

COMPANY REGISTRATION NUMBER 02591631

CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE
FINANCIAL STATEMENTS
FOR
22 MARCH 2014

Charity Number 1071424

UHY HACKER YOUNG
Chartered Accountants & Statutory Auditors
First Floor
Pembroke House
Ellice Way
Wrexham Technology Park
Wrexham
LL13 7YT

MONDAY



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17/11/2014
COMPANIES HOUSE

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

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**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

| | |
|------------------------------------|---|
| Registered Charity Name | Cartref Ni Limited |
| Charity Number | 1071424 |
| Company Registration Number | 02591631 |
| | Old Bank Chambers High Street St. Asaph Denbighshire LL17 0RD |
| Registered office | Old Bank Chambers High Street St Asaph Denbighshire LL17 0RD |
| Trustees | Mrs. P. Bochenski Mrs A. Brebner Mr. G. A. Dryhurst - Dodd Mr. N. Ryder Mrs M. Russell Mr M I Roberts Mrs S A Taylor |
| Secretary | Mrs A Brebner |
| Auditor | UHY Hacker Young Chartered Accountants & Statutory Auditor First Floor Pembroke House Ellice Way Wrexham Technology Park Wrexham LL13 7YT |

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS *(continued)*

Bankers

National Westminster Bank Plc
35 Vale Street
Denbigh
Denbighshire
LL16 3AN

Santander
2 Triton Square
Regents Place
London
NW1 3AN

Scottish Widows Bank PLC
PO Box 12757
67 Morrison Street
Edinburgh
EH3 8YJ

CARTREF NI LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

The trustees, who are also directors for the purposes of company law, present their report and the financial statements of the charity for the period from 24 March 2013 to 22 March 2014.

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on pages 1 to 2 of the financial statements.

THE TRUSTEES

The trustees who served the charity during the period were as follows:

Mrs. P. Bochenski
Mrs A. Brebner
Mr. G. A. Dryhurst - Dodd
Mr. N. Ryder
Mrs M. Russell
Mr M I Roberts
Mrs S A Taylor

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Cartref Ni is a registered charity and company limited by guarantee. As such all of the Board of Trustees are also Directors of the company. The Board of Trustees oversees Cartref Ni's activities.

Recruitment and Appointment of Trustees

The Board of Trustees at time of this Report is Tricia Bochenski (Chairperson), Mabel Russell, Alison Brebner, Neil Ryder, Gwyn Dryhurst-Dodd, Mark Ian Roberts and Sue Taylor.

Organisational Structure

Authority to ensure the appropriate day-to-day running of the organisation is devolved to Steve Owen (Chief Executive Officer & Registered Manager) and his Management Team (Tracy Peers, Derek Davies, Wendy Gardner, Selina Davies, Laura Dobb, Natalie Grant and Linda Marshall).

Protocols which govern such matters as financial controls are in place and the CEO is required to report on a regular basis to the Board.

The present Chair of the Trustees (Tricia Bochenski) is the Responsible Individual.

Three members of the Board are relatives of the people we support. This helps ensure that we focus on what's important from a service delivery perspective. The remainder of the Board are local professional people with an interest in and an understanding of services to people with disabilities in North Wales.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

Trustee Induction and Training

Trustees are encouraged to visit the Charity's service users and its employees, to gain a better understanding of the work we do. The CEO provides a quarterly report on key issues and developments and the Trustees provide strategic guidance; at all times ensuring that the work undertaken or proposed is in line with the objects of the Charity. All new Trustees are mentored by a more experienced member of the Board and have opportunities to meet staff and service users either in supported living settings or at a variety of Cartref Ni social functions held throughout the year.

Risk Management

The Trustees have considered the risks to which the charity might be exposed. In general terms it is acknowledged that there will be an ongoing requirement for quality Domiciliary Care Providers in North Wales, however, in the current economic climate Local Authority finances are under severe scrutiny and their ability to pay for a quality service is under constant review. Cartref Ni will continue to work in partnership with Local Authorities to see if efficiencies can be identified without compromising on quality. A further impact of the financial constraints has resulted in one Local Authority proposing the re-tendering of existing contracts to 'test the market'. This approach was challenged by Cartref Ni due to the high risk of causing distress to service users who have been supported by the same staff team and managers for a number of years. Taking all of these factors into account the Trustees have developed an appropriate reserves policy.

