# REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019 FOR

CENTRE FOR THE ACCELERATION OF SOCIAL TECHNOLOGY

Gibson Whitter Limited
Statutory Auditors
Larch House
Parklands Business Park
Denmead
Hampshire
PO7 6XP





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23/12/2019 COMPANIES HOUSE #175

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### REPORT OF THE TRUSTEES FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the period 1 May 2018 to 31 March 2019. The trustees have adopted 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).

#### **OBJECTIVES AND ACTIVITIES**

#### Introduction

CAST seeks to address the urgent need for the UK's social sector to make better use of digital technology In order to become more resilient and responsive. Operating without the support of this most powerful tool makes social organisations less efficient, relevant and sustainable. In contrast, charities that embrace digital tools and techniques respond more effectively to their users' needs and behaviours, and are much more resilient to volatility. The challenge is to accelerate the use of digital by charities of all sizes to transform their services. This has been CAST's focus and purpose since our launch in 2015.

We work with charities and social enterprises helping them become more user-centred and test-driven, embedding these digital principles into their organisational strategy, culture and services. CAST also supports trusts and foundations to improve how they assess, select and support charitable digital projects and programmes. By building their digital capacity, CAST helps social sector organisations to become better equipped to thrive in the face of rapid social, economic and technological change.

CAST has taken a networked approach from the outset, working closely with trusts and foundations, training and advisory bodies, and design and development agencies, to radically improve the quality, range and uptake of charity digital tools, training, funding and advice. We openly share what we are learning; and build on the work of others through our strong commitment to sharing and reusing resources which reduces the costs - while increasing the pace and scale - of change.

Together we have already helped thousands of charities embed digital in their strategy, services and culture. But there is much more to be done if we are to support the 69% of UK charities that, according to the 2018 Charities Digital Skills report, recognise the potential for digital to transform their services but lack a plan for how to do so. Moving forward, CAST plans to meet this burgeoning demand by scaling up its activities in close collaboration with a growing network of funder and delivery partners.

#### How CAST contributes to the public benefit

CAST seeks to address our society's most pressing challenges through the effective use of digital. During the year, CAST has worked with Refugee Action, Law Centres Network, Unlock and SeAP to develop digital services that will help safeguard the rights of some of the most vulnerable in our society. We have worked with several domestic abuse charities including SafeLives, Chayn and Women's Aid helping them to place those they serve at the heart of new products and services. And we have worked with a range of smaller charities including Disability Rights UK, Your Sanctuary, Friend In Deed and The Well to explore how they might develop powerful digital solutions in the context of considerable resource constraints.

In accordance with the requirements of the Charities Act 2011 and the associated Charities (Accounts and Reports) Regulations 2008, the trustees confirm that they have complied with their duties to have due regard to the guidance on public benefit as published by the Charity Commission, in exercising their powers and duties in the year under review.

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### **ACHIEVEMENT AND PERFORMANCE**

#### Review of performance and achievements

Since its launch in 2015, CAST has supported hundreds of charities to embed digital in their strategy and services. This has only been possible through the development of a trusted network of more than 50 support agencies with whom CAST has delivered best-in-class digital tools, guidance and learning programmes which have helped charities to become more responsive to the needs and behaviours of those they seek to serve and more resilient in the face of economic pressures.

In 2018/19, CAST's primary focus has been to scale up this networked approach in order to mobilise a step-change in the use of digital in order to build a more agile and robust social sector. This has centred around the incubation of the Catalyst, a cross-sector collective committed to support tens of thousands of charities to make effective use of digital for social change. During the year, CAST secured £3.4m seed funding from the DCMS and five foundations that has enabled a range of charities, support agencies and sector bodies to work together to scope, test, define and deliver the initial Catalyst priorities. This seed funding is for two years, enabling CAST to work with partners to lay the foundations of the Catalyst.

Alongside this, CAST has continued to provide direct support for hundreds of charities through its Design Hop programme, Fuse accelerator, Digital Fellowship and its bespoke service design service as well as through its funder+ support for the tech for good grant programmes of Comic Relief and Paul Hamlyn Foundation.

During the year, CAST supported more than 220 charities through its Design Hop workshops which provide an introduction to digital design principles. These workshops - held across the UK - have triggered many participants to fundamentally rethink their organisational strategy and to embed a test-driven, user-centred approach to the development of new services. A key achievement in the reporting period has been to tap into existing - and, where necessary, develop new - local networks of digital expertise which ensures that charities are able to access relevant ongoing support.

Enabled through funding from the Big Lottery Fund, CAST's Fuse - the world's first charity accelerator - focused in 2018/19 on supporting smaller charities to develop new digital products and services. Disability Rights UK, Your Sanctuary, Friend In Deed, Sustrans and Small Charities Coalition all participated in the three-month accelerator, which enabled them to identify and test how digital might address a specific challenge facing their organisation.

