	51,395	48,146
For the year ended 31 March 2018	<u>43,146</u>	<u>5,000</u>		<u>48,146</u>

The restricted donations of £25,500 consist of £18,000 of donations towards the construction of a new sports hall facility, and £7,500 of donations towards the purchase of a new van.

At the year end the charity had received confirmation of a contingent grant of £100,000 from Sport England. The grant is contingent on the raising of matched funding, a condition that was not met at the year end date. As such, the grant is not yet recognised as income in the financial statements.

Included within the donations from 2018 were an unrestricted donation of £10,000 received from The Bassil Shippam and Alsford Trust and a restricted donation of £5,000 was received from the Gerald Micklem Charitable Trust.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

4 Charitable activities

	Daycare services	Supported living	Sale of produce and services	Total 2019	Total 2018
	2019	2019	2019		
	£	£	£	£	£
Sales within charitable activities	-	-	65,936	65,936	71,980
Services provided under contract	417,700	776,349	-	1,194,049	1,055,858
Profit on sale of fixed assets	-	2,132	-	2,132	-
	<u>417,700</u>	<u>778,481</u>	<u>65,936</u>	<u>1,262,117</u>	<u>1,127,838</u>
Analysis by fund					
Unrestricted funds	74,242	91,708	65,936	231,886	233,808
Restricted funds	343,458	686,773	-	1,030,231	894,030
	<u>417,700</u>	<u>778,481</u>	<u>65,936</u>	<u>1,262,117</u>	<u>1,127,838</u>
For the year ended 31 March 2018					
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>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

5 Investments

	2019 £	2018 £
Rents - cottage and barn	3,300	5,801
Interest receivable	601	522
	<u>3,901</u>	<u>6,323</u>

6 Raising funds

	2019 £	2018 £
<u>Fundraising and publicity</u>		
Support costs	5,170	5,220
	<u>5,170</u>	<u>5,220</u>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

7 Charitable activities

	Daycare services	Supported living	Costs of produce and services	Total 2019	Total 2018
	£	£	£	£	£
Staff costs	354,567	644,287	-	998,854	908,882
Establishment costs	117,957	49,265	33,959	201,181	179,945
Transport	14,848	7,131	-	21,979	34,915
Profit on disposal of fixed assets	-	-	-	-	455
Bad and doubtful debts	345	104	-	449	-
	<u>487,717</u>	<u>700,787</u>	<u>33,959</u>	<u>1,222,463</u>	<u>1,124,197</u>
Share of support costs (see note 8)	11,491	18,058	-	29,549	30,238
Share of governance costs (see note 8)	6,603	10,375	-	16,978	16,743
	<u>505,811</u>	<u>729,220</u>	<u>33,959</u>	<u>1,268,990</u>	<u>1,171,178</u>
Analysis by fund					
Unrestricted funds	-	-	33,959	33,959	
Restricted funds	505,811	729,220	-	1,235,031	
	<u>505,811</u>	<u>729,220</u>	<u>33,959</u>	<u>1,268,990</u>	
For the year ended 31 March 2018					
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>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

8 Support costs

	Support costs	Governance costs	2019	2018	Basis of allocation
	£	£	£	£	
Establishment costs	34,628	-	34,628	35,354	Back office overheads
Transport	91	-	91	104	Back office travel costs
Audit fees	-	8,715	8,715	8,709	Governance
Legal and professional	-	5,162	5,162	5,184	Governance
Bureau charges	-	3,101	3,101	2,850	Governance
	<u>34,719</u>	<u>16,978</u>	<u>51,697</u>	<u>52,201</u>	
Analysed between					
Fundraising	5,170	-	5,170	5,220	
Charitable activities	29,549	16,978	46,527	46,981	
	<u>34,719</u>	<u>16,978</u>	<u>51,697</u>	<u>52,201</u>	

Governance costs includes payments to the auditors of £5,500 (2018- £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.

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2019	2018
	Number	Number
	52	51
	<u>52</u>	<u>51</u>
Employment costs	2019	2018
	£	£
Wages and salaries	919,044	847,323
Social security costs	68,926	56,864
Other pension costs	10,884	4,695
	<u>998,854</u>	<u>908,882</u>

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

There were a total of 33 (2018: 34) full time equivalent employees in the year.