Cartref Ni is adamant that despite the risk of losing work, high standards must be maintained, staff must be offered the best possible terms and conditions of employment including comprehensive training and development opportunities. It is hoped that Cartref Ni's excellent reputation for providing high quality social care will see it through these economically challenging times. Its strategy of focusing on achieving and evidencing outcomes for service users should help to ensure its continued success. However, if, as expected, the next few years see minimal if any uplifts in Local Authority income, a pay rise for staff will be unsustainable.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

OBJECTIVES AND ACTIVITIES

Cartref Ni continues to pursue its main objective to provide superior, trusted, person centred support to vulnerable adults living in their own homes.

Aims

To actively pursue a person centred approach

To provide a superior social care provision

To continuously develop positive relationships with all professionals

To employ and retain staff who are enthusiastic and professional in their approach

To recognise and celebrate good practice

To develop different contracting methods for delivering services

To provide a quality service at a fair price

Objectives

To offer opportunities for service users and staff to be involved in Company decisions

To promote awareness of our aims

To continually improve service delivery

To increase our community presence

To provide training that will enhance staff qualifications and knowledge in social care

To recognise staff skills and commitment via an incremental rate of pay

CARTREF NI LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

Activities

Cartref Ni currently operates in three Local authority areas, Denbighshire, Flintshire and Conwy.

We presently support 31 individuals; most of these people have a learning disability. All of the people we support live in supported living arrangements and hold individual tenancies. The people we support live in a wide range of differing situations, some live in single tenancy houses /bungalow, some other people live in shared living arrangements. We presently support the 31 people in 14 different houses. Supported living enables individuals to live a full and active life as true citizens of their local community.

In Denbighshire we were delighted to be re awarded the contracts to continue to provide support to the 13 people across the seven projects. During the year, a young gentleman who left further education was supported to work 2 days/week as a volunteer in cafe within a large hotel. His desire to work in the kitchen was recognised and Cartref Ni supported him to achieve his Food Hygiene certificate. A further 2 days he works in a bike shop - his skills have been developed so that he can now repair his own bike and assist to repair other people's bikes. Support was given over a period of time for independent travel training both by bus and train within 10 mile area. Independent travel has now been achieved. Cartref Ni advocated for additional support for 2 ladies in order to enhance their quality of life. Following a lengthy period of evidence gathering, assessments and best interest meetings, additional hours of support were agreed/ finalised. Service Delivery Plans are in place and are able to demonstrate the improved quality of the ladies lives.

In Flintshire we have been advised that all the projects that we currently support people in will be subject to a level of re-tendering in the next financial year. New day opportunities have been researched to support the desires and development needs of a number of the people we support. This has been a successful project and new opportunities have been sourced at Tri Ffordd day centre, The Eco Centre, Glanarafon Centre.

In Conwy we have sourced specialised training in order to support the staff team to meet the individual health needs of a person. The person with the condition also attended the training to help them understand and manage their condition better. This resulted in a request for an improved piece of equipment that allows the person to complete more of the procedure independently; this once again shows our desire to ensure we support people in the most appropriate way achievable.

In pursuance of supporting individual aspirations, we supported a number of individuals to find voluntary work opportunities in order to increase their skills and independence levels and also offering something back to their local community, this was achieved in a variety of settings across the county (Elderly people's homes, local cafes etc).

We established a forum and ongoing support for individuals to learn and develop their self advocacy skills so that they could have a greater say about who they would like to share their home with (new tenant), how they would like to lead their lives, what is important to them etc. This information was used in a variety of ways including some of it being passed onto Conwy Social Services (the funding authority) to be considered in their planning processes.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

Summary of all localities

This has been a period of minimal change, one person moved on from their tenancy in Conwy as the individual developed nursing needs. One new person moved into the vacant tenancy created within a few months and has settled very well in her new home. As a number of the people we support have started to display early signs of dementia we have arranged further training for our staff teams on dementia awareness and detailed dementia support. Cartref Ni has not increased the number of people it supports and as such has maintained its management levels across the localities at the same levels as last year.

