

Charity number: 1051947
Registered number: 03143819

SCOTTS PROJECT TRUST

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2020**

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LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2020

Life President	Jill Scott
Trustees	Tom Hoppe, Chairman Caroline Becher (resigned 13 March 2020) Raj Bhambher Andrew Blevins Susan Bourne Derek McMenamin Martin Miles Ian Storey (resigned 5 July 2019) Sara Tozzi (resigned 22 November 2019) Nicholas Ward Richard Tapsfield Linda Charlton (resigned 5 July 2019)
Company registered number	03143819
Charity registered number	1051947
Registered office	Scotts Office Delarue Close Tonbridge TN11 9NN
Company secretary	Nicholas Ward
Website/email address	www.scottsproject.org.uk / info@scottsprojecttrust.org.uk
Independent auditors	Lindeyer Francis Ferguson Limited Statutory Auditors North House, 198 High Street Tonbridge TN9 1BE
Bankers	HSBC Bank Plc 69 High Street Sevenoaks TN13 1LB
Solicitors	Thomson Snell & Passmore LLP 3 Lonsdale Gardens Tonbridge Wells TN1 1NX

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Senior management team

Mark Allen – Chief Executive Officer
Graham Funnell – Registered Manager (St Peter's Row and Supported Living Service)
Claire Davies - Manager (Development Centre) (until 23 September 2019)
Clare Whymark – Manager, Day Service Skills and Activities (Appointed 1 February 2020)
Helen Cross and Graham Reid – Finance and Operations Manager (job share from 2 January 2020)

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The trustees (who are also directors of the charity for the purposes of the Companies Act 2006) present their annual report together with the audited financial statements of Scotts Project Trust (the Trust) for the year ended 31 March 2020. The trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the Trust's governing document and the provisions of "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 2015) (Charities SORP (FRS 102)). The legal and administrative information on pages 1 and 2 of this document form part of this report.

Objectives and Activities

Our vision is that people with a learning disability should gain the confidence and independence to lead fulfilled, happy lives.

The charity's Objects are the relief of those in need by reason of a learning disability specifically restricted to the following:

- (1)
 - (a) To establish and operate a home or homes to provide either temporary or permanent residence or residences in England for persons with a learning disability;
 - (b) To establish and operate shared or individual, permanent or temporary, independent living accommodation in England for persons with a learning disability;
 - (c) To establish and operate a domiciliary care and support service in England for persons with a learning disability in their own homes or in accommodation provided by others;
 - (d) To establish and operate a respite care and support service and support in England for persons with a learning disability who are generally cared for and supported by their family or other carers;
 - (e) To establish and operate day services in England for persons with a learning disability including without limitation services promoting and supporting their wellbeing, goals and aspirations, recreation or other leisure time occupation, life and work skills, education, independence, social interactions and general personal development; and
 - (f) to make provision for the maintenance, care and support of such persons and their medical and nursing needs (whether with or without associated or ancillary services to their families, dependents and carers) and for their travel to and from the charity's premises or elsewhere for social, recreational or leisure purposes.
- (2) To provide training, advice, support, co-operation and other assistance in England in any way connected with or calculated to benefit persons with a learning disability.

The needs of adults with a learning disability drive everything we do. **Our mission** is to provide an excellent, supportive service and a nurturing environment so the people who use our service can get the most from life.

Our values reflect our vision and mission, shaping every aspect of our work:

Care: people who live in one of our houses or use day services at Scotts should enjoy homelike surroundings, be supported in a way that meets their individual needs and develop mutually enjoyable relationships.

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Support: each person should be valued as an individual and can expect their mental, physical and emotional needs to be understood and supported in a way that recognises the person rather than their physical or intellectual limitations.

Develop: we support people with a learning disability to choose how to live their own lives, as independently as they can, and to play a full part in the wider community.

Services and Activities

We run three closely linked services:

St Peter's Row is home to fifteen adults. Although it is registered and managed as a single residential care home, it comprises a terrace of three houses which are distinct households, each with its own character and a daily routine planned by residents and staff. The houses have their own kitchens and sitting rooms and every resident has their own bedroom, which is their private space. The attractive shared patio and garden is used by everyone.

Residents are actively involved in telling staff about their needs and wishes, and the staff team tailor their support accordingly.

Many people choose to get involved in sessions at the Development Centre, or activities provided by other organisations, and staff provide support for trips to special events like concerts and pantomimes as well as summer holidays. We encourage people to live as independently as they can, and some residents choose to move on to our supported living service.

'I like Scotts. Amazing place'.

A service user

The Supported Independence Service is based in two adjacent detached houses, Oaks and Willows, near the main Scotts site. Four people share each house and there is also a studio flat. This service is a very effective step towards living independently, and staff support each person to meet the goals they set for themselves. For example, someone might want to do their own shopping and cooking, volunteer or go to college, or get involved in social activities. As at St Peter's Row, each tenant has their own bedroom, and each household shares a kitchen, a sitting room, and a garden. Several tenants take part in classes and sessions at the Development Centre. Oaks and Willows are a short bus journey away from the centre of Tonbridge, so tenants can easily get to the local leisure centre, for example, or meet friends in town.

'Joining my river drama and Scotts besties is very a magical experience of a life time and I love all of the best classes ever Scotts Project is the best place that I have been to in ten years the perfect cherry on top the cake for me including being in drama every Friday being at Scotts is the best time of my life I love them all'. *Written and typed by service user on our Facebook page*

Our recently renovated and expanded on-site **Development Centre** is a hub for learning and socialising. Around 85 people attend the centre and around 350 places are taken each week on the sessions, learning how to do everything from managing their laundry to safely accessing the internet; skills which help them to live as independently as possible. The sessions run each weekday between 9:45am and 4pm with gardening, dance and drama and journalism among the most popular. We aim to provide an excellent, personalised service. The focus is

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on gaining confidence as well as essential life skills, and our lively drama and dance classes are a distinctive part of what makes Scotts so special.

'I want to say a huge 'thank you' for the review last week and for all you and the staff are doing to support 'A'. I can't tell you how much happier she is these days.'

Parent of service user

People with a learning disability can easily become socially isolated, so activities like sports, games and singing at lunchtime offer an important chance to enjoy existing friendships and form new ones. Normally, our Coffee Shop is open to the public on Wednesday morning, helping students gain valuable work experience in a safe environment.

'Thanks to you and your team, for the support you show our son'.

Parent of service user

COVID-19 Changes to Day Service provision

Following Government guidelines, our Development Centre closed its doors towards the end of March, and new live sessions, hosted on Zoom, were created. In addition, to continue provision of the service, further online content, printed packs and telephone calls were initiated and will continue until the physical site is reopened.

Providing Public Benefit

The Trust's services are open to adults with a learning disability, and we cater for people with a wide range of needs. The Trust's founder, Jill Scott, developed the services to have a Christian ethos, which they retain; however, we are an inclusive charity and we provide our services irrespective of race, gender, sexual orientation, religion or belief.