During the year, CAST continued to support the 20+ charities that have participated in its Digital Fellowship, including connecting to relevant expertise, providing small grants for additional digital development and helping to promote their achievements in digital service design.

CAST's 'Funder+' digital and design support for the 'Tech for Good' projects and programmes funded by trusts and foundations also continued to grow. The key focus in 2018/19 has been support for 13 social enterprises funded as part of Comic Relief/Paul Hamlyn Foundation's Tech for Good programme, including Addaction, The Children's Society, Elizabeth Finn Care and The Samaritans; 10 charities in Comic Relief's TechvsAbuse programme, including SafeLives, Chayn, The Mix and Women's Aid; and six organisations involved in Rethinking Parks funded by Nesta, including Lake District Foundation, Greenspace Scotland and Bournemouth Parks Foundation.

CAST also offers bespoke support for charities and social enterprises seeking to integrate digital into their organisation's strategy and services. In 2018/19, NCVO, Refugee Action, Blue Cross, British Heart Foundation, Cancer Research UK, Youth Business International and the TUC are among the organisations that CAST has supported in this way.

In 2018/19, CAST continued to test and develop Fusebox, which provides charities with easy access to the right support at the right time in their development of high quality, user-led digital services. In the reporting period, CAST developed and tested four major versions of the Fusebox tool both with charities and internally as a team. A particular focus has been to use Fusebox as part of CAST's Funder+ support service to capture key achievements and insights that help charities to monitor and share progress with stakeholders, including funders. In 2018/19, Fusebox provided more than 50 charities with personalised online and digital support from CAST's team and network, at critical points in their digital development journey. Looking ahead, Fusebox will be a vital support tool for grantees of Comic Relief's TechvsAbuse programme and those of the National Lottery Community Fund's Digital Fund.

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### **ACHIEVEMENT AND PERFORMANCE**

#### Review of performance and achievements

Alongside our training and support programmes, CAST continues to actively contribute to building the community of UK social enterprises engaged in applying digital technology for social good which has included extending the #techforgood meet-ups to 8,800+ members and contributing to NetSquared and Open Charity meetings across the country.

### FINANCIAL REVIEW Financial position

#### Results for the year

We are pleased to report that 2018/19 was another positive year, and CAST increased its digital capacity development activities by 30% (£1.07m spent compared to £821k the previous year). The charity achieved an overall surplus of £71,352 (2017/18: £300,428) and a net surplus on unrestricted funds of £295,480 (2017/18: £27,440). The restricted revenue deficit of £224,128 was largely due to a deferral of funding received from the Big Lottery Fund and Comic Relief, where all agreed outcomes were achieved at a lower cost than initially anticipated, enabling the deferred income to be utilised during 2020/21 to support many more charities.

#### Income

CAST secured income of £1.16m, which represents a 2% increase on 2017/18 income of £1.14m. This growth in income was driven by a combination of seed funding for the Catalyst; an increase in service design projects for charities and also support for the tech for good grant programmes of trusts and foundations. In the reporting period, the primary income was in the form of grants from DCMS, Comic Relief and the Big Lottery Fund.

#### Expenditure

The charity's primary expenditure was related to supporting charities and social enterprises to improve their services with digital technology. The charity directed approximately 2% of its resource to raising funds with an expenditure of £21k. As noted above, expenditure on this digital capacity development was £1.07m.

#### Reserves policy

CAST seeks to develop reserves that represent six months' operating expenditure, which equates to around £450k. This will give the charity resilience against, for example, drops in income, short-term deficits in a cash budget due to delays in receiving a funding grant, the demands of a new project, unforeseen operational costs or the need to provide matched funding for a significant project.

The charity's current free reserves are £483k comprising the total unrestricted funds (£484k) less functional fixed assets (£1k). This represents achievement of the charity's target reserves, which the charity will attempt to maintain over the coming financial year through strict financial management and cost control.

The restricted funds comprise income associated with the delivery of specific programmes of work, primarily for Comic Relief and the Big Lottery Fund. The balance of £102k largely represents funding received from Comic Relief and the Indigo Trust and is expected to be deployed in the current financial year.

#### Change of accounting period

The accounting period end date has been changed to 31st March, starting with the current financial statements. This has been done to completely align the financial accounts with the information supplied to our funders, many of whom also have April 1st to March 31st as their financial year.

### REPORT OF THE TRUSTEES FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### **FUTURE OBJECTIVES AND PLANNED ACTIVITIES**

It is vital that we act now to reshape the social sector, ensuring charities across the UK:

- integrate digital in their organisational strategy and culture so that they remain agile in the face of ongoing social and economic change
- can exploit new opportunities afforded by digital for the development of shared solutions and greater efficiencies
- remain abreast of technological advances so they can continue to champion and safeguard the most disadvantaged in society, especially as government automates and tech companies make greater use of personal data;
- can actively contribute to the development and use of new technologies and platforms to ensure they are open, responsible and inclusive.