We have maintained and developed further our working relationships with key individuals in each of the areas we operate in.

We also developed the LBG social club (Lesley Gurney fund) which provides a range of social events for the people we support to socialise and maintain and build friendships at. Additionally we saw the creation of the Our Voice forum which supports people to develop and use their self advocacy skills.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

ACHIEVEMENTS AND PERFORMANCE

Throughout this year we have been delighted at the levels of positive feedback in relation to the services we provide from a range of stakeholders including CSSIW, the families of the people we support, as well as the commissioners from each of the respective local authorities, but most importantly we have received positive feedback on many occasions from a number of individuals that we support.

The social events that our managers facilitate have once again been a huge success with many of the people we support enjoying the activities as well as developing and maintaining friendships.

The quarterly newsletter that we produce and circulate, has been met with extremely positive comments from a range of people: many of the people we support and staff members look forward to receiving it as it gives stories of the lives of people and the activities they enjoy, family members have praised it as it provided good communication about the lives of their family members, care managers and commissioners have made pleasant comments regarding how they can see that the people we support are receiving 'positive outcomes in their lives'.

Cartref Ni's desire to ensure it provides a high quality person centred service has been underpinned by its commitment to training and developing its staff. Throughout this year we have maintained a very high level of staff training which meets and exceeds the regulatory requirements.

We are delighted that we have been re awarded the contract with Denbighshire Social Service to continue providing the support in our current projects, once again testament to our reputation for delivering high quality cost effective services.

Quality Assurance

Cartref Ni strives to provide high quality services to the people it supports, we use a variety of routes to measure our success or not. These include. Regular individual and house meetings with the individuals we support to provide opportunities for them to communicate their feeling and wishes on the support they receive.

Topics are chosen to discuss in team meetings on a monthly basis to enhance knowledge on subject areas and further embed good practice and recognizing areas for development.

The family quality survey which has provided excellent feedback, enabling us to continue to develop best practice, will be continued into the future. The staff satisfaction survey and staff forum will be an ongoing feature of our quality assurance framework, offering staff members a voice in service improvement and the reviewing and development of policy.

We regularly receive positive feedback from the local authorities we work with and have received positive comments from CSSIW in recent inspections.

CARTREF NI LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

Public Benefit

Our activities in F Y 2013/14 once again focused on continuing to develop the health, wellbeing and social opportunities to the people we support. We continued to operate and develop the monthly coffee mornings which we offer to all the people we support. In addition to the coffee morning we also ran a number of daytime and evening events for the benefit of the people we support, this included BBQs and Art and craft sessions, these were greatly enjoyed by the people attending and they not only enjoyed and benefited from the actual activities but also from the opportunity to socialise and communicate with a wider group of people. Added benefit from the social events can be seen and heard from the staff teams who find them a useful forum for sharing experiences and ideas as well as being a peer support opportunity.

We were delighted to once again support the World's biggest coffee morning in aid of Macmillan Cancer, we have also supported a number of local charities, including hospitals and hospices through advertising our services in a number of different local publications.

We employ over 80 staff that benefit from good working terms and conditions and training and development opportunities. Over 70 % of our staff has attained a level 3 NVQ, which affords them not only personal development, but enhances their opportunities should they wish to take on other roles in other organizations.

Additional beneficiaries of the services we provide include families, friends and carers who have shown tremendous confidence in the service we deliver as evidenced in CSSIW inspection reports. Families are included as fully as possible in decisions relating to the people we support. We strive to enable the people we support, or and family members to be active participants in the recruitment process for new staff and managers and we also invite family members to social events which not only provides a pleasant social event, but can be a form of family to family support.

FINANCIAL REVIEW

Cartref Ni continues to offer competitive terms and conditions of employment for its staff together with extensive training and development opportunities. The financial pressures that are being applied to Local authorities are continuing at an ever increasing rate. The local authorities that fund most of the support we provide are constantly seeking efficiencies from us as providers not only in the charges we make to them, but also in the amount of support hours being provided to individuals. They are seeking out ways of meeting the needs of individuals in what they see as more efficient and less cost ways, this drive for cost reduction is likely to continue from central government for at least the next few years.