The trustees decide on objectives and activities that benefit people who live in the Trust's houses and attend its Development Centre, in accordance with the Charity Commission's guidance on public benefit. The Delarue Hall and the Barn are offered for hire to the local community and are popular venues for clubs and societies as well as one off events. The newly created Changing Places facility is available to the public during opening hours, and the whole of the Barn and Hall are now fully accessible to all.

Staff

The staff at Scotts are key to the homely and caring ethos of the Trust, and the trustees would like to thank them all for their dedication and the difference they make to everyone who uses the Trust's services. Our high-quality service is made possible by their hard-work and commitment. The Trust regularly reviews the training and development needs of staff beyond statutory and regulatory requirements.

'Just wanted to also say a big thank you for all the beautiful cards/photo artwork, etc that the students have done. We really appreciate it, as he dislikes having his photo taken at home. Scott's obviously has the magic touch!'

Parent of Day Services service user

Volunteers

Scotts is fortunate to benefit from the support of our volunteers, and once again the trustees are grateful for the time and energy they offer. In the Development Centre, volunteers support clubs and activities, teaching sessions

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and special events, as well as administration. In addition, pupils from Tonbridge Grammar School and Tonbridge School continue to provide invaluable help to our students.

Fundraising

Funding from local authority fees covers the cost of a basic service provision, but to maintain and improve our facilities we need to raise further funds continually. Fundraising provides our residents and students with an environment in which they can enjoy life, facilities that offer the privacy and dignity they deserve, and the opportunity to look forward to a brighter future.

Keeping our buildings, grounds and essential equipment in good condition is a costly business. Our budget for this is approximately £50,000 every year, for which funds are raised largely in our local community.

Development Centre appeal

In addition to wishing to maintain our property to a high standard, we wish to realise our vision and strategy by implementing transformational initiatives that require substantial financial investment. Funds are raised largely from major appeals.

Our major project for the last four years was focused on the Scotts Development Centre. This facility provides fun, fulfilment, confidence and the development of life skills.

An enhanced and expanded Development Centre was needed to meet a growing demand for day services for people with a learning disability. Our students demonstrate tremendous skill and talent, particularly in art and drama, and our events programme is beginning to highlight this to a wider audience, challenging ideas of what people with a learning disability can aspire to. Most importantly, we have seen our students grow in self-belief and we want to offer this opportunity to more people. The combination of enhanced facilities, a highly personalised service, an emphasis on the wellbeing and development of the individual, the confidence-building qualities of performing arts and the beautiful setting will continue to make Scotts a very attractive option to our current and potential students, their Care Managers and other professionals.

Our most recent initiative was a £750,000 Appeal to underpin the recently completed £820,000 refurbishment and enhancement of the Development Centre. Thanks to some exceptionally generous people, companies, charitable trusts and foundations we received pledges and donations that covered the full amount of the appeal. The trustees would like to record their immense gratitude to all who made this project possible. This year we have gratefully received confirmation of grants for the Development Centre Appeal from The Clothworkers' Foundation, The Bernard Sunley Charitable Foundation, The Edward Gostling Foundation, The Forbes Charitable Foundation, Oliver Ford Foundation, The Company of Actuaries Charitable Trust Fund, Kent Community Foundation and The Gatwick Foundation Fund, among many others.

Following on from this, improvements to the former nursery play area – our Garden Sanctuary project - are being generously supported by The Baily Thomas Charitable Fund, The Beatrice Laing Trust, Provincial Grand Lodge of West Kent, The Sir James Roll Charitable Trust, The Marsh Christian Trust, The Lynn Foundation, Kent Community Foundation and The Sir Jules Thorn Charitable Trust.

'I am really enjoying working at Scotts, in the new refurbished Development Centre building; what a great environment! The entrance button and the clean lines of the interior style have made such a difference to 'Student B' moving along quicker to get to their session. The full access lift means that by not having to take the stairs

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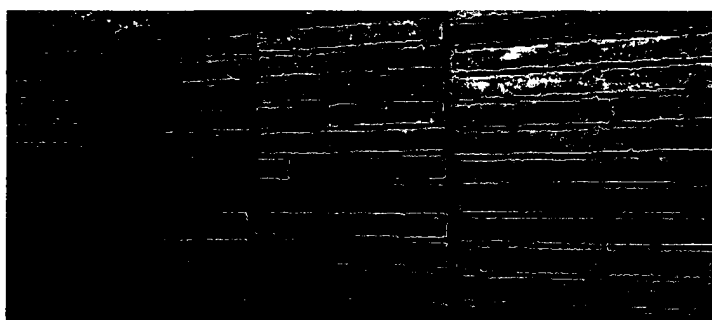
'Student B' is ready to join in with his art session 40 minutes earlier than in the old building. This only refers to a small part of the wonderful new build, but it makes a massive difference!

Staff member

A summary of the Development Centre Refurbishment and Enhancement

Phase One – Re-purposing rooms around the Hall

- We refurbished a ground floor room to create additional places for journalism and other classes on the ground floor, accessible for those with mobility impairments. With a new accompanying corridor, this may also be used as a green room, with direct access to the performance area for our dance, drama and musical activities.
- We built a new Quiet and Sensory Room to be used for therapeutic purposes.
- We installed dormer windows on the first floor to use the building's eaves, accommodating a lift for wheelchairs and accessibility for all, an office and staff training space, and access to two large classrooms - one of which will be primarily used for Art and the other for Computers and Technology.
- We built a staircase to the loft space and installed Velux windows for a new second floor office/meeting room and bathroom.
- Phase One also included new boilers and upgrading of the heating system to improve energy-efficiency. We also built additional storage space.



New outdoor, much needed storage facility and large Hall - original windows, with new internal electric blinds.

The Hall is used for Scotts Dance, Drama and Music sessions, events and for hiring out to the community.

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'Student C' has been able to integrate back into her sessions here after some major surgery. Due to the new facilities, it means that our student can get back to enjoying the IT session she always loved.'