A growing number of social sector organisations have started to use digital to re-think their practices and break out of old patterns and silos. They are using resources to better effect, developing new business models and reconnecting with their users to create more relevant services. Importantly, we are also seeing examples of new partnerships among charities, creating shared solutions better suited to their users' multiple and complex needs. We urgently need to accelerate the pace and scale of these changes to create a more responsive, resilient and digitally enabled social sector.

CAST believes that no single organisation can deliver the sort of real and lasting change on the scale that the sector now so desperately needs. Instead we need a networked approach, forging cross-sector alliances and working collaboratively - across government, funders, intermediaries, tech companies, agencies and charities - to amplify our collective impact. If we are to realise the massive potential of digital, our sector needs a field catalyst that will drive change at scale by coordinating our wide network of stakeholders, raising our collective ambition, and acting as a hub for advocacy and action.

CAST spent the second half of 2018/19 incubating this field Catalyst, laying the foundations by consulting with a range of charities, support agencies, sector bodies and funders to determine the initial priorities. From this scoping, three key delivery programmes have emerged, which will be the focus for Catalyst in the coming year:

- 1. building an effective, sustainable and collaborative network to drive sector change, including introducing transparent and accountable governance
- 2. increasing the quality, range and uptake of tools proven to support the digital knowledge, skills and services of sector, especially through the development of shared standards and reusable tools
- 3. scaling up digital practice through the delivery of digital programmes known to improve nonprofits' services and organisational resilience, especially digital leadership and service-design programmes.

CAST's focus in 2019/20 will be to work with a growing network of partners to support thousands of charities across the UK to embed digital and user-centred design in their services so they meet the changing needs, expectations and behaviours of those they serve.

# STRUCTURE, GOVERNANCE AND MANAGEMENT Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The charity's trustees are also directors and members of the company.

#### REPORT OF THE TRUSTEES FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

### STRUCTURE, GOVERNANCE AND MANAGEMENT Governance

CAST has appointed trustees that bring a strong understanding of the potential of technology to address social challenges. Trustees have been identified through charity bodies and associations as well as through social entrepreneur networks. Appointments have been made following an interview that has ensured the right fit for the organisation and the prospective trustee.

The names of the trustees who served during the period are set out as part of the reference and administrative details on page one of this annual report and accounts, and brief biographical details on each of the current trustees are given below.

Nat Hunter Founder of Airside, Director of Design at the RSA and Strategic Director at

Machines Room, Nat is one of the UK's most influential digital designers

committed to using digital technology to drive social change.

Lord Jim Knight Jim is the Chief Education Adviser at TES Global, a visiting professor at the

UCL Knowledge Lab and a member of the House of Lords. Jim served as an MP from 2001-2009, during which time he was a minister for rural affairs, schools and then employment, spending his final year as a Cabinet minister. Jim is a founder of XRapid Ltd, the first company to sell disease diagnosis

commercially via an iPhone app.

Mary McKenna MBE Mary is a technology entrepreneur and angel investor. She co-founded the

online learning company Learning Pool in 2006 which she exited in 2014. She is a resident expert at Said Business School and an Entrepreneur in Residence at the Northern Ireland Science Park. Mary was awarded an MBE in 2014 for

services to digital technology, innovation and learning.

Emma Joined YoungMinds as CEO in July 2018, with overall responsibility for

the organisation and its impact for young people. Prior to this, she worked as a consultant supporting digital adoption and strategic development for a range of charities such as Barnardo's, YMCA and London Youth. She was CEO of YouthNet (now The Mix) and has worked at the BBC developing new services

and leading campaigns to drive adoption of new platforms.

The trustees are committed to ensuring that the Board has the combination of skills necessary to support the effective provision of access to capital to charities and social enterprises. In particular, the Board of Trustees includes skills and expertise in the following areas: digital and social innovation, charity and social enterprise, grant-making and social investment, financial and risk management. The Board has adopted the Charity Governance Code and ensures compliance through regular review. The intention is to recruit additional trustees during 2019/20 to reflect the evolving requirements of CAST.

# REPORT OF THE TRUSTEES FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

The Board of Trustees systematically reviews risks faced by the Charity, reviewing the detailed risk register on a quarterly basis.