Our financial position in respect of resources/cash in bank is very strong; however we face the implementation of the compulsory pension scheme as well as increased pressure for efficiencies, which we will need to account for in any long term financial spending.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

RESERVES POLICY

The trustees have agreed that Cartref Ni should aim to develop and maintain general unrestricted reserves at a minimum level which equates to three months operating salary costs (approximately £447,000) as at 22 March 2014). This would enable Cartref Ni to continue to operate in the event of fluctuations in income levels arising from either loss of projects or short term delays in funding. Free reserves accumulated in excess of the minimum can be used at the discretion of the trustees for the strategic development of Cartref Ni.

In order to ensure the charity has adequate premises from which to operate in future the trustees have designated an amount of £50,000 into a Buildings Reserve. The purpose of this fund is to cover any significant structural repair or alteration required to the current offices or to fund a move to larger premises should the need arise.

The trustees have designated the proceeds of a bequest from a past service user into a reserve to be known as the Lesley Gurney Key Outcome Fund. The fund is primarily available to support Cartref Ni service users to realise a key outcome that has been identified by the service user (or their representative) or a support worker/manager; discussed and recorded during a supervision or team meeting; and incorporated in the person's service delivery plan. Consideration to awarding grants from this fund to other vulnerable people in North Wales will also be given on application.

CARTREF NI LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

PLANS FOR FUTURE PERIODS

Achieving outcomes for the people we support will continue to be the charity's number one priority and it will measure success during meetings with the people we support, families and other key stakeholders including Local authorities. The charity will continue to make the achievement of positive outcomes, the focus of its team meetings by continuously reviewing what's working, what's not working and what's important for the person for the future.

The charity is based on person centered quality services, to underpin this further we will enhance our quality measure and introduce a peer group review system, which will afford managers the opportunity to review and make service improvement recommendations in different parts of the charity other than their own management portfolio. This will help drive forward service quality as well as offering opportunities to share good practice.

We will also be looking to provide enhanced development opportunities for managers and staff where appropriate to further develop their specialist knowledge in respect of a variety of subjects, for example Dementia support models, Autism, alternative communication methods, and community based low level interventions, assistive technology. This will not only assist in further improving the quality of service to the people we currently support, but also enhance the knowledge and skills of the staff members for their own personal development needs.

We hope to further develop the 'Our Voice' forum for the people we support to have a self advocacy voice, time will be set aside for this to be placed as a high priority. Cartref Ni will need to monitor its cost in order to ensure it can provide services at the quality upon which it will not compromise, but that purchasers can see they are receiving value for money.

We will maintain our stance on providing high quality support to individuals and will not compromise our values and beliefs on supporting people in a truly person centered way by staff that are highly trained and knowledgeable, but we will consider new opportunities to support additional people in the geographical areas that we currently operate in, we will not lower our quality standards to attract or secure increased work ,but will offer our services at the quality we wish to support people at. In summary Cartref Ni continues to provide a high quality service to the people it supports, with highly trained, committed and well supervised staff. We have no intentions to alter our desire to be a provider of choice and to offer high quality support. We recognise and acknowledged the financial pressures being applied to the local authorities with who we work and will continue to seek to offer high quality best value, not cheapest price services.

AUDITOR

A resolution will be proposed at the Annual General Meeting that UHY Hacker Young be appointed as auditors to the charity for the ensuing year

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

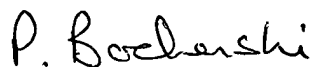
Each of the persons who is a trustee at the date of approval of this report confirms that:

- so far as each trustee is aware, there is no relevant audit information of which the charity's auditor is unaware; and
- each trustee has taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

Signed on behalf of the trustees



Mrs P Bochenski

Trustee

27 October 2014

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES' RESPONSIBILITIES STATEMENT

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

The trustees (who are also the directors of Cartref Ni Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charity and the income and expenditure of the charity for that period.