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

Tangible fixed assets

	Freehold buildings £	Plant and equipment £	Computer equipment £	Furniture and fittings £	Motor vehicles £	Total £
Cost						
At 1 April 2018	1,648,791	111,041	33,641	35,747	118,036	1,947,256
Additions	163,576	23,491	5,207	-	-	192,274
Disposals	-	-	-	-	(25,750)	(25,750)
At 31 March 2019	<u>1,812,367</u>	<u>134,532</u>	<u>38,848</u>	<u>35,747</u>	<u>92,286</u>	<u>2,113,780</u>
Depreciation and impairment						
At 1 April 2018	383,889	94,642	30,105	25,977	118,035	652,648
Depreciation charged in the year	35,716	5,659	2,129	880	1	44,385
Eliminated in respect of disposals	-	-	-	-	(25,750)	(25,750)
At 31 March 2019	<u>419,605</u>	<u>100,301</u>	<u>32,234</u>	<u>26,857</u>	<u>92,286</u>	<u>671,283</u>
Carrying amount						
At 31 March 2019	<u>1,392,762</u>	<u>34,231</u>	<u>6,614</u>	<u>8,890</u>	<u>-</u>	<u>1,442,497</u>
At 31 March 2018	<u>1,264,902</u>	<u>16,399</u>	<u>3,536</u>	<u>9,770</u>	<u>1</u>	<u>1,294,608</u>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

12 Financial instruments	2019	2018
	£	£
Carrying amount of financial assets		
Debt instruments measured at amortised cost	97,086	75,043
	<u> </u>	<u> </u>
Carrying amount of financial liabilities		
Measured at amortised cost	141,724	105,048
	<u> </u>	<u> </u>
13 Debtors	2019	2018
	£	£
Amounts falling due within one year:		
Trade debtors	95,364	73,284
Other debtors	1,722	1,759
Prepayments and accrued income	19,840	19,817
	<u> </u>	<u> </u>
	<u>116,926</u>	<u>94,860</u>
14 Loans and overdrafts	2019	2018
	£	£
Bank loans	59,652	66,103
	<u> </u>	<u> </u>
Payable within one year	6,397	6,178
Payable after one year	53,255	59,925
	<u> </u>	<u> </u>
	<u>114,596</u>	<u>122,106</u>

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

15 Creditors: amounts falling due within one year		2019	2018
	Notes	£	£
Bank loans	14	6,397	6,178
Other taxation and social security		26,127	31,579
Trade creditors		43,287	19,769
Other creditors		1,779	11
Accruals and deferred income		37,006	19,165
		<u> </u>	<u> </u>
		<u>114,596</u>	<u>76,702</u>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

16 Creditors: amounts falling due after more than one year

	Notes	2019 £	2018 £
Bank loans	14	53,255	59,925

Included within bank loans due after one year is an amount totaling £21,271 (2018: £35,213), which is repayable by instalments, payable after five years.

17 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 2019 £
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	
Redevelopment fund	5,000	18,000	(8,304)	14,696
Spacehive Crowdfunding	-	7,500	-	7,500
	<u>5,000</u>	<u>25,500</u>	<u>(8,304)</u>	<u>22,196</u>

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

Spacehive Crowdfunding - funds received for use on the purchase of a new van from Spacehive Crowdfunding.

18 Analysis of net assets between funds

	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £	Total 2018 £
Fund balances at 31 March 2019 are represented by:				
Tangible assets	1,442,497	-	1,442,497	1,294,608
Current assets/(liabilities)	195,410	22,196	217,606	328,912
Long term liabilities	(53,255)	-	(53,255)	(59,925)
	<u>1,584,652</u>	<u>22,196</u>	<u>1,606,848</u>	<u>1,563,595</u>

THE APULDRAM CENTRE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2019

19 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.

	2019 £	2018 £
Aggregate compensation	150,456	136,474

Transactions with related parties

During the year, the charity received the use of a retail property, rent free, for the period 11 - 30 June 2018 in order to open a pop-up shop in the area. The property was owned by M Clack, a trustee at the time. This generated a net income of £1,276.

20 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.

21 Cash generated from operations

	2019 £	2018 £
Surplus for the year	43,253	5,909
Adjustments for:		
Investment income recognised in statement of financial activities	(3,901)	(6,323)
Depreciation and impairment of tangible fixed assets	44,385	44,676
Profit on sale of fixed assets	(2,132)	-
Movements in working capital:		
(Increase)/decrease in stocks	-	500
(Increase) in debtors	(22,066)	(15,360)
Increase/(decrease) in creditors	37,675	(91)
Cash generated from operations	97,214	29,311

22 Capital commitments

Future capital commitments on specific contracts for the charity of £511,000 (2018: £Nil) have been contracted for since the year end but are not provided for as at the balance sheet date. The additional future capital expenditure relates to amounts committed for the addition of a new shop and community hall.

