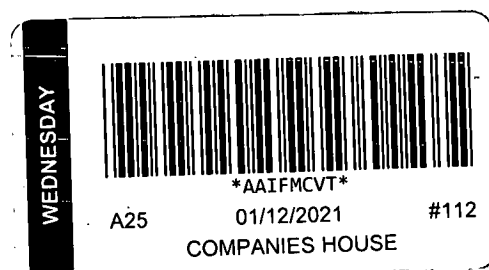


Charity Registration No. 1003230

Company Registration No. 2614194 (England and Wales)

**POLESWORTH GROUP HOMES LIMITED**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**



# POLESWORTH GROUP HOMES LIMITED

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Dr S Barratt Mrs G Irons Mr D Lockwood Mr F Price Mrs A Wilson Mrs M Bourne
<b>Secretary</b>	Mrs C Forbes
<b>Chief Executive</b>	Mrs L-A Smith
<b>Charity number</b>	1003230
<b>Company number</b>	2614194
<b>Registered office</b>	Laurel End Laurel Avenue Polesworth Nr Tamworth Staffordshire B78 1LT
<b>Auditor</b>	Burgis & Bullock 23-25 Waterloo Place Warwick Street Leamington Spa Warwickshire CV32 5LA
<b>Bankers</b>	HSBC plc 3a Queens Road Nuneaton Warwickshire CV11 5JL
<b>Solicitors</b>	Rutherfords Ventura House, Ventura Park Road Tamworth Staffordshire B783HL

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# POLESWORTH GROUP HOMES LIMITED

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# **POLESWORTH GROUP HOMES LIMITED**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

**FOR THE YEAR ENDED 31 MARCH 2021**

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The Directors/Trustees submit their annual report and audited accounts for the Charity's activities during the year ended 31 March 2021.

### **Charity name and registration numbers**

The Charity's full name is Polesworth Group Homes Ltd. Its Registered Charity No. is 1003230. It is also registered as a Company Limited by Guarantee, registration No. 2614194.

### **Objectives and activities**

The principal objectives of the Charity are to assist people with severe learning disabilities in the provision of accommodation, support and wider life-enhancing opportunities.

The main activities of the Charity are the provision of residential care and domiciliary care (long-stay services) and the provision of respite care and daytime care/opportunities (short-stay services) for adults with learning disabilities. The Charity offers meaningful activity to support service users' identified outcomes.

In order to meet and further the Charity's objectives, the following policies have been adopted, which guide all of the Charity's activities:

1. The Charity aims to enable users of its services to live as fulfilling a life as possible, taking account of their disabilities. It wishes to enable them to use a wide variety of facilities in the local community.
2. The Charity supports the principles enshrined in The Care Act 2014 which places specific responsibilities on Local Authorities. The Charity aims to provide the right amount of care and support to help people to achieve maximum independence, and by re-acquiring basic skills, help them to achieve their full potential.
3. The Charity recognises that people with learning disabilities are fellow citizens who lose none of their rights on account of their disabilities. It aims to uphold the rights of people to be consulted about their wishes and feelings and to have the opportunity for these views to be aired through the promotion of advocacy.
4. The Charity also recognises the special needs of people who are significantly dependent on others, and that the exercise of rights involves responsibilities, duties and obligations. Therefore it believes that a sensible and sensitive approach should be adopted in pursuit of its objectives.
5. The Charity values the significant part played by families and carers. It wishes at all times to consult them concerning the opportunities for people with disabilities to participate more fully in the life of the community.
6. The Charity values opportunities to work in partnership with local authorities to promote the interests of people with learning disabilities. It welcomes opportunities to work with other agencies and professional workers.

## **POLESWORTH GROUP HOMES LIMITED**

### **TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021**

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#### ***Success criteria***

The criteria or measures that the Charity uses to assess success in the reporting period are, in reality, measured on an individual basis by the outcomes achieved by each and every service user. However more tangible measures of success are the popularity of our services (vacancy rates) and the outcome of inspections by the external regulator, the Care Quality Commission (CQC). Performance of the Charity during the year to 31 March 2021 is detailed below – see 'Achievements and performance'.

#### ***Significance of volunteers***

During the year to 31 March 2021 volunteers have not been involved in the Charity's activities due to COVID-19 restrictions. We anticipate that volunteers (numbering 3 in the year to 31st March 2020) will return as and when COVID-19 restrictions are lifted. Voluntary roles will continue to be pursued. The volunteers complement the work of employees, primarily by providing additional resource to help service users live their lives as independently as possible and widen the range of activities and experiences that we are able to offer service users. All Trustees undertake their role voluntarily.

#### ***Public Benefit***

The Trustees have considered the Charity Commission's guidance on public benefit. The beneficiaries of the Charity's work are adults with learning disabilities (service users) and, indirectly, members of their families and/or their carers. Most service users are from the local area, although the Charity does support people from other areas when there is spare capacity. Users of the Charity's facilities are means-tested and the cost of meeting their needs is met by local authorities where personal funds are insufficient.

The activities of the Charity also provide benefit for the wider public by providing employment and skills development in the local area and by developing links with the local community and educational establishments. In doing so the lives of our service users are enhanced and the Charity's activities educate the wider public about learning disability and how people with learning disabilities can best be supported to fulfil their individual potential.