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 accounting estimates that are reasonable and prudent; 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 are sufficient to show and explain the charity's transactions and 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.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CARTREF
NI LIMITED**

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

We have audited the financial statements of Cartref NI Limited for the period from 24 March 2013 to 22 March 2014 on pages 16 to 24. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND AUDITOR

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 22 March 2014 and of its incoming resources and application of resources, including its income and expenditure, for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CARTREF
NI LIMITED** *(continued)*

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Trustees Annual Report for the financial period for which the financial statements are prepared is consistent with the financial statements.

MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where 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 exemption in preparing the Trustees Annual Report.



PAUL HARRIS BSC ACA (Senior
Statutory Auditor)
For and on behalf of
UHY HACKER YOUNG
Chartered Accountants
& Statutory Auditor

First Floor
Pembroke House
Ellice Way
Wrexham Technology Park
Wrexham
LL13 7YT

7/11/14
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CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

| | | Total Funds Period from 24 Mar 13 to 22 Mar 14 | Total Funds Period from 25 Mar 12 to 23 Mar 13 |
|--|-------------|---|---|
| | Note | £ | £ |
| Incoming resources | | | |
| Incoming resources from generating funds: | | | |
| Investment income | 2 | 4,081 | 4,764 |
| Incoming resources from charitable activities | 3 | 1,947,870 | 1,941,186 |
| Total incoming resources | | <u>1,951,951</u> | <u>1,945,950</u> |
| Resources expended | | | |
| Charitable activities | 4/5 | (1,890,607) | (1,898,434) |
| Governance costs | 6 | (6,769) | (6,754) |
| Total resources expended | | <u>(1,897,376)</u> | <u>(1,905,188)</u> |
| Net incoming resources for the period/net income for the period | 7 | 54,575 | 40,762 |
| Reconciliation of funds | | | |
| Total funds brought forward | | 620,438 | 579,676 |
| Total funds carried forward | | <u>675,013</u> | <u>620,438</u> |

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on page 16 form part of these financial statements.

CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE

BALANCE SHEET

22 MARCH 2014

| | Note | 22 Mar 14 £ | £ | 23 Mar 13 £ | £ |
|---|------|------------------|----------------|------------------|----------------|
| Fixed assets | | | | | |
| Tangible assets | 9 | | 37,495 | | 38,374 |
| Current assets | | | | | |
| Debtors | 10 | 225,679 | | 181,136 | |
| Cash at bank and in hand | | 572,279 | | 577,745 | |
| | | <u>797,958</u> | | <u>758,881</u> | |
| Creditors: Amounts falling due within one year | 11 | <u>(160,440)</u> | | <u>(176,817)</u> | |
| Net current assets | | | 637,518 | | 582,064 |
| Total assets less current liabilities | | | <u>675,013</u> | | <u>620,438</u> |
| Net assets | | | <u>675,013</u> | | <u>620,438</u> |
| Funds | | | | | |
| Unrestricted income funds | 14 | | 675,013 | | 620,438 |
| Total funds | | | <u>675,013</u> | | <u>620,438</u> |

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the trustees and authorised for issue on the 27 October 2014 and are signed on their behalf by:



MRS. P. BOCHENSKI
Trustee

Company Registration Number: 02591631

The notes on page 17 form part of these financial statements.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005).

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered and is reported as part of the expenditure to which it relates:

- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities.
- Governance costs include those costs associated with the management and administration costs of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

Fixed assets

All fixed assets are initially recorded at cost.

**CARTREF NI LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

PERIOD FROM 24 MARCH 2013 TO 22 MARCH 2014

1. ACCOUNTING POLICIES *(continued)*

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

| | | |
|--------------------|---|------------------------------|
| Freehold Buildings | - | 2% on a straight line basis |
| Office Equipment | - | 25% on a straight line basis |
| Motor Vehicles | - | 20% on a straight line basis |

Freehold land is not depreciated

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

2. INVESTMENT INCOME

| | Unrestricted Funds | Total Funds 2014 | Total Funds 2013 |
|--------------------------|-------------------------------|-----------------------------|-----------------------------|
| | £ | £ | £ |
| Bank interest receivable | <u>4,081</u> | <u>4,081</u> | <u>4,764</u> |

