

**Company registration number 06273067**

**EVERY LINK COUNTS**

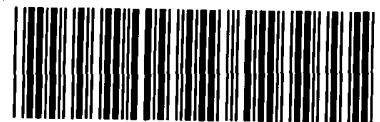
**COMPANY LIMITED BY GUARANTEE**

**UNAUDITED FINANCIAL STATEMENTS**

**31 MARCH 2018**

**Charity number 1122612**

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**EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE**

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2018**

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# EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE

## TRUSTEES' ANNUAL REPORT

YEAR ENDED 31 MARCH 2018

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charitable company (the charity) for the year ended 31 March 2018.

### REFERENCE AND ADMINISTRATIVE DETAILS

<b>Registered charity name</b>	Every Link Counts
<b>Charity registration number</b>	1122612
<b>Company registration number</b>	06273067
<b>Principal Office and Registered Office</b>	Office 26, Maesteg Business Centre Heol Ty Gwyn Industrial Estate Maesteg Bridgend CF34 0BQ

### THE TRUSTEES

The trustees who served during the year were as follows:

Miss Adele Gilmour	(Trustee only)
Mrs Christine Thomas	(Director and Trustee)
Mr Mark Fairclough	(Trustee only)
Mr TD Barrett	(Director and Trustee)
Mrs Laura Davies	(Trustee only)
Mr Jason Raymond	(Trustee only)
Mr Andrew McLean	(Trustee only)
Christopher Runnells	(Trustee only)
Ian Wickwar	(Trustee only resigned May 2018)
Craig Edwards	(Trustee only)

**Secretary** Mr SR Donovan

**Independent examiner** Quiff Accountancy Limited  
32 Rhodfa Mes  
Broadlands  
Bridgend  
CF31 5BF

**Bankers** Co-operative Bank plc  
PO Box 250  
Skelmersdale  
WN8 6WT

# **EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2018**

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### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

Trustees are appointed by the board of trustees and serve for one year after which period they may put themselves forward for re-appointment. The trustees meet regularly but there are subgroups, who report to the full board of trustees. The charity is governed by a Constitution adopted 24 June 1993 as amended 12 May 1994 and 4 October 2000.

The charity is run by the trustees and all decisions are made by them.

The charity reviews the risks to which it is exposed regularly and the trustees take steps to ensure that these risks are kept to a minimum.

### **OBJECTIVES AND ACTIVITIES**

The core aim of the charity is

- To relieve and assist people with learning difficulties who live in the County of Bridgend. In particular to provide support for such people in their everyday activities with a view to them taking part and being included in all aspects of community life without distinction as to race, age, sex, political, religious or other opinions.

### **ACHIEVEMENTS AND PERFORMANCE**

In the year to 31 March 2018, Every Link Counts has provided various learning and life skill opportunities through a successful project funded by the Lottery through BAVO. In planning the activities for the year the charity kept in mind the Charity Commission guidance on public benefit.

The charity secured awards in the previous financial year which enabled young disabled people to take part in leisure activities and to form a members forum. These activities have continued through the financial year and into the new financial year on a social basis due to donations received. The charity is now in a position whereby it employs a youth development worker through the profits generated by the social enterprises to lead a project for people with learning disabilities.

### **FINANCIAL REVIEW**

The charity has experienced a fall in incoming resources during the year which is due to restricted funds being utilised. The charity has kept a tight rein on its expenditure during the year.

Reserves policy

The directors have established a policy whereby unrestricted funds not committed or invested in tangible fixed assets held by the charity will not fall below £5,000.

### **PLANS FOR FUTURE PERIODS**

The charity is looking to consolidate its social enterprises which will assist the charity in moving forward to self sustainability, furthering the charitable cause.

First Link Trading and Link up Care have been set up as trading arms. Link Up Care employs personal assistants to support people with disabilities in the community.

These two social enterprises are making profits which are then gift aided to the charity.