The key risks to the Charity are:

- Failure to deliver the intended outcomes of the funded programmes and enable lasting change in the charity sector. This has been mitigated by thorough research and engagement with a large number of charities and sector organisations, who have participated in the development of the tools and resources that support and enable VCSOs to embrace digital development within their activities.
- Failure to secure long-term funding to deliver CAST's mission of sector change. This is being mitigated by the maintenance of a rigorous system of financial control which is enabling the charity to grow its unrestricted reserves and achieve value for money across its activities. Discussions with the charity's major funders has also led to a number of funded programmes being extended and others being secured for at least two years.
- Failure to spend grant income within agreed timeframes. This has been mitigated by developing robust financial controls and expanding the CAST team and partner network to deliver our increasing number of programmes.
- Failure to retain key staff. This is being mitigated by the recruitment of a strong and experienced team who share CAST's aims and values, communicate effectively with each other and the wider network, and are supported by a wide range of specialist partners.
- Reputational damage caused by any of the above. This is mitigated by close oversight by an experienced board of trustees that ensures the charity continues to develop; work effectively with its partners and funders; and maintains strong financial and organisational controls.

#### REFERENCE AND ADMINISTRATIVE DETAILS Registered Company number 09544506 (England and Wales)

Registered Charity number

#### Registered office

Broul Cottage Bath Road Nailsworth Stroud Gloucestershire GL6 0QL

#### **Trustees**

1161998

Mr N B Stanhope Ms E Thomas Ms M McKenna Lord J P Knight Ms N C Hunter Resigned 30 April 2018

# REPORT OF THE TRUSTEES FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### REFERENCE AND ADMINISTRATIVE DETAILS

Auditors

Gibson Whitter Limited Statutory Auditors Larch House Parklands Business Park Denmead Hampshire PO7 6XP

#### **Bankers**

Unity Trust Bank London WC1B 3LN

#### **Accountants**

Heelan Associates Ltd Hampshire PO7 9QX

#### STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of Centre for the Acceleration of Social Technology for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and 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 business.

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

In so far as the trustees are aware:

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

#### **AUDITORS**

The auditors, Gibson Whitter Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on 3rd December 2019 and signed on its behalf by:

Trustee

N.HUNTER

# REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF CENTRE FOR THE ACCELERATION OF SOCIAL TECHNOLOGY

#### **Opinion**

We have audited the financial statements of Centre for the Acceleration of Social Technology (the 'charitable company') for the period ended 31 March 2019 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure, for the period 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 Auditors 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 to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the 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 trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Report of the Trustees is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

# REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES OF CENTRE FOR THE ACCELERATION OF SOCIAL TECHNOLOGY

#### Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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.

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.

#### Our 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 a Report of the Independent Auditors 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 www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Independent Auditors.

#### Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Section 144 of the Charities Act 2011 and regulations made under Section 154 of that Act. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Gibson Whitter Limited Statutory Auditors

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

Larch House

Parklands Business Park

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Hampshire

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Date: ....

# STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

	Notes	Unrestricted funds	Restricted funds	Period 1.5.18 to 31.3.19 Total funds	Year Ended 30.4.18 Total funds
INCOME AND ENDOWMENTS		£	£	£	£
FROM Donations and legacies	2	200,000		200,000	
Charitable activities	2 2		. <del>-</del>		
Digital capacity development		157,079	803,457	960,536	1,140,319
Total		357,079	803,457	1,160,536	1,140,319
EXPENDITURE ON					,
Raising funds Charitable activities	4 5	20,886	-	20,886	19,303
Digital capacity development		40,713	1,027,585	1,068,298	820,588
Total		61,599	1,027,585	1,089,184	839,891
NET INCOME/(EXPENDITURE)		295,480	(224,128)	71,352	300,428
RECONCILIATION OF FUNDS					
Total funds brought forward		188,553	326,022	514,575	214,147
TOTAL FUNDS CARRIED					<del></del>
FORWARD		484,033	101,894	585,927	514,575

#### BALANCE SHEET AT 31 MARCH 2019

FIVED AGGETG	Notes	31.3.19 £	30.4.18 £
FIXED ASSETS Tangible assets	13	971	643
CURRENT ASSETS Debtors Cash at bank	14	126,643 797,819	72,600 <u>553,593</u>
		924,462	626,193
CREDITORS			•
Amounts falling due within one year	15	(339,506)	(112,261)
NET CURRENT ASSETS		584,956	513,932
TOTAL ASSETS LESS CURRENT LIABILITIES		585,927	514,575
NET ASSETS		585,927	514,575
FUNDS	17	,	
Unrestricted funds Restricted funds		484,033 101,894	188,553 326,022
TOTAL FUNDS		585,927	514,575

#### **BALANCE SHEET - CONTINUED AT 31 MARCH 2019**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the period ended 31 March 2019.

The members have not deposited notice, pursuant to Section 476 of the Companies Act 2006 requiring an audit of these financial statements.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable (b) company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 144 of the Charities Act 2011.