Staff member

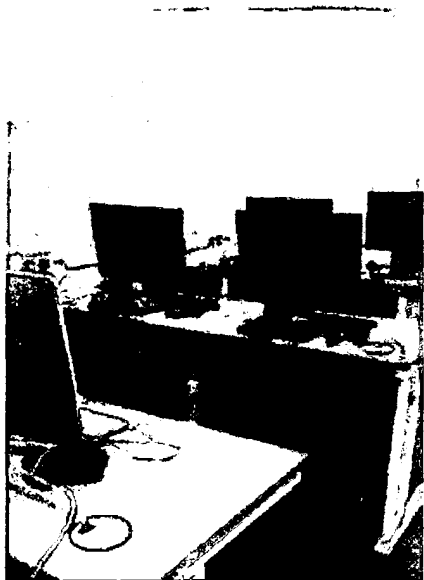


Phase One and Three - The Hall

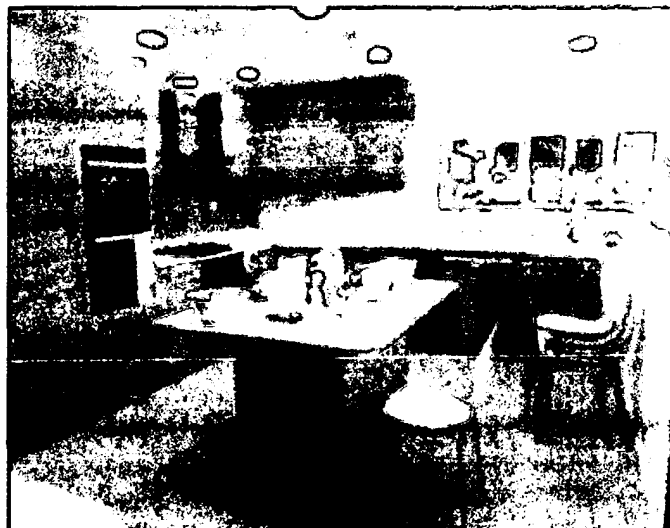
Some of the refurbished areas of the Hall - clockwise from top left -, the brand new Changing Places facility open to the public, the refurbished main Hall, the new kitchen, the extended foyer/reception/teaching room, all of which are accessed via the new entrance. Our service users say they are finding our facilities much easier now, with accessibility being key.

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The computer room allowing plenty of natural light and is accessible and spacious with new technology. A large, first floor art room has been created in the Hall, also has lots of light for our service users. Both are now accessible to all students, with the new lift installation for wheelchair users.



Some pictures of the Life Skills centre at The Barn (Phase Two). Designed with accessibility being the priority. This much lighter and more spacious kitchen and coffee shop/teaching room has received much positive feedback by our service users, session leaders and coffee shop customers.

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Phase Two - the new Life Skills centre at The Barn:

- Scotts' new Life Skills Centre was launched following a full refurbishment of the second building in which our Development Centre activities are held, and is the focus of our domestic skills development work.
- For our Catering sessions, the kitchen was replaced and upgraded with more accessible equipment and a layout that has made it easier to share skills and monitor students. It is being used to help people learn the planning, preparation and cooking skills they need to live more independently.
- The rest of the ground floor was remodelled to free up more space and maximise flexibility between the Coffee Shop and session space. The Coffee Shop will be open to the public on a limited basis. The lavatories were updated, and the boiler replaced.
- The upstairs room was refurbished with new windows and is being used as a general session space for life skills. It is accessible via stairs and an upgraded stairlift.

Phase Three - The Hall

- During a period of closure last summer, we completed the most disruptive and complex work. An extension was built to form a new entrance and foyer area and improve accessibility for those with physical disabilities. The entrance has fully accessible automatic doors.
- A 'Changing Places' room was constructed for personal care of mobility impaired people (effectively, a wet room equipped with appropriate tracked hoists, specialist changing table and new disabled lavatory); this has enabled those with more complex needs to stay for whole days, rather than being restricted to a morning or afternoon session only.
- In the main hall, the refurbishment programme installed air conditioning, renovated the performance area, updated screens and blinds, upgraded the Audio/Visual systems, renewed the ceiling tiles and lights, covered the walls with sound proofing plasterboard, and refurbished the floor. Acoustic tiles were fitted to the ceiling to reduce reverberation.
- After twenty years of heavy use, the existing lavatories and kitchen were refurbished too.

Phase Four – External Works

- The last phase of the work is to upgrade the surrounding environment. This includes covered seating for break times and teaching, a recreational games area, and a sensory space with a water feature and plants.
- We have built new sheds for storage and archive space.
- We will redesign our traffic management for improved safety and convenience, and install new lighting. Finally, we will resurface the car park and include some more attractive planting around it.

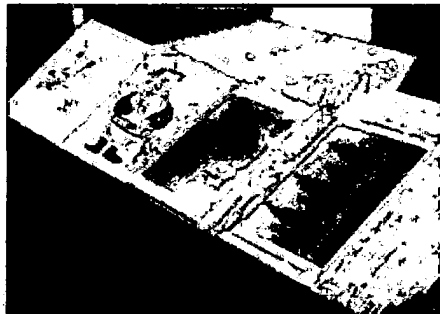
'The new IT facilities suit my needs better. It is easier for me to move around as the room is bigger and more spacious. Also pleased to be back on the PC's instead of laptops.' *Day Services service user*

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TRUSTEES' REPORT **FOR THE YEAR ENDED 31 MARCH 2020**

Community Fundraising

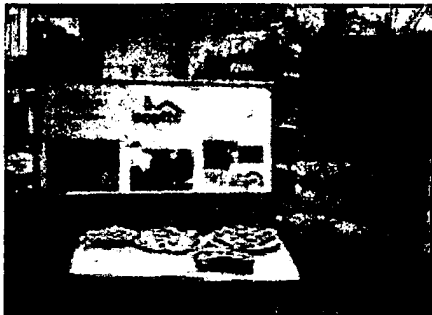
Quiz fundraiser



The Friends of Scotts (five long-standing and wonderfully dedicated volunteers, who fundraise locally) very kindly organised a Quiz night on 4th October 2019.

The Quiz was held in our newly equipped and refurbished Hall. It was a hugely successful fundraiser. Guests enjoyed a 'posh ploughman's' and had the opportunity to buy a raffle ticket and Christmas cards, designed by Scotts day service users, and seen in the photograph. The total amount raised was over £8,500.

Community donations, fundraising and support



Local Co-Op customers chose to support Scotts again this year, using their Co-Op member's card.



Waitrose, Tonbridge selected Scotts to receive proceeds from their Community Matters scheme in August 2019.



Country Gardens florist, Tonbridge provided a collection box in their shop for donations to Scotts.

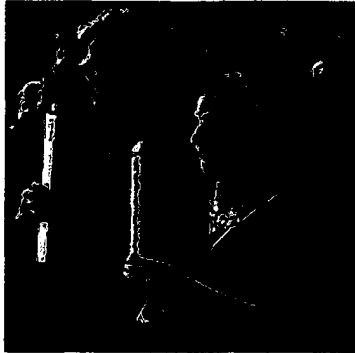
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As always, our Community Light the Candle event held was at Scotts. In addition, a number of our good friends in the local churches held collections, and made donations to Scotts.



Tonbridge Rotary Club kindly provided free river trips for our service users during the Summer, and a wonderful time was had by all.



Fundraising platforms raised just over £4,000, with JustGiving totalling £3,275, and CAF £906.

Individual fundraising

Jessica Stapley (right), a highly valued and long-term local supporter of Scotts, undertook a half marathon every month raising over £2,000, including a match fund from the Halifax Building Society of £500.

We have many individuals from the community donate to Scotts throughout the year and we keep them up to date with our activities via Scotts News, our quarterly newsletter produced by staff and service users.