# **EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE**

## **TRUSTEES' ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2018**

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### **VOLUNTEERS**

The committee would like to extend its gratitude and a big thank you to our volunteers for their co-operation.

### **RESPONSIBILITIES OF THE TRUSTEES**

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards.

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure of the charity for that year. Under the law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law).

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 charity will continue in operation.

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

### **REPORTING ACCOUNTANTS**

Quiff Accountancy Limited with continue in office as reporting accountants for the ensuing year.

### **SMALL COMPANY PROVISIONS**

This report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

Registered Office:  
Office 26, Maesteg Business Centre  
Heol Ty Gwyn Industrial Estate  
Maesteg  
Bridgend  
CF34 0BQ

Signed by order of the trustees



S Donovan      Company Secretary

13 November 2018      Date

# EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF EVERY LINK COUNTS

YEAR ENDED 31 MARCH 2018

In accordance with our terms of engagement, and in order to assist you to fulfil your duties under the Companies Act 2006, I have compiled the financial statements of the company which comprise the Statement of Financial Activities, the Balance Sheet and the related notes from the accounting records and information and explanations you have given us.

### Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act), and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the Charities Act;
- to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charities Act; and
- to state whether particular matters have come to my attention.

### Basis of independent examiner's report

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006 and section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*S Howard on behalf of Quiff Accountancy Limited*

Name S Howard on  
Behalf of Quiff Accountancy Limited

Relevant professional qualification or body: FCCA

Quiff Accountancy Limited  
32 Rhodfa Mes  
Broadlands  
Bridgend  
CF31 5BF

Date: 15 November

2018

**EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE****STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)****YEAR ENDED 31 MARCH 2018**

	Note	Unrestricted Funds	Restricted Funds	Total funds 31.03.2018	Total Funds 31.03.2017
<b>INCOMING RESOURCES</b>					
Income from					
Donations	2	18,174	-	18,174	44,877
Charitable activities	2	-	8,572	8,572	15,537
Investments	3	-	-	-	15
<b>TOTAL</b>		<u>18,174</u>	<u>8,572</u>	<u>26,746</u>	<u>60,429</u>
<b>RESOURCES EXPENDED</b>					
Expenditure on					
Charitable activities	4	44,568	6,489	51,057	60,784
Other	6	650	-	650	680
<b>TOTAL</b>		<u>45,218</u>	<u>6,489</u>	<u>51,707</u>	<u>61,464</u>
<b>NET INCOME/(EXPENDITURE)</b>	7	(27,044)	2,083	(24,961)	(1,035)
<b>Reconciliation of funds</b>					
Total funds brought forward		51,247	3,377	54,624	55,659
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>24,203</u>	<u>5,460</u>	<u>29,663</u>	<u>54,624</u>

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

All of the above amounts relate to continuing activities.

The notes on pages 8 to 11 form part of these financial statements.

**EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE****BALANCE SHEET****YEAR ENDED 31 MARCH 2018**

	Note	Year ended 31.03.2018	Year ended 31.03.2017
<b>Fixed Assets</b>	<b>10</b>	<b>657</b>	894
<b>Current Assets</b>			
Debtors	<b>11</b>	<b>482</b>	6,757
Cash at bank		<b>29,753</b>	48,437
		<u><b>30,235</b></u>	<u>55,194</u>
<b>Creditors: amounts falling due within one year</b>	<b>12</b>	<u><b>(1,229)</b></u>	<u>(1,464)</u>
<b>Net Current Assets</b>		<u><b>29,006</b></u>	<u>53,730</u>
<b>Net Assets</b>		<u><b>29,663</b></u>	<u>54,624</u>
<b>Funds</b>			
Restricted Income funds		<b>5,460</b>	3,377
Unrestricted income funds	<b>13</b>	<b>24,203</b>	51,247
<b>Total Funds</b>	<b>14</b>	<u><b>29,663</b></u>	<u>54,624</u>

The trustees are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the Act) relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The trustees acknowledge their responsibilities for:

- ensuring that the company keeps adequate accounting records which comply with section 386 of the Act, and
- preparing the financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of section 393, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the company.