Aside from the provision of our services as described above, the ability of the Charity to provide public benefit in the local community and to support national events has been more challenging during the year due to COVID-19 restrictions. However specific examples include:

- Supporting 'Wear it Pink Day' in support of Breast Cancer Now.
- Staff and service users making donations to support a local food bank organised by Polesworth Village Support Group.
- Service users taking part in a Halloween Painted Stones Trail, and a Christmas Snowflake Trail, supporting a local primary school.
- Taking part in Christmas Jumper Day in aid of Save the Children.
- Since year end supporting the Alzheimer's Society Cupcake Day.
- Since year end supporting service users to safely attend the Eve's Appeal for Women's Health event.
- There are plans in the near future to plant a tree at the Charity's day service to support The Queen's Green Canopy, marking the Platinum Jubilee.

The Charity is a Company Limited by Guarantee and the Trustees give their time free of any charge which means that management costs are lower, leading to more modest fees being incurred by local authorities.

## **POLESWORTH GROUP HOMES LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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Additional benefits provided by the Charity to service users include assisting with costs incurred in moving home where their personal funds are insufficient. Where the Charity rents properties to people with learning disabilities as tenants, levels of rent are set so as to ensure as far as possible that tenants' liabilities are covered by housing benefits, even when the resulting rent is below the local market rate.

#### ***Achievements and performance***

At 31st March 2021, the Charity provided long-stay services for 33 people in its registered homes and for 20 people living in their own homes.

The Charity's building based day opportunities service was used by nine people who live with their own families during the year to 31st March 2021. The COVID-19 pandemic meant that the building based day opportunities service was closed for part of the year and offered a much more limited building based service for the remaining part of the year due to necessary social distancing and infection control measures.

During this time a virtual service was offered to all service users as an alternative. This service included:

- Weekly 'safe and well' checks over the telephone to service users and their parents/carers.
- Individual assistance to families in need for example assistance with shopping and arranging talking therapies for families feeling isolated.
- Virtual day activity services including use of technology to enable online activities in group sessions.
- Regular newsletters and postcards and a 'pen pal' service between service users.
- Activity packs delivered to service users fortnightly including items such as quizzes, crosswords, puzzles, recipes, poetry, games and competitions.

As COVID-19 restrictions have eased since year end, all service users who regularly access the building based day service have returned. There are now 17 service users regularly accessing the service, including four living in long stay premises owned by the Charity.

A maximum of six respite care places are usually available at any one time in the Charity's registered respite service. As at 31st March 2021 the maximum number of beds available at any one time was four due to COVID-19 infection control measures. Between late March 2020 and late July 2020 the respite service was closed to regular service users. However it was used to support two people who needed full time respite care during this time. Since September 2020 the respite service has been operating on a more limited basis due to COVID-19 infection control measures. Regular respite customers and their families also received 'safe and well' checks.

## **POLESWORTH GROUP HOMES LIMITED**

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

#### ***FOR THE YEAR ENDED 31 MARCH 2021***

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The success of the Charity in meeting its aims and objectives is, in reality, measured on an individual, person-centred basis by the outcomes achieved by each service user. More tangible measures of success are the popularity of our services (low vacancy rates) and the outcome of inspections by the external regulator, the Care Quality Commission (CQC). During the year to 31st March 2021 the vacancy rate in residential care homes was 6% (2020, 0%). The vacancy rate in tenancies offering supported living accommodation was 7% (2020, 6%). It has been more difficult to fill vacancies during the COVID-19 pandemic. There were three long-stay vacancies in registered care homes at 31st March 2021 and none in tenancies offering supported living. There were no vacancies at our day service as at 31st March 2021 because it was operating a limited service. As we have opened up the day service since year end there is one vacancy at the date of this report. At 31st March 2021 there were 47 service users accessing the respite service (2020,47).

No formal inspections by the CQC have been carried out during the year ended 31st March 2021. All registered services have a current rating of 'Good'. The CQC have not been routinely inspecting services during the COVID-19 pandemic. Contact with providers was maintained through structured assessments conducted virtually and these were completed for all of our registered services in July 2020. In all cases the inspector determined that the impact of COVID-19 was being well managed. The Chief Executive maintained regular contact with the CQC as appropriate throughout the year.

Regular contact has also been maintained with Public Health England throughout the pandemic. The Charity has had a duty to inform them in the event of any positive COVID-19 cases (staff or service user). It has then liaised with them on gathering information and completing their Infection Prevention and Control checklist. All of our care home locations have been subject to Infection Prevention and Control Audits completed by NHS Coventry and Warwickshire Clinical Commissioning Group. These took place between October 2020 and February 2021.

During the year and since the year end, the COVID-19 pandemic has affected the Charity's activities in a number of ways. All long-stay services have remained operational. Appropriate infection control measures have been put in place and unfortunately this has included limiting activities that service users can participate in outside of their homes as well as restricting visitors in accordance with government guidelines. Short-stay services closed between 23rd March 2020 and late July 2020. Services have since re-opened with numerous infection control measures including lower capacity.

A COVID-19 Action Plan was established which ensures that all management and staff have the information they need to continue providing a safe service during the pandemic. This is updated regularly in accordance with the latest government and local authority guidance. All locations are using personal protective equipment (PPE) in accordance with latest government guidelines as well as adhering to additional cleaning and sanitising routines. Government guidance has been followed with regard to visiting arrangements, testing service users and staff, safe working arrangements, self-isolation and social distancing among other infection control measures. The Charity is particularly proud of the courage, resilience and dedication demonstrated by all its staff since the start of the pandemic.