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Scotts venue hire for the community and raising funds for Scotts

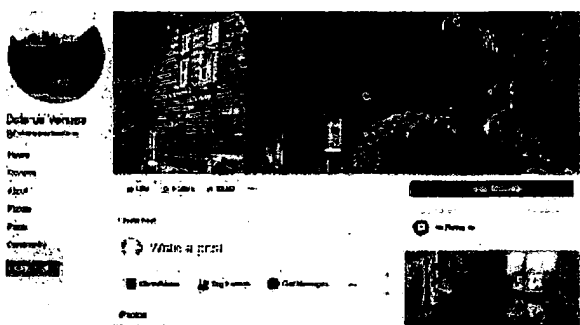
We raise funds with the hire of our venues during evenings and weekends, the hall and the barn, for events such as birthday parties, anniversaries and wedding receptions. We have recently refurbished the hall and barn and the facilities are now extremely attractive and accessible for venue hire.

'We have been using the Barn at Scotts Project for the past eight years for our AGM and have always found it to be a perfect venue for our meeting. The booking process has always been seamless and the Barn itself bright spacious and spotlessly clean. Since the redecoration and the new tables and chairs being in place, I can't think of anywhere else that would suit our needs and it's good value too!'

Local company, November 2019

Much work has gone into the creation of an online booking system for the hire of our community venues. We have been supported in this process by Peter Bibb, an IT expert and volunteer, and Derek McMenamin, a trustee with a legal background. The venue hire website will be promoted once COVID-19 recedes.

A venue hire Facebook page has also been set up to support our community fundraising efforts. The Facebook page can be found at [Facebook.com/delaruevenuehire](https://www.facebook.com/delaruevenuehire). The venue hire website will also go live in due course, and will be found at www.delaruevenues.com.



'The hall really was a pleasure to use. It's so big and spacious, the ability to use the kitchen and ovens made everything better. The sound system got loads of compliments and really was so simple and easy to use. We always loved the car park and the way we can bring our own food and drink, and the brand new look to the hall has really given it a fresh lease of life.'

MB, Wedding Celebration October 2019

Achievements and Performance in 2019-20

COVID-19

Planning for a potential outbreak commenced in late January, with a full plan and communication schedule in place by mid-February. All service users, their families, funding authorities and other stakeholders were written to, and the plan shared with staff. Stocks of PPE were ordered, and training provided for their use. As at the end of March, PPE stocks were in good shape.

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A range of measures were introduced as the seriousness of the situation unfolded, including taking temperatures for all staff before they started a shift, monitoring the temperatures and general health of all service users twice per day, asking non-care staff to work remotely in accordance with long established continuity plans, and closing the day service to external service users. As noted above, provision for those service users was switched to live meetings and online content plus some physical packs and telephone calls for those unable to join online.

Last year, trustees increased reserves held for business interruption purposes from three months costs to four and total reserves were, and remain, substantially above that figure. In conjunction with funding authorities' assurances that support will be provided, and the Government's plans for financial support, the trustees do not anticipate that COVID-19 will form an existential threat to Scotts. Kent County Council have provided additional payments of around £28,000 to date. In addition, we have been assured that invoices may continue to be issued for Development Centre sessions, and rooms vacated by service users choosing to shield in family homes. Nevertheless, some financial impact is expected in the 2020/21 financial year, and will be closely monitored by the Finance and General Purposes Committee.

Further covid-19 considerations

Trustees anticipate that the outbreak will impact our ability to fundraise, and we will reduce our budgeted expectation for 2020/21 accordingly. These funds are generally used for maintenance and improvements to the estate. Sufficient reserves exist to make up any shortfall in the financial year ahead.

The CEO considered the impact on staff, and added an Employee Assistance Programme in March. This provides anonymous and free counselling services, and other employee support, to the Scotts employment package. Pay was increased, and there was regular management communication about the safety procedures to be followed, the situation regarding PPE stocks, and expressing thanks and gratitude. In May, a special award was made to the vast majority of the staff who had borne the brunt of the outbreak.

Trustees have given consideration as to whether there are any implications for the investments the charity holds, and expects there to be a reduction in interest received. This will not have a material impact upon the charity.

Trustees have considered the reserves policy, their level and any change to funds designated for future commitments, and have increased the level held against business disruption to six months.

Trustees do not expect the virus control measures and potential duration of them will have a material impact on the future aims and activities of Scotts.

Overall, trustees believe that Scotts has the resources to continue and are satisfied that it is a going concern.

Major Projects

Following the development of our 2015-2020 Strategic Plan, a review of major projects concluded that our priority would be the upgrading and expansion of the Development Centre and creation of an enhanced Life Skills Centre to meet a pressing need for high quality day provision in the Tonbridge area, including for people with a higher level of both physical and learning disabilities. Our recent major capital fundraising appeal was to support this project and is detailed in the Fundraising section above.

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Supporting and Developing our Staff

We have invested in recruiting, training and developing staff and volunteers to meet our strategic plan's objectives.

Refurbishment projects (other than the Development Centre)

St Peters Row

One of our long term residents in St Peters Row has increasing mobility problems and needed to move from an upstairs bedroom. In line with Scotts' values, we devised a plan that would allow our resident to remain with friends and familiar carers here. In conjunction with family members and local authority Care Management, plans were drawn up to create a new bedroom from existing downstairs space. This allowed the resident to move into a more suitable room with continued care at Scotts.

Supported Independence Service (Oaks and Willows)

The kitchens at The Oaks and The Willows were replaced in 2019/2020 as they came to the end of their lifecycles. The focus was on accessible and safe units and appliances that will help support our residents to be as independent as possible.

Plans for Future Periods

Strategic Plan

The Strategic Plan for 2015 to 2020 has been reviewed by the trustees as we conclude delivery against it. A new Strategic Plan for the period 2020 to 2025 was agreed by the trustees in the autumn of 2019, and the principal points are as follows:

Major projects

With the DC2020 appeal and the associated work complete, there will be a period of consolidation and focus on the smaller items on the estate that may need attention.

Working with other charities

Whilst acknowledging the complexities of doing so, we will seek opportunities to work more closely with other, similar charities in West Kent to improve operational efficiency, for example, through common sourcing for training.

Refurbishment projects (other than the Development Centre)

St Peters Row

Continued updating of the décor and furnishings will take place and outline plans drawn up for the installation of a lift, should service user needs require it.

Supported Independence Service (Oaks and Willows)

We will look at the flooring, furnishing and general decoration of the houses and address those areas that need work. We will be led by the service user tenants, supported by their key workers, to ensure their needs and preferences are considered fully.

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Structure, governance and management

Constitution

The Trust was incorporated in January 1996 as a company limited by guarantee. The Trust changed its name from Scotts Project Limited to Scotts Project Trust as from April 2001. The principal office of the Trust is Scotts Office, Delarue Close, Tonbridge, Kent TN11 9NN. The trustees are also directors of the Trust for the purposes of company law.

The governing document of the Trust is the Articles of Association. In accordance with good practice, a review of the Trust's governance took place between January and October 2017 to include all aspects of the constitution, Trustee Board, committee structure and delegation. They will be reviewed again in 2022, or earlier, should legislation or Charity Commission guidance change.

The charity's Objects are noted on page 3.

The trustees

This year saw four trustees step down from the Trustee Board, three of which have been involved with Scotts for a number of years and have contributed greatly.