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

These financial statements were approved by the members of the committee on the ~~13 November~~ 2018 and are signed on their behalf by:



Mr Terry Barrett  
Director/Trustee



Mrs Christine Thomas  
Director/Trustee

Company Registration Number: 06273067

**The notes on pages 8 to 11 form part of these financial statements.**



**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2018**

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**1. ACCOUNTING POLICIES**

**Basis of accounting**

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The accounts have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) issued on 16 July 2014 and the Charities Act 2011.

**Cash flow statement**

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the company is small.

**Fixed assets**

All fixed assets are initially recorded at cost.

**Depreciation**

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

Equipment	33.33% & 25% reducing balance basis
Fixtures & Fittings	15% reducing balance basis

**Fund Accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

**Resources expended**

Expenditure is recognised on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examination fees and costs linked to the strategic management of the charity.

**EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2018**

**2. Donations and Charitable activities**

	<b>Total unrestricted funds £</b>	<b>Total restricted funds £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
<b>Donations</b>				
Donations	18,174	-	18,174	44,877
<b>Grants receivable</b>				
Community Voice	-	-	-	15,537
People's Health Trust	-	8,572	8,572	-
	<u>18,174</u>	<u>8,572</u>	<u>26,746</u>	<u>60,414</u>

**3. Investment income**

	<b>Total unrestricted funds £</b>	<b>Total restricted funds £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Bank interest receivable	-	-	-	15
	<u>-</u>	<u>-</u>	<u>-</u>	<u>15</u>

**4. Costs of charitable activities by activity type**

	<b>Activities undertaken directly £</b>	<b>Support costs £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
Community Voice	3,377	-	3,377	15,877
Our Lives	-	-	-	15,572
Cornelly Riders	751	-	751	496
Other	29,382	14,435	43,817	28,839
Ticket for Life	3,112	-	3,112	-
	<u>36,622</u>	<u>14,435</u>	<u>51,057</u>	<u>60,784</u>

**5. Support Cost Allocation**

The support costs have been allocated on the following basis:

		<b>Cost £</b>
Printing, postage and stationery	Usage basis	1,141
Advertising	Usage basis	1,419
Telephone	Usage basis	-
Rent and rates	Floor area basis	10,978
Room hire	Usage basis	74
Depreciation	Usage basis	237
Insurance	Usage basis	586
		<u>14,435</u>

**6. Support costs**

	<b>Unrestricted Funds £</b>	<b>Total funds 2018 £</b>	<b>Total funds 2017 £</b>
<b>Governance</b>			
Accountancy fees	480	480	480
AGM	170	170	200
Bank charges	-	-	-
	<u>650</u>	<u>650</u>	<u>680</u>

# EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE

## NOTES TO THE FINANCIAL STATEMENTS

### YEAR ENDED 31 MARCH 2018

#### 7. Net incoming/outgoing resources

This is stated after charging:

	2018 £	2017 £
Depreciation –owned assets	237	339
Accountancy fee	480	480

There was no trustees' remuneration or other benefits for the year ended 31 March 2018 nor for the year ended 31 March 2017.

There were no trustees' expenses paid for the year ended 31 March 2018 nor for the year ended 31 March 2017.