## **POLESWORTH GROUP HOMES LIMITED**

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

***FOR THE YEAR ENDED 31 MARCH 2021***

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During April and May 2020, up to 30% of total staff numbers were absent from work for COVID-19 related reasons at any one time. Due to the closure of short-stay services, we were able to effectively re-deploy staff to overcome these shortages. Staff who were classed as Clinically Extremely Vulnerable were not able to attend work and the Coronavirus Job Retention Scheme was accessed to support them.

While short-stay services were closed, regular contact was maintained with service users and their families/carers and support provided during a very challenging time.

The charity has supported staff to be vaccinated against COVID-19 and in most cases booked appointments for them locally. In excess of 93% of staff have had both doses of the COVID-19 vaccination at the date of this report.

During the year the Charity opened a supported living service for two people in a renovated bungalow purchased in 2019. One supported living location, which could also accommodate two people, has closed. This change provides the Charity with additional flexibility to manage the needs of service users.

The Charity has not been able to hold the usual annual consultation meeting with nearest relatives of service users during the year. However it has regularly communicated with service users and their nearest relatives/carers throughout the pandemic on an individual basis. The Charity continues to consult users of its services during the year and these discussions have enabled the Charity to provide services in keeping with users' and carers' needs and wishes. The Charity recognises the support of parents and carers of service users during what has been a particularly challenging period.

The Charity has continued to work closely with Warwickshire County Council in providing places in long-stay registered care homes and by participating in the Council's Framework Agreements for supported living, respite and daytime opportunity services. The Charity also contributes to provider forums hosted by Warwickshire County Council, one of the aims of which is the continuous improvement of the services commissioned. The Charity acknowledges the additional specific support received from Warwickshire County Council during the COVID-19 pandemic to enable our services to continue operating safely, supporting as many service users as possible during a very challenging time. The Charity also works with Staffordshire County Council and Leicestershire County Council to deliver services to a small but growing number of people.

Since year end low levels of staff absence due to COVID-19 isolation have continued.

Most additional costs as a result of the pandemic have been met by central government grant funding, either through the Coronavirus Job Retention Scheme, Coronavirus related Statutory Sick Pay claims or Central Government Adult Social Care Infection Control Funding Grants, distributed via local authorities (Warwickshire County Council).

The Charity has not undertaken any significant fund-raising activities during the year. However the charity has received donations of groceries from Ocado with an approximate value of £30,000.

No material expenditure has been incurred during the year to 31st March 2021 to raise income for future periods.



# POLESWORTH GROUP HOMES LIMITED

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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The lower operating capacity of the short-stay services are the main cause of financial uncertainty as a result of COVID-19. However this situation is improving as the COVID-19 restrictions ease. Increasing pressure on budgets year on year is also of concern and the Charity awaits the announcement of central government plans to reform the funding of adult social care. Warwickshire County Council have been very supportive to date in funding the services during the pandemic. The Local Authorities are under financial pressure themselves and we will continue to work with them to explore ways of delivering these vital services in a financially viable manner.

### ***Staff training opportunities***

The Charity takes the view that staff training and development are crucial in maintaining the quality of its services and therefore in achieving its objectives.

All new staff complete the Care Certificate. This is an identified set of standards that health and social care workers adhere to in their daily working life. Training has also been provided on food hygiene; people handling; fire warden; care of medicines; first aid and infection control.

For a number of years, the Charity has enabled staff members to obtain National Vocational Qualifications in Health and Social Care, now known as Diplomas in Health and Social Care. At 31st March 2021, the Charity had a total of 122 staff employed in direct care-giving roles, of whom 84 (69%) were qualified to NVQ level 2 or 3 or equivalent level.

### **Financial review**

The Charity has made a surplus for the year which enables it to continue to invest in its ongoing activities.

Detailed accounts are attached to this report. It is appropriate to draw attention to the following items:

- The Charity's funds have been applied solely in pursuit of its objectives in either direct charitable expenditure or in its management and administration.
- The Charity's assets are all held for the purpose of pursuing its objectives. There are no material differences in values to those shown on the accounts.
- During the year the Charity has purchased two vehicles used by service users.
- The Charity has a satisfactory financial position at the balance sheet date. No funds are in deficit.
- The Trustees have discussed the matter of the Charity's reserves. In view of the Charity's responsibilities as an employer and the continuing uncertainties over future funding sources, the trustees agreed that it is appropriate to maintain a general reserve equivalent to the net book value of tangible fixed assets plus half the past year's expenditure. Reserves at 31st March 2021 are within this level, however some funds are designated, and the future financial uncertainties as a result of the COVID-19 pandemic are not yet clear.