Sara Tozzi has not only been a trustee but an important part of the Friends of Scotts fundraising group, and has had responsibility for Policies, SIS and Safeguarding at various points in her trusteeship. The trustees are delighted that Sara will remain involved with Scotts in a voluntary capacity.

Ian Storey sat on the Finance and General Purposes Committee, and oversaw the Office and IT Strategy too. In his role as Chairman of Knole Park Golf Club, Ian helped establish our bi-annual fundraising Golf day too.

Caroline Becher became the first Chair of a new Care and Safeguarding Committee, and played an important role in the oversight of internal audit reports and quality assurance checking. Unannounced visits by trustees to the services were introduced during her tenure, and were praised by CQC in their recent inspection.

The trustees would like to express their gratitude to all of them.

Meanwhile, external advertisements were placed this year to widen the candidate pool and improve diversity. In 2020/21, it is the aim of the trustees to boost the Board with the appointment of a safeguarding and Learning Disability specialist, preferably with recent experience within a Local Authority. Also, to appoint a trustee with an IT background in recognition of the increasing role for IT in our service users' lives and in the Trust's services.

Induction and training of new trustees is undertaken in discussions with existing trustees and managers, and by attending trustee and committee meetings. The trustees, all of whom are unpaid volunteers, are elected for a period of three years. Under the Articles one third of the trustees will retire each year at the AGM.

Organisational structure and decision making

Trustee meetings are held every two months or more often if required, at which decisions are taken regarding matters of policy and major capital expenditure, as well as reviewing financial and management accounts and budget plans, and the minutes of all committee meetings.

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FOR THE YEAR ENDED 31 MARCH 2020

The Chief Executive and Senior Management meet regularly to oversee the day-to-day running of the Trust, including the management of the residential care home, supported independence service and Development Centre. Compliance with the requirements of the Care Quality Commission (CQC) and relevant local authorities is regularly reviewed.

Committees oversee key functions. At least one Trustee and one Senior Manager sit on each committee. Where possible and appropriate, our residents and students are also represented.

The **Finance and General Purposes Committee** meets regularly and is responsible for overseeing the financial management and administration of all the Trust's activities. F&GP takes responsibility for the maintenance and management of the Trust's property and assets, budgeting, performance and risk reporting. F&GP is also responsible for remuneration policy and sets the pay and remuneration of key management personnel in accordance with the Trust's matrix of job grades and the salary ranges for these grades. These salary ranges are set by reference to local pay rates for comparable jobs in the local labour market, and the salary structure is regularly reviewed and updated as necessary.

The **Health and Safety Committee** meets at least four times a year to co-ordinate the Trust's Health and Safety policies, procedures and practices in compliance with current legislation. Accidents and incidents are reviewed together with any required actions.

The **Policy Committee** meets at least twice a year and is responsible for overseeing that the Trust has in place appropriate policies, procedures and practices in compliance with current legislation and guidance. In addition, the committee reviews the records of statutory and non-statutory staff training.

The **Care and Safeguarding Committee** provides oversight of the Trust's care standards and practice, and reviews and directs the Internal Audit function's reports. It meets at least four times a year, and provides assurance to the Trustee Board that safeguarding and care are of a high standard.

An external consultant was engaged to provide ongoing audit of, and advice on, safeguarding policy and practice.

Quality assurance

The trustees strive to ensure that a high standard of service is achieved and maintained in all areas of the Trust's work. The trustees ensure that the Trust satisfies all current legislative and regulatory requirements, including the specific requirements of the CQC.

Each service has a designated trustee who has oversight responsibility for that service and provides mentoring to the senior manager.

An experienced consultant undertakes independent audits of the Trust's standards of care and compliance with regulatory requirements; in addition, the consultant provides support for managers who wish to discuss aspects of their service provision. The audits include talking to the people who use our services and checking records; there is an opportunity to meet staff and the registered managers.

An external HR consultant provides advice on matters relating to staff and ensures all personnel have the required training to carry out their roles. An external health and safety consulting firm has been engaged by the Trust to

SCOTTS PROJECT TRUST

(A company limited by guarantee)

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

provide guidance on matters of health and safety and risk assessment. As noted above, an external Safeguarding consultant has been engaged to provide guidance in that field.

Governance of Fundraising

With regard to fundraising standards, Scotts Project Trust is registered with the Fundraising Regulator, and acts in accordance with the Fundraising Regulator's Code of Practice, which sets out the standards with which a charity should comply. The Code can be found online at:

<https://www.fundraisingregulator.org.uk/code-of-fundraising-practice/code-of-fundraising-practice/>

Specifically:

- professional fundraisers were engaged by the charity and carried out fundraising activities on its behalf;
- there were no failures by the charity, or by any person acting on its behalf, to comply with the fundraising standards to which the charity was committed;
- the charity monitored the fundraising activities of all persons acting on its behalf by:
 - agreeing in writing a schedule of activity and the categories of Trusts, Foundations and individual and corporate donors to which requests for funding could be made;
 - explicitly excluding street collections (including 'chugging'), house-to-house calls, cold calling and mass mailing ('junk mail') as methods of fundraising;
 - frequent meetings between fundraising consultants and the Chief Executive to review the activities; and
 - ensuring that all official applications to potential donors were reviewed and authorised either by a more senior member of the fundraising team or the Chief Executive.

This also ensured that vulnerable people and other members of the public were protected from behaviour which:

- is an unreasonable intrusion on a person's privacy; and/or
- is unreasonably persistent; and/or
- places undue pressure on a person to give money or other property.
- no complaints were received by the charity, or by a person acting on its behalf for the purposes of fundraising, about fundraising activity.

In addition to the above, a trustee – Martin Miles – has taken oversight responsibility for Scotts' fundraising activities and reports his reviews to F&GP and the Trustee Board.

SCOTTS PROJECT TRUST

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

Financial review

Trustees are satisfied that the accounts should be drawn up on a going concern basis. The results of the year are as follows:

	2020	2019
	£	£
Net income from donations and events:		
Unrestricted	161,623	164,290
Restricted	<u>227,575</u>	<u>190,207</u>
Operating surplus / (deficit) from other activities:	(86,306)	29,894
Net Income	<u>302,892</u>	<u>384,391</u>

The operating deficit for 2019/20 arose as trustees took the opportunity using our financial strength to address one-off staff, and other exceptional, matters. The annual salary increase was in-line with the Local Authority fee increase. For 2020/21, a substantial provision for the financial impact of COVID-19 has been made. Excepting this, trustees are confident that operating performance in future years will be sound.

The Trust's main source of income is fees from local authorities for residential and day services, which enable the Trust to realise its charitable objectives. These fees increased by 3.29% to £1.48million.

Risk management

The trustees regularly review the major operational, financial and governance risks to which the Trust is exposed. Guidance is taken from relevant committees and consultants to ensure systems and procedures are in place to mitigate those risks and determine whether any further steps should be taken to manage those risks more effectively.