#### 8. Taxation

As a registered charity, Every Link Counts is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

#### 9. Staff Costs

	2018 £	2017 £
Wages and salaries	13,152	22,470
Social security costs	-	-
	<u>13,152</u>	<u>22,470</u>

##### Particulars of employees:

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

Number of administrative staff	1
Number of Training & Activity staff	-
	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2016-Nil)

#### 10. Tangible Fixed Assets

	Plant and Machinery etc Total £
<b>Cost</b>	
At 01 April 2017	20,062
Additions	-
Disposals	-
At 31 March 2018	<u>20,062</u>
<b>Depreciation</b>	
At 01 April 2017	19,168
Charge for year	237
Eliminated on disposal	-
At 31 March 2018	<u>19,405</u>
<b>Net book value</b>	
<b>At 31 March 2018</b>	<u>657</u>
At 31 March 2017	<u>894</u>

**EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2018**

**11. Debtors: Amounts falling due within one year**

	Total unrestricted funds £	Total restricted funds £	Total funds 2018 £	Total funds 2017 £
Other debtors	482		482	6,757

**12. Creditors: Amounts falling due within one year**

	Total unrestricted funds £	Total restricted funds £	Total funds 2018 £	Total funds 2017 £
Paye and social security	749	-	749	170
Other creditors	480	-	480	1,294
	<u>1,229</u>	<u>-</u>	<u>1,229</u>	<u>1,464</u>

**13. Movement in funds**

	At 01.04.17 £	Incoming resources £	Expenditure £	At 31.03.18 £
General funds	51,247	18,174	45,218	24,203
Community Voice	3,377	-	3,377	-
Ticket for Life	-	8,572	3,112	5,460
	<u>54,624</u>	<u>26,746</u>	<u>51,707</u>	<u>29,663</u>

**14. Analysis of Net Assets between Funds**

	Unrestricted funds £	Restricted funds £	Year ended 31.03.18 £	Year ended 31.03.17 £
Fixed assets	547	110	657	894
Debtors	482	-	482	6,757
Cash at Bank and in hand	24,403	5,350	29,753	48,437
Other Net Current liabilities	(1,229)	-	(1,229)	(1,464)
	<u>24,203</u>	<u>5,460</u>	<u>29,663</u>	<u>54,624</u>

**15. Related Party Transactions**

The directors of Every Link Counts are also the directors of the trading arm "First Link Trading Limited". A total of £10,343 (2017-£11,489) was received from First Link Trading during the year. The directors are also the board of Link up Care. A total of £7,258 (2017-£24,940) was received from Link up Care during the year.

**16. Company Limited by Guarantee**

The company is a registered charity and as such is limited by guarantee. There is no issued share capital and in the event of winding up the members are limited to £1.00 each.

**EVERY LINK COUNTS, COMPANY LIMITED BY GUARANTEE**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2018**

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
<b>INCOMING RESOURCES</b>		
<b>Income</b>		
Donations	18,174	44,878
Grants	8,572	15,537
Youth Project trips	-	-
	<u>26,746</u>	<u>60,415</u>
<b>Investment income</b>		
Deposit account interest received	-	15
	<u>-</u>	<u>15</u>
<b>Total incoming resources</b>	<b>26,746</b>	<b>60,430</b>
 <b>RESOURCES EXPENDED</b>		
<b>Costs of generating funds – Charitable activities</b>		
Wages	13,152	22,470
Staff expenses	-	-
Training and workshops	6,724	8,380
Transport	1,233	641
Management fees	14,385	12,496
General costs	266	403
Subscription	95	311
Trips	-	258
Volunteer expenses	767	1,887
<b>Governance costs</b>		
AGM	170	200
Bank charges	-	-
Accountancy	480	480
	<u>37,272</u>	<u>47,526</u>
<b>Support costs</b>		
<b>Management</b>		
Insurance	586	566
Postage and stationery	1,141	1,238
Advertising	1,419	591
Telephone	-	66
Depreciation	237	339
Room hire	74	84
Rent and rates	10,978	11,056
	<u>14,435</u>	<u>13,940</u>
<b>Total resources expended</b>	<b>51,707</b>	<b>61,466</b>
<b>NET DEFICIT/INCOME</b>	<b><u>(24,961)</u></b>	<b><u>(1,036)</u></b>

This page does not form part of the statutory financial statements