**POLESWORTH GROUP HOMES LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

£685,000 of reserves are designated as at 31 March 2021 for future investment in property, summarised below:

Description	Designated funds	Expected timing
i) Property to be used for supported living service	£250,000	2021/2022
ii) Replacement residential care home	£435,000	2021/2022
<b>Total</b>	<b>£685,000</b>	

No amounts are otherwise committed as at 31 March 2021. The following is relevant information with regard to the Charity's reserves as at 31 March 2021:

i) Amount of reserves	£4,223,576
ii) Amount of any restricted funds	£0
iii) Amount of reserves fund that can only be realised by disposing of tangible fixed assets	£2,485,554
iv) Amount of reserves after making allowance for ii) and iii) above	£1,738,022

## POLESWORTH GROUP HOMES LIMITED

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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- The Charity's relationship with local authorities has continued to prosper, through contracts for the provision of long-stay (residential care and supported living) and short-stay (respite and daytime opportunity) services. The great majority of the Charity's service users originate from within the County of Warwickshire and the Charity acknowledges the financial support of Warwickshire County Council, the principal funding source for the Charity's activities.
- The Charity has invested for the medium to longer term in funds which are expected to provide capital growth in keeping with the agreed reserves policy. The funds are deemed appropriate for Trustees and the investments have been acquired and held in accordance with the powers available to the Trustees. The Trustees will take social, environmental or ethical considerations into account when making any new investments.
- The Charity and its Trustees do not hold any assets on behalf of any other body.
- Two significant events have affected financial performance and financial position during the period. The value of fixed asset investments has recovered by £28,235 during the year. The COVID-19 pandemic resulted in a loss in value of these investments of £41,004, during the year to 31st March 2020. The carrying value of the investment at 31 March 2021 was £179,145 compared to £150,910 at 31 March 2020. COVID-19 grant funding has been received of £291,822. This comprises Coronavirus Job Retention Scheme claims, Coronavirus related Statutory Sick Pay claims, Central Government Adult Social Care Infection Control Funding Grants and support from Warwickshire County Council to sustain services that were operating at a very limited level.
- The factor most likely to affect future financial performance or position is the Charity's ability to re-build the capacity of short-stay services, in particular respite, following the COVID-19 pandemic. Increasing pressures on local authority and NHS funding for the Charity's services also impact the Charity's ability to generate an appropriate surplus to sustain and improve activities. The extent to which this affects the charity's existing activities will depend on local and central government policy.

#### ***Plans for future periods***

The Charity's overall aims and objectives remain consistent. The Charity will continue to work under Framework Agreements with Warwickshire County Council and to complete any appropriate tender exercises for contracts or Framework Agreements with Warwickshire County Council and nearby local authorities.

The Charity will aim to retain a Good inspection rating from the CQC for all of its registered services, and aim for Outstanding inspection ratings or some elements of Outstanding.

The Charity will continue the implementation of a care management system which began in 2021, to drive efficiencies in operations and increased use of technology.

The Charity's Trustees believe that its reputation for providing excellent services, financial stability and the continued positive support from service users' families/carers, will enable it to meet future challenges with confidence.

## **POLESWORTH GROUP HOMES LIMITED**

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

**FOR THE YEAR ENDED 31 MARCH 2021**

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#### **Structure, governance and management**

The Charity is governed by its Memorandum and Articles of Association. These also govern its status as a Company Limited by Guarantee.

The Trustees, who are also the Directors for the purpose of company law, who served during the year were:

Dr S Barratt

Mrs G Irons

Mr D Lockwood

Mr F Price

Mrs A Wilson

Mrs M Bourne

Overall responsibility and control rests with the Board of Directors who are also Trustees of the Charity. The Board meets each quarter and is updated on the activities of the Charity. The Board also determines strategic policy issues.

New Trustees are appointed by the Board after identifying areas of expertise which may be of benefit. New Trustees are appointed in accordance with the guidance set out in the Health and Social Care Act 2008 (Regulated Activities) Regulations 2014: Regulation 5. New trustees are inducted by the Company Secretary and existing Board members and by the provision of information issued by the Charity Commission regarding the role of Trustee.

The key management personnel of the Charity are the Chief Executive and Head of Finance/Company Secretary.

The Charity's facilities and services are in the day-to-day control of the Chief Executive. At 31st March 2021 four Registered Managers had responsibility for a total of seven registered care homes, one of them also having responsibility for the Charity's domiciliary (supported living) service and one of them also having responsibility for the Charity's daytime activity service. An Assistant Manager works alongside the Registered Managers and an Activities Co-ordinator supports the Registered Manager of the daytime activity service. There are a number of Senior Care/Support Workers and Care/Support Workers at the various registered homes, domiciliary locations and daytime activity services. At its two largest registered homes the Charity employs cooks and domestic workers. There are also two gardeners/handyman who undertake gardening and maintenance work at all locations.

The Company Secretary has day-to-day control of the Company's financial affairs. The Company Secretary is a Chartered Accountant (ICAEW).

The Company's training and induction programme for new staff members is carried out in keeping with the standards required by the Care Certificate. The Care Certificate is a set of minimum standards that social care and health workers adhere to. The Company uses the services of a training consultant to assist with its responsibilities for staff qualifications, training and development.

## POLESWORTH GROUP HOMES LIMITED

### TRUSTEES' REPORT (CONTINUED)(INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

There are secretarial, accounting and administrative staff assisting in the management and administration of the Charity.

The Charity employed a total of 138 staff at 31st March 2021.

The pay and remuneration of all employees, including management, is reviewed and agreed on an annual basis by the Pay Award Sub-Committee, a sub-committee of the Board. The pay and remuneration of all employees, including the Charity's management, is set fairly and in accordance with their responsibilities by reference to local market and sector pay rates.