The trustees consider that the principal risks which the Trust faces are:

- The risk from Covid-19. In February, the trustees added COVID-19 to the risk register, and a detailed action plan was created. PPE was sourced, policies and practices were adapted and training and support given to staff. Communications to service users, their families and other stakeholders, as well as the statutory authorities, were made. The principal risk is the impact on the health of service users, their families, staff and the community. In addition there is a risk of financial disruption from a loss of fee income, or increased costs or both.
- The risk that fees from local authorities for the Trust's services fail to cover the costs of providing those services due to continued funding shortfalls. The trustees seek to mitigate this risk by maintaining contact with the relevant councils to negotiate adequate payment for services provided, by consulting with the Councils so that the Trust is fully aware of each Council's evolving views on the services they require and by providing Councils with sufficient information on the Trust's costs, to support the case for funding.
- The risk that lengthy void periods will impact materially the financial position of the Trust. The Trust seeks to mitigate this risk by maintaining a waiting list of potential new service users and liaising fully and responsively with Local Authorities should a vacancy arise.

SCOTTS PROJECT TRUST

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

- The risk that the Trust is unable to meet its financial sustainability targets. Trustees manage this risk by setting detailed departmental budgets, and monitoring results through management reporting.

Reserves Policy

This section includes the Trust's policy on reserves, and current levels. Each year, and throughout the year when appropriate, trustees consider the main components of reserves, and decide whether to amend them.

Changes to the Reserves Policy for 2020/21

Historically, the Trust's policy has been to hold a minimum of three months' operating expenses as a contingency against catastrophic loss of income – in essence, a fund to allow the winding up of the services in an orderly fashion. At the 2019 AGM, it was decided temporarily to increase the reserve to four months.

Covid-19 has highlighted the threat to the sector of serious, unexpected and prolonged events. Bearing in mind our cultural desire not just to have the ability to wind up the charity in a financially or legally orderly fashion, but also in a calm, compassionate and thoughtful manner that supports our service users' and staff's needs, the policy was amended to "a minimum of four months, and within a range of four to six months" in 2020.

The key factors when setting the level of reserves within the range allowed by the policy include the Trust's risk management and budget planning, and any requirements flowing from the Strategic Plan.

Policy for holding reserves for Operating Expenses

As noted above, last year reserves held against operating expenses were increased from three to four months. In view of increased risks and uncertainty of income, trustees have raised this to six months for 2020/21.

Amount and category of Reserves

	2020 £	2019 £
The Trust held the following reserves at 31 March 2020	4,282,584	3,979,694
Of which, represented by tangible fixed assets held for the purposes of the Trust's charitable objects	(2,728,308)	(2,455,968)
Restricted reserves held for specific purposes*	(92,352)	(243,422)
Reserves designated for strategic projects **	<u>(600,000)</u>	<u>(600,000)</u>
Unrestricted free reserves	<u>861,924</u>	<u>680,304</u>
Of which, Reserves held to protect the Trust due to unexpected fall in income and/or increased expenditure ***	791,162	490,060
Other free reserves ****	<u>70,764</u>	<u>190,244</u>

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

*** Restricted reserves held for specific purposes**

These reserves are for our Welfare Fund and final completion of the DC2020 project plus related work.

**** Reserves designated for strategic projects**

In line with the Trust's charitable objectives and long-term Strategic Plan and the Plan for Future Periods noted above, £600,000 of the unrestricted reserves are designated for the purchase/building or renovation for supported independent living accommodation.

***** Reserves held for Operating Expenses**

The Trust's new policy on reserves, as outlined above, is to hold reserves from time to time of at least four months' operating expenditure (as a buffer against the risk of a major unexpected fall in income and/or unexpected increase in expenditure).

Historically, three months' operating expenses have been set aside in line with the previous policy, and last year this was increased to four. In view of increased risks and uncertainty of income, trustees have raised this to six months for 2020/21.

****** Other free reserves**

Held for general costs and unforeseen circumstances.

Land and buildings

The trustees believe the land and buildings included in the balance sheet at £2,462,463 are worth not less than that figure but a more precise value cannot be determined without a professional valuation.

Statement of trustees' responsibilities

The trustees (who are also directors of the Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each fiscal year. 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company 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 (FRS102);
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

SCOTTS PROJECT TRUST

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TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2020

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the Trust 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.

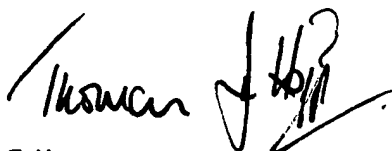
Disclosure of information to auditor

Each of the persons who are trustees at the time when this trustees' report is approved has confirmed that:

- so far as the trustees are aware, there is no relevant audit information of which the Trust's auditors are unaware, and
- the trustees have taken all reasonable steps that ought to have been taken as trustees in order to be aware of any information needed by the Trust's auditors in connection with preparing their report and to establish that the Trust's auditors are aware of that information.

In preparing this report, the trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 7th July 2020 and signed on their behalf by:



T. Hoppe
Chair of Trustees

SCOTTS PROJECT TRUST

(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

Opinion

We have audited the financial statements of Scotts Project Trust (the 'charitable company') for the year ended 31 March 2020 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2020 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 charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Other information

The 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. 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.

SCOTTS PROJECT TRUST

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the 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 charitable company 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 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 trustee 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 directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement is on page 21, the trustees (who are also the directors of the charitable company for the purposes 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.

SCOTTS PROJECT TRUST

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

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

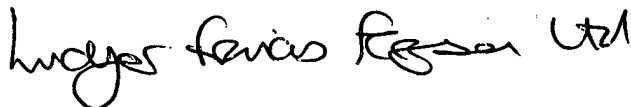
Auditor's responsibilities for the audit of the financial statements

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

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

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 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 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.



Jonathan Healey BA FCA (Senior statutory auditor)
for and on behalf of

Lindeyer Francis Ferguson Limited
Chartered Accountants
Statutory Auditors
North House
198 High Street
Tonbridge
Kent TN9 1BE

Date: 28 July 2020

SCOTTS PROJECT TRUST
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2020

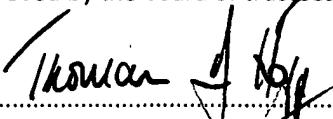
	Notes	Restricted funds 2020 £	Unrestricted funds 2020 £	Total funds 2020 £	Total funds 2019 £
Income from:					
Donations and legacies	2	227,575	171,042	398,617	370,683
Charitable activities	3	-	1,463,125	1,463,125	1,426,683
Other trading activities					
Events		-	9,930	9,930	9,319
Delarue Hall hire		-	7,340	7,340	7,537
Investments		-	6,203	6,203	4,988
Total		227,575	1,657,640	1,885,215	1,819,210
Expenditure on:					
Raising funds	4	-	19,349	19,349	25,505
Charitable activities	5, 6	10,186	1,552,790	1,562,976	1,409,314
Total		10,186	1,572,139	1,582,325	1,434,819
Net income		217,389	85,501	302,890	384,391
Transfers between funds	12	(368,459)	368,459	-	-
Net movement in funds		(151,070)	453,960	302,890	384,391
Reconciliation of funds:					
Total funds brought forward		243,422	3,736,272	3,979,694	3,595,303
Total funds carried forward	12	92,352	4,190,232	4,282,584	3,979,694