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

The financial statements were approved and authorised for issue by the Board of Trustees on ....3d...December...2019... and were signed on its behalf by:

3rd December 2019

# CASH FLOW STATEMENT FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

		Period 1.5.18	
		to	Year Ended
•	Notes	31.3.19	30.4.18 £
Cash flows from operating activities:	Notes	£	L.
Cash generated from operations	1	246,532	(50,941)
Net cash provided by (used in) operating activities	9	246,532	(50,941)
Cash flows from investing activities: Purchase of tangible fixed assets		(2,306)	<del></del>
Net cash provided by (used in) investing activities	ı	(2,306)	<u>-</u>
		·	<del></del>
Change in cash and cash equivalents in reporting period		244,226	(50,941)
Cash and cash equivalents at the beginn of the reporting period	nng	553,593	604,534
Cash and cash equivalents at the end of reporting period	the	<u>797,819</u>	553,593

# NOTES TO THE CASH FLOW STATEMENT FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

# 1. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

ACTIVITIES	Period 1.5.18 to	Year Ended
•	31.3.19 £	30.4.18 £
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	71,352	300,428
Adjustments for: Depreciation charges	1,978	253
Increase in debtors Increase/(decrease) in creditors	(54,043) 227,245	(42,384) (309,238)
Net cash provided by (used in) operating activities	246,532	(50,941)

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 1. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

#### Income

Voluntary income including donations, gifts and legacies and grants that provide core funding or are of a general nature are recognised where there is entitlement, the receipt is probable and the amount can be measured with sufficient reliability.

Income received under contract or where entitlement to grant funding is subject to specific performance conditions. Such income is only deferred when:

- the donor specifies that the grant or donation must only be used in future accounting periods; or
- the donor has imposed conditions which must be met before the charity has unconditional entitlement.

Income from activities to generate funds, such as services provided, and investment income are recognised on a receivable basis.

#### Volunteers and donated services

The value of services provided by volunteers is not incorporated into these financial statements.

Where goods or services are provided to the charity as a donation that would normally be purchased from suppliers, this contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

#### **Expenditure**

Expenditure is recognised when a liability is incurred. Contractual arrangements are recognised as goods or services are supplied.

- Expenditure on raising funds are those costs incurred in attracting voluntary income.
- Charitable activities include expenditure to support the wider and more effective use of technology to drive social change. Charitable activities include both the direct costs and support costs relating to these activities.
- Support costs include central functions and governance costs and have been allocated to activities on a basis consistent with the use of resources.

#### Irrecoverable VAT

All resources expended are classified under activity headings that aggregate all costs related to the category. Irrecoverable VAT is charged against the category of resources expended for which it was incurred.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery

- 33% on cost and 20% on cost

34.7

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 1. ACCOUNTING POLICIES - continued

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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.

#### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

#### 2. DONATIONS AND LEGACIES

3

	Grants		Period 1.5.18 to 31.3.19 £ 200,000	Year Ended 30.4.18 £
	Grants received, included in	the above, are as follows:	Period	
			1.5.18	
			to	Year Ended
			31.3.19 £	30.4.18 £
	Esmee Fairbairn		200,000	<i>L</i> .
	LSITIEE I AIIDAIIII		200,000	
3.	. INCOME FROM CHARITAB	LE ACTIVITIES		
			Period	
			1.5.18	
			to	Year Ended
•		A **	31.3:19	30.4.18 £
	Grants	Activity Digital capacity development	£ 803,457	£ 940,210
	Service income	Digital capacity development	157,079	200,109
	33.1.33 11.33.113	2.3.c. supusity development		
			960,536	1,140,319

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 3. INCOME FROM CHARITABLE ACTIVITIES - continued

	Grants received, included in the above,	are as follows:			•
				Period	
				1.5.18	
				to	Year Ended
				31.3.19	30.4.18
				£	£
	Big Lottery - Fuse			(86,980)	726,940
	Big Lottery Fund- 360 Giving		•	7,494	115,622
	Comic Relief			172,964	45,750
	Co-op Foundation			, <u>-</u>	5,000
	Refugee Action	•		_	27,290
	Shift Foundation				10,472
	Oxfam GB			_	9,136
	Department for Digital, Culture, Media a	nd Sport		622,176	-
	The Indigo Trust	na oport		20,000	_
	Paul Hamlyn Foundation		•	50,000	_
	Joseph Rowntree Charitable Trust			13,553	_
	Esmee Fairbairn			4,250	
	Esiliee Faiibaiiti			4,230	<del></del>
				902 457	940,210
				<u>803,457</u>	340,210
		•			
4.	RAISING FUNDS				
	Raising donations and legacies				
	-				
				Period	
				1.5.18	
•		•		to	Year Ended
				31.3.19	30.4.18
				£	£
	Staff costs			11,046	9,590
	Subcontractors			9,840	9,713
				<del></del>	
	-			20,886	19,303
				<del></del>	
_	CHADITADI E ACTIVITIES COSTS				
5.	CHARITABLE ACTIVITIES COSTS				
			Grant	Support	
		Direct costs	funding of	costs	Totals
			activities		
		(See note 6)	(See note 7)	(See note 8)	
		£	£	£	£
	Digital capacity development	690,975	261,531	115,792	1,068,298
	· '				