The Trustees and senior managers formally reviewed the register of the principal risks faced by the Charity at their meeting in January 2021. Systems and procedures have been established to manage risks. External risks to funding are reduced by the Charity's policy on reserves. Internal risks are minimised through:

- Robust and thorough policies and procedures
- Training and supervision of staff
- Regular consultation with service users and family carers
- Regular Board meetings and Trustee visits to services
- Internal controls in particular financial controls, security controls and insurance.

The onset of the COVID 19 pandemic meant that the Charity's Business Continuity Plans for all service locations were put into practice and it was able to respond quickly and effectively to the challenges presented. The Trustees have continued to meet regularly since the onset of the pandemic and continue to consider the possible future risks and uncertainties faced as a result.

#### Auditor

A resolution proposing that Burgis & Bullock be reappointed as auditors of the Charity will be put to the members.

#### Disclosure of information to auditor

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

The Trustees'/Directors' report has been prepared having taken advantage of the small companies exemption in the Companies Act 2006.

Signed on behalf of the Board of Trustees/Directors:



Dr S Barratt

Trustee

Dated: .....20.9.21.....

## **POLESWORTH GROUP HOMES LIMITED**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2021***

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The Trustees (who are also Directors of Polesworth Group Homes Limited for the purposes of Company law) are responsible for preparing the Directors' 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the 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;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the Trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

# POLESWORTH GROUP HOMES LIMITED

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF POLESWORTH GROUP HOMES LIMITED

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#### Opinion

We have audited the financial statements of Polesworth Group Homes Limited (the 'Charity') for the year ended 31 March 2021 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 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 2021 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

In auditing the financial statements, we have concluded that the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustees with respect to going concern are described in the relevant sections of this report.

# **POLESWORTH GROUP HOMES LIMITED**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF POLESWORTH GROUP HOMES LIMITED**

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#### **Other information**

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual report. 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. 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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

#### **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.



# **POLESWORTH GROUP HOMES LIMITED**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF POLESWORTH GROUP HOMES LIMITED**

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#### **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.

*Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.*

We gained an understanding of the legal and regulatory framework applicable to the Charity and the industry in which it operates and assessed the extent of compliance with these laws and regulations as part of our procedures on the related financial statement items.

Based on our understanding of the Charity and industry we identified that the principal risk of non-compliance with laws and regulations related to breaches of Health & Social Care Acts, Human Rights Act, Safeguarding, Mental Capacity Act, Health & Safety and Environmental Regulations, GDPR, Charities Act 2011, Companies Act 2006 and UK Employment Law.

We evaluated management incentive and opportunities for fraudulent manipulations of the financial statements and determined the principal risks are related to expenditure that does not fall within the charitable objectives or which would personally benefit the Trustees.

# **POLESWORTH GROUP HOMES LIMITED**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE TRUSTEES OF POLESWORTH GROUP HOMES LIMITED**

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Audit procedures performed included:

- Identifying and assessing the design effectiveness of controls management have in place to prevent and detect fraud.
- Challenging assumptions and judgments made by management in their significant accounting estimates and assessing if these indicate evidence of management bias;
- Reviewing the accounting records for large and unusual journal entries and testing any identified and in particular the rationale for any transactions outside the Charity's charitable activities;
- Reviewing the accounting records for large and unusual bank payments and testing any identified and in particular the rationale for any transactions outside the Charity's charitable activities;
- Testing a sample of debit entries in the income & expenditure account to check they are bona-fide costs of the charity and in line with the charitable objectives
- Testing a sample of bank payments to source documentation
- Discussions with management, including consideration of known or suspected incidences of non-compliance with laws and regulation and fraud.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

**POLESWORTH GROUP HOMES LIMITED**

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

**TO THE TRUSTEES OF POLESWORTH GROUP HOMES LIMITED**

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**Use of our report**

This report is made solely to the charitable company'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 charitable company's members those matters we are required to state to them in an auditors' 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 charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

*W A Hubbard*

**Wende Hubbard FCCA (Senior Statutory Auditor)**  
**for and on behalf of Burgis & Bullock**

*20<sup>th</sup> September 2021*

**Chartered Accountants**  
**Statutory Auditor**

23-25 Waterloo Place  
Warwick Street  
Leamington Spa  
Warwickshire  
CV32 5LA

# POLESWORTH GROUP HOMES LIMITED

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds	Designated funds	Restricted funds	Total 2021	Total 2020
	Notes	£	£	£	£	£
<b>Income from:</b>						
Donations and legacies	3	2,628	-	291,822	294,450	9,138
Charitable activities	4	3,383,393	-	-	3,383,393	3,309,114
Investments	5	1,571	-	-	1,571	3,147
Other income	6	9,880	-	2,400	12,280	14,870
<b>Total income</b>		<b>3,397,472</b>	<b>-</b>	<b>294,222</b>	<b>3,691,694</b>	<b>3,336,269</b>
<b>Expenditure on:</b>						
Charitable activities	7	3,223,032	-	270,649	3,493,681	3,193,536
Net gains on investments	11	28,235	-	-	28,235	(41,004)
<b>Net incoming resources before transfers</b>		<b>202,675</b>	<b>-</b>	<b>23,573</b>	<b>226,248</b>	<b>101,729</b>
Gross transfers between funds		(239,427)	263,000	(23,573)	-	-
<b>Net movement in funds</b>		<b>(36,752)</b>	<b>263,000</b>	<b>-</b>	<b>226,248</b>	<b>101,729</b>
Fund balances at 1 April 2020		3,575,328	422,000	-	3,997,328	3,895,599
<b>Fund balances at 31 March 2021</b>		<b>3,538,576</b>	<b>685,000</b>	<b>-</b>	<b>4,223,576</b>	<b>3,997,328</b>

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.