SCOTTS PROJECT TRUST
(A company limited by guarantee)

BALANCE SHEET
AS AT 31 MARCH 2020

	Notes	£	2020 £	£	2019 £
Fixed assets					
Tangible assets	9		2,728,308		2,455,968
Current assets					
Debtors	10	211,005		127,459	
Short term cash deposits		904,961		903,677	
Cash at bank and in hand		593,104		605,886	
		<u>1,709,070</u>		<u>1,637,022</u>	
Liabilities					
Creditors: amounts falling due within one year	11	(154,794)		(113,296)	
Net current assets			1,554,276		1,523,726
Net assets			<u><u>4,282,584</u></u>		<u><u>3,979,694</u></u>
The funds of the charity					
Restricted funds	12		92,352		243,422
Unrestricted funds	12		4,190,232		3,736,272
			<u><u>4,282,584</u></u>		<u><u>3,979,694</u></u>

Approved by the board of trustees on and signed on its behalf by:


.....
T Hoppe
Chairman

Company registration number: 03143819

SCOTTS PROJECT TRUST
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2020

		2020	2019
		£	£
	Notes		
Cash flows from operating activities:			
Net cash provided by operating activities	A	388,492	483,508
Cash flows from investing activities:			
Purchase of tangible assets		(400,490)	(408,665)
Sale of tangible assets		500	9,551
Net cash used in investing activities		(399,990)	(399,114)
Change in cash and cash equivalents for the year		(11,498)	84,394
Cash and cash equivalents at the beginning of the year		1,509,563	1,425,169
Cash and cash equivalents at the end of the year		1,498,065	1,509,563
Cash and cash equivalents comprise:			
Short term deposits		904,961	903,677
Cash at bank and in hand		593,104	605,886
		1,498,065	1,509,563

NOTE TO THE STATEMENT OF CASH FLOWS

A Reconciliation of net income to net cash flow from operating activities

Net income for the year	302,890	384,391
<i>As per statement of financial activities</i>		
Adjustments for:		
Depreciation charges	128,150	94,786
Profit on sale of tangible asset	(500)	(9,551)
(Increase)/decrease in debtors	(83,546)	(30,695)
(Decrease)/increase in creditors	41,498	44,577
Net cash provided by operating activities	388,492	483,508

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

1.1 Basis of preparation

The financial statements have been prepared in accordance with "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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Scotts Project Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted. The financial statements are presented in Pounds Sterling, and are rounded to the nearest pound.

1.2 Company status

Scotts Project Trust is a charitable company limited by guarantee incorporated in England and Wales. The address of the registered office is Scotts Office, Delarue Close, Tonbridge, Kent TN11 9NN. The members of the company are the trustees named on page 1. The Trust is controlled equally by the trustees. In the event of the Trust being wound up, the liability in respect of the guarantee is limited to £1 per member of the Trust.

1.3 Income

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds.

Income from charitable activities is recognised to the extent that the charity has provided the contracted services. Income received in advance of the provision of services is deferred on a time basis until such time as the services have been performed.

Income from trading activities is recognised once the event or hire period has been completed. Income received in advance of the provision of services is deferred on a time basis until such time as the services have been performed.

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies (continued)

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

1.4 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Staff costs have been allocated to expenditure headings on the basis of an estimate of the amount of time spent by staff members in each area.

The charity currently has three activities: the residential home - St. Peter's Row, Supported independent living houses - Oaks and Willows, and the Development Centre. Direct costs are allocated against these activities, and support costs have been apportioned across the activities based on the proportional use of the cost by each activity.

Expenditure on raising funds includes those costs incurred in seeking donations and does not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include governance costs in connection with administration of the company and compliance with constitutional and statutory requirements.

1.5 Tangible fixed assets and depreciation

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

Freehold property	2% on cost
Land	not depreciated
Motor vehicles	20% on cost
Fixtures & fittings	15% on cost
Computer equipment	33.33% on cost

Assets under construction are not depreciated until assets are complete and brought into use. The Trustees have reviewed the remaining useful lives of fixed assets during the year and revised depreciation provisions as required.

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies (continued)

1.6 Debtors

Fees receivable are recognised at the settlement amount due. Prepayments are recognised at the invoiced cost prepaid.

1.7 Cash and cash equivalents

Cash and cash equivalents includes cash in hand, deposits held at call with banks and other short-term cash deposits included in current assets.

1.8 Creditors

Creditors are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably. Creditors are recognised at their settlement value.

1.9 Financial instruments

The charity only has financial instruments of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.10 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust and which have not been designated for other purposes.

Designated funds are unrestricted funds designated by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Trust for particular purposes. The aim and use of the restricted funds is set out in the notes to the financial statements.

1.11 Pensions

The Trust operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Trust to the fund in respect of the year.

1.12 Taxation

The charity is exempt from Corporation Tax on its charitable activities.

SCOTTS PROJECT TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

2 Income from donations and legacies

	<i>2020</i>	<i>2019</i>
	<i>£</i>	<i>£</i>
Donations and grants	248,617	269,338
Legacies	150,000	101,345
	<u>398,617</u>	<u>370,683</u>

Donation income in the previous year includes restricted income of £190,207.

3 Income from charitable activities

	<i>2020</i>	<i>2019</i>
	<i>£</i>	<i>£</i>
Residential home fees	925,238	883,503
Allocated to the Development Centre	(78,225)	(77,717)
	<u>847,013</u>	<u>805,786</u>
Supported living fees and rental income	253,914	282,046
Development Centre fees	362,198	338,851
	<u>1,463,125</u>	<u>1,426,683</u>

SCOTTS PROJECT TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

4 Expenditure

<i>Expenditure on raising funds</i>	<i>2020</i>	<i>2019</i>
	<i>£</i>	<i>£</i>
For donations and events	16,355	22,256
Delarue Hall costs	2,994	3,249
	<u>19,349</u>	<u>25,505</u>

Expenditure for restricted funds in the comparative period was nil.

Expenditure on charitable activities

	<i>Direct costs</i>	<i>Support costs</i>	<i>Total</i>	<i>Total</i>
	<i>2020</i>	<i>2020</i>	<i>2020</i>	<i>2019</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Residential home	749,368	102,796	852,164	815,065
Supported living	210,731	90,071	300,802	270,776
Development Centre	313,994	96,016	410,010	323,473
	<u>1,274,093</u>	<u>288,883</u>	<u>1,562,976</u>	<u>1,409,314</u>
	<i>Note 5</i>	<i>Note 6</i>		

Expenditure for restricted funds in the comparative period was nil.