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

| | Unrestricted Funds | Total Funds 2014 | Total Funds 2013 |
|---|-------------------------------|-----------------------------|-----------------------------|
| | £ | £ | £ |
| Income from the provision of domiciliary care | 1,947,605 | 1,947,605 | 1,941,186 |
| Lesley Gurney fund subscriptions | 265 | 265 | — |
| | <u>1,947,870</u> | <u>1,947,870</u> | <u>1,941,186</u> |

4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

| | Unrestricted Funds | Total Funds 2014 | Total Funds 2013 |
|--|-------------------------------|-----------------------------|-----------------------------|
| | £ | £ | £ |
| Provision of domiciliary care services | 1,573,559 | 1,573,559 | 1,560,977 |
| Support costs | 317,048 | 317,048 | 337,457 |
| | <u>1,890,607</u> | <u>1,890,607</u> | <u>1,898,434</u> |

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5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

| | Activities undertaken directly £ | Support costs £ | Total Funds 2014 £ | Total Funds 2013 £ |
|---|---|-----------------------|--------------------------|--------------------------|
| Provision of domicilliary care services | <u>1,573,559</u> | <u>317,048</u> | <u>1,890,607</u> | <u>1,898,434</u> |

6. GOVERNANCE COSTS

| | Unrestricted Funds £ | Total Funds 2014 £ | Total Funds 2013 £ |
|-----------------------|----------------------------|--------------------------|--------------------------|
| Accountancy fees | 1,551 | 1,551 | 1,270 |
| Audit fees | 3,250 | 3,250 | 3,200 |
| Costs of meetings | 462 | 462 | 579 |
| Other financial costs | 1,506 | 1,506 | 1,705 |
| | <u>6,769</u> | <u>6,769</u> | <u>6,754</u> |

7. NET INCOMING RESOURCES FOR THE PERIOD

This is stated after charging:

| | Period from 24 Mar 13 to 22 Mar 14 £ | Period from 25 Mar 12 to 23 Mar 13 £ |
|----------------|---|---|
| Depreciation | 1,356 | 5,764 |
| Auditors' fees | <u>3,250</u> | <u>3,200</u> |

8. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

| | Period from 24 Mar 13 to 22 Mar 14 £ | Period from 25 Mar 12 to 23 Mar 13 £ |
|-----------------------|---|---|
| Wages and salaries | 1,675,980 | 1,665,967 |
| Social security costs | 139,628 | 143,270 |
| | <u>1,815,608</u> | <u>1,809,237</u> |

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8. STAFF COSTS AND EMOLUMENTS *(continued)*

Particulars of employees:

The average number of employees during the period, calculated on the basis of full-time equivalents, was as follows:

| | Period from 24 Mar 13 to 22 Mar 14 | Period from 25 Mar 12 to 23 Mar 13 |
|--------------------------------|---|---|
| | No | No |
| Charity Services | 82 | 77 |
| Number of administrative staff | 1 | 1 |
| Number of management staff | 8 | 8 |
| | <u>91</u> | <u>86</u> |

No employee received remuneration of more than £60,000 during the period (2013 - Nil).

9. TANGIBLE FIXED ASSETS

| | Land and buildings £ | Other plant & machinery etc. £ | Total £ |
|-------------------------|-------------------------------------|---|--------------------|
| Cost | | | |
| At 24 March 2013 | 45,917 | 67,300 | 113,217 |
| Additions | – | 1,075 | 1,075 |
| Disposals | – | (1,000) | (1,000) |
| At 22 March 2014 | <u>45,917</u> | <u>67,375</u> | <u>113,292</u> |
| Depreciation | | | |
| At 24 March 2013 | 9,183 | 65,660 | 74,843 |
| Charge for the period | 458 | 898 | 1,356 |
| On disposals | – | (402) | (402) |
| At 22 March 2014 | <u>9,641</u> | <u>66,156</u> | <u>75,797</u> |
| Net book value | | | |
| At 22 March 2014 | <u>36,276</u> | <u>1,219</u> | <u>37,495</u> |
| At 23 March 2013 | <u>36,734</u> | <u>1,640</u> | <u>38,374</u> |

Having taken professional advice the board of trustees consider that the land and buildings have a market value of approximately £100,000.