# POLESWORTH GROUP HOMES LIMITED

## BALANCE SHEET AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	12	2,485,554		2,522,487	
Investments	13	179,145		150,910	
		<u>2,664,699</u>		<u>2,673,397</u>	
<b>Current assets</b>					
Debtors	14	316,797		322,721	
Cash at bank and in hand		1,435,121		1,114,673	
		<u>1,751,918</u>		<u>1,437,394</u>	
<b>Creditors: amounts falling due within one year</b>	15	(193,041)		(113,463)	
<b>Net current assets</b>		<u>1,558,877</u>		<u>1,323,931</u>	
<b>Total assets less current liabilities</b>		<u>4,223,576</u>		<u>3,997,328</u>	
<b>Income funds</b>					
<u>Unrestricted funds</u>					
Designated funds	18	685,000		422,000	
General unrestricted funds		3,538,576		3,575,328	
		<u>4,223,576</u>		<u>3,997,328</u>	
		<u>4,223,576</u>		<u>3,997,328</u>	

The financial statements were approved by the Trustees on 20-9-21

  
Dr S Barratt  
Trustee

Company Registration No. 2614194

# POLESWORTH GROUP HOMES LIMITED

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	24		428,515		455,302
<b>Investing activities</b>					
Purchase of tangible fixed assets		(111,238)		(268,177)	
Proceeds on disposal of tangible fixed assets		1,600		1,268	
Investment income received		1,571		3,147	
<b>Net cash used in investing activities</b>			(108,067)		(263,762)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			320,448		191,540
Cash and cash equivalents at beginning of year			1,114,673		923,133
<b>Cash and cash equivalents at end of year</b>			1,435,121		1,114,673

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

#### Charity information

Polesworth Group Homes Limited is a registered Charity (no 1003230) and a private company limited by guarantee incorporated in England and Wales. The registered office is Laurel End, Laurel Avenue, Polesworth, Nr Tamworth, Staffordshire, B78 1LT. No changes in principal activities occurred during the year.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance 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) (effective 1 January 2019)". 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, modified to include the revaluation of freehold properties and certain financial instruments at fair value. 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 accounts.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Incoming resources

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Grant income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Deferred income consists of resources received that do not meet the criteria for recognition as incoming resources as entitlement to the resource does not exist at the balance sheet date, e.g. grants received relating specifically to a future period and income invoiced in advance of services to be provided.

Income for charitable activities is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided.

#### 1.5 Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Resources expended include attributable VAT in the instances that it cannot be recovered.

#### 1.6 Tangible fixed assets

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

Tangible fixed assets are stated at cost less depreciation or impairment. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land	Nil
Buildings	50 years straight line
Office equipment	3 years straight line
Fixtures, fittings & equipment	3 years straight line
Motor vehicles	5 years reducing balance

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.



# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### 1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

#### 1.8 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).

#### 1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

#### 1.10 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 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.

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### *Derecognition of financial liabilities*

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

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

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.

#### 1.12 Retirement benefits

The Charity operates two defined contribution pension schemes. Contributions are charged in the financial statements as they become payable in accordance with the rules of the schemes.

#### 1.13 Leases

Rentals payable under operating leases, including any lease incentives received, are charged as an expense on a straight line basis over the term of the relevant lease.

#### 1.14 Debtors

Debtors are recognised at the settlement amount due after any discounts offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

#### 1.15 Creditors

Creditors and provisions are recognised where the Charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 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.

#### Support cost allocation

Support costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total Unrestricted funds	
	2021 £	2021 £	2021 £	2020 £
Donations and gifts	2,628	-	2,628	9,138
COVID-19 support	-	291,822	291,822	-
	<u>2,628</u>	<u>291,822</u>	<u>294,450</u>	<u>9,138</u>
<b>COVID-19 support grant income</b>				
Coronavirus Job Retention Scheme	-	58,320	58,320	-
Adult Social Care Infection Control funding	-	172,553	172,553	-
Coronavirus related Statutory Sick Pay	-	8,495	8,495	-
Respite and day services support	-	43,206	43,206	-
Adult Social Care Infection Control funding – Workforce Capacity	-	9,248	9,248	-
	<u>-</u>	<u>291,822</u>	<u>291,822</u>	<u>-</u>

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 3 Donations and legacies

(Continued)

The Coronavirus Job Retention Scheme (CRJS), is a government scheme set up to cover certain employment costs for employees who have been unable to work due to COVID-19.

Infection control grant income was received from WCC to cover additional costs incurred by the charity in controlling infection during the pandemic.