THE APULDRAM CENTRE

DETAILED INCOME AND EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

SUMMARY

	2019 £	2018 £
Day care surplus/(deficit) of income over expenditure	(55,175)	(76,310)
Independent Living surplus of income over expenditure	49,262	31,818
Cost of Generating Funds	<u>(5,170)</u>	<u>(5,220)</u>
	(11,083)	(49,712)
Other income		
Rent received	3,300	5,801
Donations received	44,895	46,078
Fundraising (net of costs)	5,540	3,220
Interest received	<u>601</u>	<u>522</u>
	54,336	55,621
Surplus to Accumulated Fund	<u>43,253</u>	<u>5,909</u>

THE APULDRAM CENTRE

DETAILED INCOME AND EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

DAYCARE

	2019 £	2018 £
Income		
Trainees' sponsorship fees	343,458	303,355
Sale of produce	65,935	71,980
Direct costs of production	<u>(33,959)</u>	<u>(30,363)</u>
Produce gross margin	31,976	41,617
Fund raising and other income	962	1,175
Training income	7,300	-
Rent	2,010	-
HUB Club income	46,547	46,579
Donations	6,500	2,066
Transport income	<u>11,883</u>	<u>11,666</u>
TOTAL INCOME	450,636	406,458
Deduct Expenditure:		
Wages and salaries		
Staff salaries, NIC & Pension Allowance	352,968	356,617
Staff training & recruitment	<u>1,599</u>	<u>7,987</u>
	(354,567)	(364,604)
Establishment expenses		
Electricity	12,940	9,245
Water rates	1,889	1,240
Stationery and postage	1,773	532
Repairs, consumables and cleaning	58,770	29,355
Insurance	6,873	6,349
Telephone	511	457
General sundries	9,640	10,092
Rent	10,425	10,804
Legal fees	-	4,450
Depreciation	<u>15,136</u>	<u>13,542</u>
	(117,957)	(86,066)
Motor expenses		
Petrol, repairs, mileage allowance & taxi	12,259	9,227
Insurance	<u>2,589</u>	<u>4,146</u>
	(14,848)	(13,373)

THE APULDRAM CENTRE

DETAILED INCOME AND EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

Bad debt provision	(345)	-
Administration expenses (allocation)	<u>(18,094)</u>	<u>(18,270)</u>
TOTAL EXPENDITURE	(505,811)	(482,313)
Gains and losses on sale of assets	-	(455)
	<hr/>	<hr/>
Surplus/(deficit) of income over expenditure for the year	<u><u>(55,175)</u></u>	<u><u>(76,310)</u></u>

THE APULDRAM CENTRE

DETAILED INCOME AND EXPENDITURE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2019

<u>SUPPORTED LIVING</u>	2019	2018
	£	£
Income		
Rent	81,822	88,918
Support payments received	686,773	590,675
Transport income	<u>7,754</u>	<u>10,270</u>
TOTAL INCOME	<u>776,350</u>	<u>689,863</u>
Deduct Expenditure:		
Wages and salaries		
Staff salaries, NIC & Pension Allowance	636,349	541,149
Staff training & recruitment	<u>7,938</u>	<u>3,129</u>
	(644,287)	(544,278)
Establishment expenses		
Rent	-	1,875
Rates	2,341	2,221
Mortgage interest	1,838	1,844
Repairs, consumables and cleaning	14,820	20,708
Insurance	6,873	6,520
Telephone	2,770	2,602
Stationery and postage	273	233
Legal	800	2,320
General sundries	5,392	1,685
Irrecoverable VAT	-	9,196
Depreciation	<u>14,158</u>	<u>14,310</u>
	(49,265)	(63,514)
Transport expenses		
Petrol, repairs, mileage allowance & taxi	2,110	6,223
Insurance	264	4,473
Mileage allowances	4,756	4,895
Depreciation	<u>1</u>	<u>5,951</u>
	(7,131)	(21,542)
Bad debt provision	(104)	-
Administration expenses (allocation)	<u>(28,433)</u>	<u>(28,711)</u>
TOTAL EXPENDITURE	(729,220)	(658,045)

THE APULDRAM CENTRE
DETAILED INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

Gains and losses on sale of assets	2,132	-
	<hr/>	<hr/>
Surplus/(deficit) of income over expenditure for the year	<u>49,262</u>	<u>31,818</u>

THE APULDRAM CENTRE
DETAILED INCOME AND EXPENDITURE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2019

ADMINISTRATION

	2019 £	2018 £
Establishment expenses		
Repairs, consumables and cleaning	10,817	14,470
Light and heat	-	249
Insurance	611	647
Telephone	2,800	3,380
Printing, postage and stationery	5,054	4,439
Advertising	62	960
General sundries	194	336
Depreciation	15,090	10,873
	(34,628)	(35,354)
Transport expenses		
Petrol, repairs, mileage allowance & taxi	91	104
	(91)	(104)
Other expenses		
Bureau charges	3,101	2,850
Accountancy, audit and bank charges	8,715	8,709
Legal	5,162	5,184
	(16,978)	(16,743)
TOTAL EXPENDITURE	(51,697)	(52,201)
ALLOCATION		
Daycare	(18,094)	(18,270)
Independent Living	(28,433)	(28,711)
Cost of Generating Funds	(5,170)	(5,220)
	(51,697)	(52,201)