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 6. DIRECT COSTS OF CHARITABLE ACTIVITIES

		Period	
	·	1.5.18	
		to	Year Ended
		31.3.19 £	30.4.18 £
	Staff costs	292,839	438,355
	Subcontractors	339,927	197,570
	Marketing and advertising	27,089	11,155
	Travel and subsistence	19,602	23,234
	Event attendance	139	244
	Venue hire and catering	11,379	16,305
		690,975	686,863
		030,373	000,000
7.	GRANTS PAYABLE		
		Dorind	
		Period 1.5.18	
		1.5.16 to	Year Ended
•		31.3.19	30.4.18
		£	£
	Digital capacity development	261,531	
	The total grants paid to institutions during the period was as follows:	Desied	
		Period 1.5.18	
		1.5.16 to	Year Ended
		31.3.19	30.4.18
		£	£
,	Cardinal Hume	23,500	-
	Seb Mayfield	10,000	-
	Data Orchard	15,000	-
	Super Being Labs	60,000	-
	Turn2Us	3,500	-
	Doteveryone	10,000	-
	The Engine Room Inc	25,000 3,500	-
	Tempo Time Credits Limited WellChild	3,500	<u>-</u>
	The Developer Society	30,000	-
•	Small Charities Coalition	9,949	_
	We are Snook Limited	37,587	-
	Sustrans Limited	5,000	-
	The Children's Society	3,000	-
	WESC Foundation	2,995	-
	SCVO	15,000	-
	Scottish Book Trust	3,000	-
	Lancashire Women's Centre	1,000	
	•	261,531	_
		201,001	

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 8. SUPPORT COSTS

	Management £	Governance costs	Totals £
Digital capacity development	110,780	5,012	115,792
Support costs, included in the above, are as follows:		·	
Management		Dorind	
		Period 1.5.18	
•		to	Year Ended
		31.3.19	30.4.18
		Digital capacity	Total
•		development	activities
		£	£
Wages		35,559	34,196
Social security		3,881	3,419
Pensions		1,602	1,993
Rent		25,221 827	21,427 831
Telephone Postage and stationery		891	2,518
Sundries		1,676	45
Equipment repairs and renewals		1,119	507
Software and licence expenses		6,967	2,737
Administration services		2,698	555
Bank charges		275	229 43,700
Subcontractors Training		9,900	1,108
Professional fees		1,520	10,457
Bookkeeping and payroll fees		16,666	4,623
Depreciation of tangible and heritage assets	•	1,978	253
		440 700	400 500
·		<u>110,780</u>	<u>128,598</u>
·			
Governance costs			
		Period	
		1.5.18	
		to	Year Ended
		31.3.19	30.4.18
·		Digital capacity	Total
		development	activities
		£	£
Auditors' remuneration		4,375	4,250
Trustee meeting and expenses		637	438
Independent examiner's fee			439
		5,012	5,127
		3,012	0,121

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	Period	
	1.5.18	
	to	Year Ended
	31.3.19	30.4.18
	£	£
Auditors' remuneration	4,375	4,250
Depreciation - owned assets	1,978	253
Other operating leases	25,221	21,427

#### 10. TRUSTEES' REMUNERATION AND BENEFITS

During the period no trustee director received any remuneration from the charitable company (30.4.18: none).

#### Trustees' expenses

During the period one trustee (30.4.18: one trustees) was reimbursed expenses by the charity for travel totalling £168 (30.4.18: £38).

#### 11. STAFF COSTS

	Period	
·	· 1.5.18	
	to	Year Ended
	31.3.19	30.4.18
	£	£
Wages and salaries	299,185	427,803
Social security costs	34,116	43,165
Other pension costs	11,626	<u>16,585</u>
	344,927	487,553

The average monthly number of employees during the period was as follows:

Year Ended
30.4.18
8
1
9

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

		Period	
		1.5.18	
		to	Year Ended
		31.3.19	30.4.18
£80,001 - £90,000	·	1	1

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 12. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

These figures cover the period from 1st May 2017 to 30th April 2018.