### 4 Charitable activities

	Long stay services 2021 £	Short stay services 2021 £	Total 2021 £	Total 2020 £
Accommodation, care and support services	2,887,471	495,922	3,383,393	3,309,114

### 5 Investments

	Unrestricted funds 2021 £	Unrestricted funds 2020 £
Interest receivable	1,571	3,147

### 6 Other income

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £
Training and insurance income	-	2,400	2,400	419
Contributions to meals and holidays	8,264	-	8,264	12,766
Solar panel income	1,616	-	1,616	1,580
Farm produce	-	-	-	105
	9,880	2,400	12,280	14,870

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 7 Charitable activities

	Long stay services 2021 £	Short stay services 2021 £	Total 2021 £	Long stay services 2020 £	Short stay services 2020 £	Total 2020 £
Staff costs	2,288,022	386,963	2,674,985	1,972,152	411,206	2,383,358
Depreciation and impairment	118,230	10,136	128,366	113,536	9,969	123,505
Food and household	134,923	18,150	153,073	110,449	27,157	137,606
Daycare	9,230	2,257	11,487	22,365	10,608	32,973
Premises	92,647	27,614	120,261	93,095	27,788	120,883
Motor and travelling	34,714	9,669	44,383	46,704	16,384	63,088
Miscellaneous	25,636	2,656	28,292	19,612	3,132	22,744
Telephone	2,194	1,096	3,290	2,789	902	3,691
Printing, stationery and computer costs	494	1,137	1,631	592	290	882
(Profit)/loss on disposals of fixed assets	1,599	-	1,599	(1,366)	(169)	(1,535)
	<u>2,707,689</u>	<u>459,678</u>	<u>3,167,367</u>	<u>2,379,928</u>	<u>507,267</u>	<u>2,887,195</u>
Share of support costs (see note 8)	280,708	37,930	318,638	255,216	43,636	298,852
Share of governance costs (see note 8)	6,551	1,125	7,676	6,395	1,094	7,489
	<u>2,994,948</u>	<u>498,733</u>	<u>3,493,681</u>	<u>2,641,539</u>	<u>551,997</u>	<u>3,193,536</u>
<b>Analysis by fund</b>						
Unrestricted funds	2,824,991	398,041	3,223,032	2,641,539	551,997	3,193,536
Restricted funds	169,957	100,692	270,649	-	-	-
	<u>2,994,948</u>	<u>498,733</u>	<u>3,493,681</u>	<u>2,641,539</u>	<u>551,997</u>	<u>3,193,536</u>

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 8 Support costs

	Support costs	Governance costs	2021	2020	Basis of allocation
	£	£	£	£	
Staff costs	203,419	-	203,419	191,172	
Depreciation	18,205	-	18,205	12,466	
Office costs	33,968	-	33,968	23,638	
Premises	20,818	-	20,818	17,112	
Motor and travelling	8,723	-	8,723	10,168	
Sundry	33,505	-	33,505	41,921	
Recruitment costs	-	-	-	2,375	
Audit fees	-	4,859	4,859	4,718	Governance
Accountancy	-	2,817	2,817	2,771	Governance
	<u>318,638</u>	<u>7,676</u>	<u>326,314</u>	<u>306,341</u>	
Analysed between					
Charitable activities	<u>318,638</u>	<u>7,676</u>	<u>326,314</u>	<u>306,341</u>	

Support costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly.

### 9 Trustees

None of the Trustees (or any persons connected with them) received any remuneration nor reimbursement of expenses during the year.

**POLESWORTH GROUP HOMES LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**10 Employees**

The average monthly number of employees during the year was:

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
Accommodation, care and support staff	120	118
The Charity's management and administration	15	14
	<u>135</u>	<u>132</u>
<b>Total</b>	<u><u>135</u></u>	<u><u>132</u></u>

<b>Employment costs</b>	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	2,614,645	2,350,914
Social security costs	208,051	171,894
Other pension costs	55,708	51,722
	<u>2,878,404</u>	<u>2,574,530</u>
	<u><u>2,878,404</u></u>	<u><u>2,574,530</u></u>

As at the 31 March 2021, there were 98 (2020: 103) full time equivalent employees.

The number of employees whose annual remuneration was £60,000 or more were:

	<b>2021</b>	<b>2020</b>
	<b>Number</b>	<b>Number</b>
£60,000 - £70,000	<u>1</u>	<u>1</u>
	<u><u>1</u></u>	<u><u>1</u></u>

**POLESWORTH GROUP HOMES LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**11 Net gains/(losses) on investments**

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Revaluation of investments	28,695	(40,472)
Gain/(loss) on sale of investments	(460)	(532)
	<u>28,235</u>	<u>(41,004)</u>

**12 Tangible fixed assets**

	Land and buildings £	Office Equipment £	Fixtures, fittings & equipment £	Motor vehicles £	Total £
<b>Cost</b>					
At 1 April 2020	3,151,593	33,870	224,896	458,379	3,868,738
Additions	3,800	7,326	67,506	32,606	111,238
Disposals	-	(606)	(3,179)	-	(3,785)
At 31 March 2021	<u>3,155,393</u>	<u>40,590</u>	<u>289,223</u>	<u>490,985</u>	<u>3,976,191</u>
<b>Depreciation and impairment</b>					
At 1 April 2020	839,036	24,246	110,944	372,025	1,346,251
Depreciation charged in the year	58,360	8,293	54,790	25,128	146,571
Eliminated in respect of disposals	-	(606)	(1,579)	-	(2,185)
At 31 March 2021	<u>897,396</u>	<u>31,933</u>	<u>164,155</u>	<u>397,153</u>	<u>1,490,637</u>
<b>Carrying amount</b>					
At 31 March 2021	<u>2,257,997</u>	<u>8,657</u>	<u>125,068</u>	<u>93,832</u>	<u>2,485,554</u>
At 31 March 2020	<u>2,312,557</u>	<u>9,624</u>	<u>113,952</u>	<u>86,354</u>	<u>2,522,487</u>

The net book value of land and buildings includes £21,613 (2020: £22,322) in respect of a leasehold property which would revert to a third party should it cease to be used to accommodate adults with severe learning difficulties.