5 Direct costs

	<i>Total</i>	<i>Total</i>
	<i>2020</i>	<i>2019</i>
	<i>£</i>	<i>£</i>
Wages and salaries (Note 7)	836,215	814,596
National insurance (Note 7)	52,469	49,573
Pension cost (Note 7)	15,651	14,611
Food and household	26,880	25,915
Establishment	149,646	125,868
Other direct costs	65,582	52,507
Profit on disposal of fixed assets	(500)	(9,551)
Depreciation	128,150	94,786
	<u>1,274,093</u>	<u>1,168,305</u>

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2020

6 Support costs

	<i>Total</i> <i>2020</i> <i>£</i>	<i>Total</i> <i>2019</i> <i>£</i>
Wages and salaries (Note 7)	208,524	175,436
National insurance (Note 7)	16,985	14,452
Pension cost (Note 7)	3,268	1,902
Other support costs	29,176	24,038
Legal and professional	22,850	17,726
Governance costs:		
Auditors' remuneration	7,740	6,459
Administration and secretarial	340	996
	<u>288,883</u>	<u>241,009</u>

7 Staff costs

	<i>2020</i> <i>£</i>	<i>2019</i> <i>£</i>
Wages and salaries	1,044,739	990,032
Social security costs	69,454	64,025
Pension costs	18,919	16,513
	<u>1,133,112</u>	<u>1,070,570</u>

The average monthly number of full-time equivalent employees during the year was as follows:

	<i>2020</i> <i>No.</i>	<i>2019</i> <i>No.</i>
Residential home	20	20
Supported living	6	6
Development Centre	6	7
Finance and administration	3	3
Maintenance	2	2
Governance	1	1
	<u>38</u>	<u>39</u>

Key management personnel comprise the trustees listed on Page 1 and the senior management team listed on Page 2. The total remuneration, including employers' national insurance and pension contributions, of key management personnel was £166,406 (2019: £183,837). No remuneration was paid to the trustees.

No employee received remuneration amounting to more than £60,000 in either year.

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FOR THE YEAR ENDED 31 MARCH 2020

8 Net income

	2020 £	2019 £
This is stated after charging/(crediting):		
Depreciation of tangible fixed assets	128,150	94,786
Profit on sale of tangible fixed assets	(500)	(9,551)
Auditors' remuneration	6,058	4,777
Auditors' remuneration - non-audit	1,682	1,682
Pension costs	18,919	16,513

During the year, no trustees received any benefits in kind (2019: £nil).

During the year, no trustees were reimbursed for office expenses (2019: £nil).

9 Tangible fixed assets

	<i>Assets under construction</i> £	<i>Freehold property</i> £	<i>Motor vehicles</i> £	<i>Furniture fittings and equipment</i> £	<i>Total</i> £
Cost or valuation					
At 1 April 2019	327,215	2,645,175	63,121	521,133	3,556,644
Additions	339,113	5,836	12,769	42,772	400,490
Disposals	-	-	(3,495)	-	(3,495)
Transfer of assets	(666,328)	504,189		162,139	-
At 31 March 2020	-	3,155,200	72,395	726,044	3,953,639
Depreciation					
At 1 April 2019	-	641,633	39,079	419,964	1,100,676
Charge for the year	-	51,104	8,564	68,482	128,150
On disposals	-	-	(3,495)	-	(3,495)
At 31 March 2020	-	692,737	44,148	488,446	1,225,331
Net book value					
At 31 March 2020	-	2,462,463	28,247	237,598	2,728,308
At 31 March 2019	327,215	2,003,542	24,042	101,169	2,455,968

Freehold property includes £600,000 in respect of land which is not depreciated.

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NOTES TO THE FINANCIAL STATEMENTS
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9 Tangible fixed assets (continued)

Assets under construction include expenditure on improvements to the Hall as the project was completed in the current year. The above balances have been transferred to the correct category of assets as at 31 March 2020.

10 Debtors

	2020 £	2019 £
Fees receivable	60,464	83,505
Other debtors	36	824
Prepayments and accrued income	150,505	43,130
	<u>211,005</u>	<u>127,459</u>

11 Creditors: amounts falling due within one year

	2020 £	2019 £
Accounts payable	41,539	31,790
Other taxation and social security	17,949	16,408
Accruals and deferred income	87,545	65,064
Other creditors	7,761	34
	<u>154,794</u>	<u>113,296</u>

Accruals and deferred income includes deferred income of £37,600 (2019: £40,372) for fees due in the next financial year.

12 Statement of funds

	At 1 April 2019 £	Incoming resources £	Resources expended £	Transfers in/out £	At 31 March 2020 £
Unrestricted funds:					
Fixed asset designated fund	2,455,968	-	(128,150)	400,490	2,728,308
Designated project funds	600,000	-	-	-	600,000
General funds	680,304	1,657,640	(1,443,989)	(32,031)	861,924
	<u>3,736,272</u>	<u>1,657,640</u>	<u>(1,572,139)</u>	<u>368,459</u>	<u>4,190,232</u>
Restricted funds	243,422	227,575	(10,186)	(368,459)	92,352
	<u>3,979,694</u>	<u>1,885,215</u>	<u>(1,582,325)</u>	<u>-</u>	<u>4,282,584</u>

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12 Statement of funds (continued)

The designated project funds are detailed in the Trustees' Report under 'Reserves'.

The carried forward restricted funds of £92,352 (2019: £243,422) include £75,666 (2019: £219,235) which the donors have specified must be used for the Trust's capital expenditure programme, as well as some specific expenditure and £16,686 (2019: £15,436) for the Welfare Fund to be used on the general welfare of services users and staff.

Transfers to restricted funds include provisions for pledges.

<i>Prior year</i>	<i>At 1 April 2018</i>	<i>Incoming resources</i>	<i>Resources expended</i>	<i>Transfers in/out</i>	<i>At 31 March 2019</i>
	£	£	£	£	£
Unrestricted funds:					
Fixed asset designated fund	2,142,089	-	(94,786)	408,665	2,455,968
Designated project funds	-	-	-	600,000	600,000
General funds	967,985	1,629,003	(1,336,750)	(579,934)	680,304
	<u>3,110,074</u>	<u>1,629,003</u>	<u>(1,431,536)</u>	<u>428,731</u>	<u>3,736,272</u>
Restricted funds	485,229	190,207	(3,283)	(428,731)	243,422
	<u>3,595,303</u>	<u>1,819,210</u>	<u>(1,434,819)</u>	<u>-</u>	<u>3,979,694</u>

13 Analysis of net assets between funds

	<i>Restricted funds 2020</i>	<i>Unrestricted funds 2020</i>	<i>Total funds 2020</i>	<i>Total funds 2019</i>
	£	£	£	£
Tangible fixed assets	-	2,728,308	2,728,308	2,455,968
Current assets	92,352	1,616,718	1,709,070	1,637,022
Creditors due within one year	-	(154,794)	(154,794)	(113,296)
	<u>92,352</u>	<u>4,190,232</u>	<u>4,282,584</u>	<u>3,979,694</u>

In the previous year restricted funds of £243,422 were included in current assets.

Free reserves as noted in the trustees' report comprise unrestricted, undesignated current assets and creditors due within one year.

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14 Pension commitments

The Trust operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Trust in an independently administered fund. The pension cost charge, representing contributions payable by the Trust to the fund for 2020 were £18,919 (2019: £16,513).

15 Related party transactions

There were no related party transactions in the year.