٠		Unrestricted funds	Restricted funds	Total funds
	INCOME AND ENDOWMENTS FROM	£	£	£
	Charitable activities Digital capacity development	252,007	888,312	1,140,319
	Total	252,007	888,312	1,140,319
	EXPENDITURE ON Raising funds	19,303	-	19,303
	Charitable activities Digital capacity development	205,264	615,324	820,588
	Total	224,567	615,324	839,891
	NET INCOME/(EXPENDITURE)	27,440	272,988	300,428
	RECONCILIATION OF FUNDS			
	Total funds brought forward	161,113	53,034	214;147
	TOTAL FUNDS CARRIED FORWARD	188,553	326,022	514,575
13.	TANGIBLE FIXED ASSETS			Plant and
				machinery £
	COST At 1 May 2018 Additions		•	1,268 2,306
	At 31 March 2019		•	<u>3,574</u>
	DEPRECIATION At 1 May 2018 Charge for year			625 1,978
	At 31 March 2019			2,603
	NET BOOK VALUE At 31 March 2019			971
	At 30 April 2018			643

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

		31.3.19 £	30.4.18 £
	Trade debtors	81,560	23,250
	Other debtors	45,083	49,350
		10,000	
		126,643	72,600
15.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		31.3.19	30.4.18
		£	£
	Trade creditors	24,887	8,791
	Social security and other taxes	8,143	4,506
	VAT	13,765	9,005
	Other creditors	58,072	18,009
	Deferred grants	234,639	_71,950
		220 506	110 061
		339,506	112,261
	Deferred income		
	Deferred income comprises grants received for future financial periods.		•
	Deferred income comprises grants received for future imancial periods.	31.3.19	30.4.18
		£	£. 10
	Balance brought forward	71,950	390,500
	Amount release to incoming resources	(71,950)	(390,500)
	Amount deferred in the year	234,639	71,950
	ranount actorica in the year	20.,000	
	Balance carried forward	234,639	71,950
	Dalatio Gartina in Mara		

The amount of £234,639 deferred at the end of the current financial year comprises the under-spend on projects whose outcomes were achieved and the funders agreed that CAST could retain the balance of the funding to spend on similar projects in the following year. For example, £23,173 relates to an underspend on Beehive, a project for 360Giving. All milestones of this project were achieved so it has been agreed that CAST will retain the funds and they will be spent by the end of March 2021 on activities that include Beehive and continue to match both organisations' objectives.

#### 16. ANALYSIS OF NET ASSETS BETWEEN FUNDS

			31.3.19	30.4.18
	Unrestricted	Restricted	Total funds	Total funds
	funds	funds		
	£	£.	£	£
Fixed assets	971	-	971	643
Current assets	565,150	359,312	924,462	626,193
Current liabilities	(82,088)	(257,418)	(339,506)	(112,261)
•	484,033	101,894	585,927	514,575

# NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 17. MOVEMENT IN FUNDS

	At 1.5.18 £	Net movement in funds £	· At 31.3.19 £
Unrestricted funds	400 550	05 400	204 022
General funds Esmee Fairbairn	188,553	95,480 200,000	284,033 200,000
Estilee Fallballti		200,000	200,000
•	188,553	295,480	484,033
Restricted funds			
Big Lottery Fund- Fuse	267,230	(267,230)	-
Big Lottery Fund- 360 Giving	37,552	(37,552)	-
Comic Relief- HIV Think Digital	120	(120)	-
Comic Relief- Tech for Good	21,120	(21,120)	-
Indigo Trust	-	20,000	20,000
Comic Relief- Spark	-	77,138	77,138
Grant Navigator	<del></del>	<u>4,756</u>	4,756
,	326,022	(224,128)	101,894
TOTAL FUNDS	514,575	71,352	585,927
Net movement in funds, included in the above are as follow	s:		
	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds	_	_	
General funds	157,079	(61,599)	95,480
Esmee Fairbairn	200,000		200,000
	357,079	(61,599)	295,480
Restricted funds			
Big Lottery Fund- Fuse	(86,980)	(180,250)	(267,230)
Big Lottery Fund- 360 Giving	7,494	(45,046)	(37,552)
Comic Relief- HIV Think Digital	12,500	(12,620)	(120)
Comic Relief- Tech for Good	62,714	(83,834)	(21,120)
DCMS- Catalyst	622,176	(622,176)	-
Indigo Trust	20,000	(04.000)	20,000
Comic Relief- Spark	102,000	(24,862)	77,138
Grant Navigator	13,553	(8,797)	4,756
Paul Hamlyn Foundation	50,000	(50,000)	<u> </u>
	803,457	(1,027,585)	(224,128)
TOTAL FUNDS	1,160,536	<u>(1,089,184</u> )	71,352

#### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 17. **MOVEMENT IN FUNDS - continued**