**POLESWORTH GROUP HOMES LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**13 Fixed asset investments**

	Unlisted investments £
<b>Cost or valuation</b>	
At 1 April 2020	150,910
Unrealised gain/(loss) in the year	28,695
Disposals	(460)
	<hr/>
At 31 March 2021	179,145
	<hr/>
<b>Carrying amount</b>	
At 31 March 2021	179,145
	<hr/> <hr/>
At 31 March 2020	150,910
	<hr/> <hr/>

**14 Debtors**

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Trade debtors	126,661	114,131
Prepayments and accrued income	190,136	208,590
	<hr/>	<hr/>
	316,797	322,721
	<hr/> <hr/>	<hr/> <hr/>

**15 Creditors: amounts falling due within one year**

	2021 £	2020 £
Other taxation and social security	86,420	46,917
Other creditors	43,643	18,188
Accruals and deferred income	62,978	48,358
	<hr/>	<hr/>
	193,041	113,463
	<hr/> <hr/>	<hr/> <hr/>

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 16 Retirement benefit schemes

The Charity operates defined contribution pension schemes for all qualifying employees. The assets of the schemes are held separately from those of the Charity in independently administered funds.

The charge to profit or loss in respect of defined contribution schemes was £55,708 (2020: £51,722).

### 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		Movement in funds			
	Incoming resources £	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Coronavirus Job Retention Scheme	-	-	58,320	(58,320)	-	-
Adult Social Care Infection Control funding	-	-	172,553	(148,980)	(23,573)	-
Coronavirus related Statutory Sick Pay	-	-	8,495	(8,495)	-	-
Respite and day services support	-	-	43,206	(43,206)	-	-
Adult Social Care Infection Control funding – Workforce Capacity	-	-	9,248	(9,248)	-	-
Skills for care training	-	-	2,400	(2,400)	-	-
	-	-	294,222	(270,649)	(23,573)	-

A transfer of £23,573 has been made from restricted funds to reflect the fixed asset purchased through the grant as the requirements to hold the fund as restricted were met once the assets were acquired.

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 18 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019 £	Transfers £	Balance at 1 April 2020 £	Resources expended £	Transfers £	Balance at 31 March 2021 £
Improvements at existing properties	22,000	-	22,000	(18,981)	(3,019)	-
Replacement residential care home	341,000	59,000	400,000	-	35,000	435,000
Supported living property	-	-	-	-	250,000	250,000
	<u>363,000</u>	<u>59,000</u>	<u>422,000</u>	<u>(18,981)</u>	<u>281,981</u>	<u>685,000</u>

**POLESWORTH GROUP HOMES LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

**19 Analysis of net assets between funds**

	Unrestricted funds 2021 £	Designated funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Designated funds 2020 £	Total 2020 £
Fund balances at 31 March 2021 are represented by:							
Tangible assets	2,485,554	-	-	2,485,554	2,522,487	-	2,522,487
Investments	179,145	-	-	179,145	150,910	-	150,910
Current assets/(liabilities)	873,877	685,000	-	1,558,877	901,931	422,000	1,323,931
	<u>3,538,576</u>	<u>685,000</u>	<u>-</u>	<u>4,223,576</u>	<u>3,575,328</u>	<u>422,000</u>	<u>3,997,328</u>

# POLESWORTH GROUP HOMES LIMITED

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

### 20 Operating lease commitments

At the reporting end date the Charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2021 £	2020 £
Within one year	26,409	13,733
Between two and five years	51,614	25,149
In over five years	3,260	-
	<u>81,283</u>	<u>38,882</u>

For the financial year ended 31 March 2021, the operating lease payments recognised as an expense in the statement of financial activities amounted to £21,956 (2020: £12,941).

### 21 Capital commitments

2021 £	2020 £
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At 31 March 2021 the Charity had capital commitments as follows:

Contracted for but not provided in the financial statements:

Acquisition of property, plant and equipment	-	16,073
	<u>-</u>	<u>16,073</u>

### 22 Events after the reporting date

After the reporting end date the charity purchased an additional property, intended to be used for a supported living service, at a value of £230,000.

### 23 Related party transactions

There were no related party transactions in the year.

#### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2021 £	2020 £
Aggregate compensation	<u>123,704</u>	<u>117,872</u>

**POLESWORTH GROUP HOMES LIMITED**

**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2021**

24	Cash generated from operations	2021 £	2020 £
	Surplus for the year	226,248	101,729
	Adjustments for:		
	Investment income recognised in statement of financial activities	(1,571)	(3,147)
	Loss on disposal of investments	460	532
	Fair value gains and losses on investments	(28,695)	40,472
	Depreciation and impairment of tangible fixed assets	146,571	135,971
	Movements in working capital:		
	Decrease in debtors	5,924	171,756
	Increase in creditors	79,578	7,989
	<b>Cash generated from operations</b>	<b>428,515</b>	<b>455,302</b>
25	<b>Analysis of changes in net funds</b>		
	The Charity had no debt during the year.		