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10. DEBTORS

| | 22 Mar 14 | 23 Mar 13 |
|--------------------------|------------------|------------------|
| | £ | £ |
| Trade debtors | 30,719 | 86,973 |
| Recoverable on Contracts | 188,289 | 88,525 |
| Other debtors | 29 | — |
| Prepayments | 6,642 | 5,638 |
| | <u>225,679</u> | <u>181,136</u> |

11. CREDITORS: Amounts falling due within one year

| | 22 Mar 14 | 23 Mar 13 |
|--------------------------|------------------|------------------|
| | £ | £ |
| PAYE and social security | 30,882 | 44,461 |
| Net Wages | 110,017 | 124,928 |
| Other creditors | 215 | 1,470 |
| Accruals | 19,326 | 5,958 |
| | <u>160,440</u> | <u>176,817</u> |

Included in other creditors is a secured creditor amounting to £166 (2013 - nil).

12. TRUSTEE REMUNERATION

No trustee received any remuneration or expenses during the year.

13. COMMITMENTS UNDER OPERATING LEASES

At 22 March 2014 the charity had annual commitments under non-cancellable operating leases as set out below.

| | Assets other than Land and buildings | |
|---------------------------------------|---|------------------|
| | 22 Mar 14 | 23 Mar 13 |
| | £ | £ |
| Operating leases which expire: | | |
| Within 2 to 5 years | <u>1,032</u> | <u>1,032</u> |

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14. UNRESTRICTED INCOME FUNDS

| | Balance at 24 Mar 13 £ | Incoming resources £ | Outgoing resources £ | Balance at 22 Mar 14 £ |
|------------------------------------|------------------------------|----------------------------|----------------------------|------------------------------|
| The Lesley Gurney Key Outcome Fund | 87,754 | 160 | (2,961) | 84,953 |
| Building Reserve | 50,000 | — | — | 50,000 |
| General Funds | 482,684 | 1,951,791 | (1,894,415) | 540,060 |
| | <u>620,438</u> | <u>1,951,951</u> | <u>(1,897,376)</u> | <u>675,013</u> |

The Lesley Gurney Key Outcome Fund

The trustees have decided to designate the proceeds of a bequest from a past service user into a reserve to be known as the Lesley Gurney Key Outcome Fund. The fund is primarily available to support Cartref Ni service users to realise a key outcome that has been identified by the service user (or their representative) or a support worker/manager; discussed and recorded during a supervision or team meeting; and incorporated in the person's service delivery plan. Consideration to awarding grants from this fund to other vulnerable people in North Wales will also be given on application.

The Building Reserve

In order to ensure the charity has adequate premises from which to operate in future the trustees have designated an amount of £50,000 into a Buildings Reserve. The purpose of this fund is to cover any significant structural repair or alteration required to the current offices or to fund a move to larger premises should the need arise.

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

| | Tangible fixed assets £ | Net current assets £ | Total £ |
|---------------------------|-------------------------------|----------------------------|----------------|
| Unrestricted Income Funds | 37,495 | 637,518 | 675,013 |
| Total Funds | <u>37,495</u> | <u>637,518</u> | <u>675,013</u> |

16. RELATED PARTY TRANSACTIONS

During the year care services were provided to family members of Mrs Patricia Bochenski, Mr Neil Ryder and Mrs M Russell, who are trustees of Cartref Ni Ltd and to whom the invoices were raised. The total transactions with Mrs Bochenski were £5,885 (2013 - £5,898), £36,160 (2013 - £35,773) with Mr Ryder, and £39,219 (2013 - £39,216) with Mrs Russell.

Mrs Patricia Bochenski had an outstanding balance of £727 (2013 - £272) at the year end, Mr Neil Ryder had an outstanding balance of £5,504 (2013 - £8,255) at the year end, and Mrs Russell had an outstanding balance of £6,123 (2013 - £2,123) at the year end.

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17. COMPANY LIMITED BY GUARANTEE

The charity is a company limited by guarantee and carries out its objectives in accordance with the memorandum and articles of association.