Comparatives for movement in funds		<b>N</b> 1 1	
		Net movement in	
	At 1.5.17	funds	At 30.4.18
	£	£	£
Unrestricted Funds			
General funds	161,113	27,440	188,553
Restricted Funds			
Big Lottery Fund- Fuse	52,374	214,856	267,230
Big Lottery Fund- 360 Giving	660	36,892	37,552
Comic Relief- HIV Think Digital	-	120	120
Comic Relief- Tech for Good		21,120	21,120
	53,034	272,988	326,022
		<del></del>	
TOTAL FUNDS	214,147	300,428	514,575
Comparative net movement in funds, included in the above	are as follow	rs:	
•	Incoming	Resources	Movement in
	resources	expended	funds
	£	£	£
Unrestricted funds			<b>57</b> 110
General funds	252,007	(224,567)	27,440
Restricted funds			
Big Lottery Fund- Fuse	726,940	(512,084)	214,856
Big Lottery Fund- 360 Giving	115,622	(78,730)	36,892
Comic Relief- HIV Think Digital	7,500	(7,380)	120
Comic Relief- Tech for Good	38,250	(17,130)	21,120
	888,312	(615,324)	272,988
TOTAL FUNDS	<u>1,140,319</u>	<u>(839,891</u> )	300,428

#### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 17. MOVEMENT IN FUNDS - continued

#### Esmee Fairbairn

This unrestricted grant is to support the initial development of the Catalyst. Specifically, it will enable the Catalyst to galvanise a cross-sector network in providing digital support for voluntary and charitable organisations across the UK.

#### **Big Lottery - Fuse**

This grant is to support charities across the UK in their digital service development. In 2018/19, the primary focus of Fuse has been on smaller charities, helping organisations with significant resource constraints to embrace digital for greater efficiency and effectiveness.

The incoming resources from Big Lottery Fund - Fuse are shown as a negative figure, as £178,930 previously included as income in our accounts has now been deferred towards activities to be undertaken in the following financial year.

#### **Big Lottery 360**

Funding received from Big Lottery via 360 Giving to develop the Beehive Giving platform that uses open data from 360 Giving to provide a free grant funding suitability tool that uses funders' guidelines, priorities and 360 Giving to produce reports that help charities decide where to apply for support.

#### **HIV Think Digital**

A £20,000 grant to provide support to a cohort of charities funded from Comic Relief's HIV in the UK: Think Digital programme. This grant was to build the capacity, confidence and capability of the participating charities so that they could create effective digital services that help them achieve their charitable objectives.

#### **DCMS Catalyst**

DCMS are providing this grant to support the initial development of the Catalyst, a collaborative network supporting the social sector to become more resilient and responsive through the use of digital. The grant is specifically to support voluntary and charitable organisations in England to embed digital in their strategy and services.

#### Indigo Trust

£20,000 to support the development of Grant Advisor UK, a tool to promote and share open feedback between grant seekers and grant makers. This builds on GrantAdvisor, a tool created in the US by Minnesota Council of Nonprofits, aiming to increase collect honest, public feedback that is visible and benchmarked so that the 'foundation bubble' is burst - improving funder behaviours and practices, and creating more equitable relationships between grant makers and seekers.

#### Comic Relief - Spark

Funded with £350,000 over two years from Comic Relief, Spark is a partnership that brings together a group of organisations to test out new approaches that can help Catalyst achieve impact at scale. Comic Relief and Paul Hamlyn Foundation have brought together CAST, Think Social Tech, Dot Everyone, Working with Joe and Engine Room to increase the digital capability of the sector by testing out new approaches that can be scaled through the Catalyst network.

#### **Grant Navigator**

This grant from Joseph Rowntree Charitable Trust was to cover costs associated with the pre-pilot phase of the Grant Advisor UK work, including collaborating with the Minnesota Council of Nonprofits, UK Trusts and Foundations. This grant directly led to the grant provided by Indigo Trust to continue this work through a pilot.

### NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE PERIOD 1 MAY 2018 TO 31 MARCH 2019

#### 17. MOVEMENT IN FUNDS - continued

#### Paul Hamlyn Foundation

This grant is to use the Fuse approach (digital accelerator for established non profits) in partnership between CAST and the Cardinal Hume Centre to develop a digital service that provides scalable and transparent immigration advice. Building on CAST's expertise in developing test-driven user-led digital services, and Cardinal Hume Centre's expertise and networks in delivering support for migrants and refugees, this partnership will develop a digital service that supports multiple advice-giving organisations to become more aligned with the capacity they have, providing more accessible/timely support to advice-seekers.

#### 18. PENSION COMMITMENTS

The charitable company operates a defined contribution pension scheme. The pension costs charge represents contributions payable by the charitable company to this scheme and amounted to £11,626 (30.4.18: £16,585). There was £4,032 of outstanding contributions at 31 March 2019 (30.4.18: £3,178).

#### 19. RELATED PARTY DISCLOSURES

There were no related party transactions for the period ended 31 March 2019.

#### 20. ULTIMATE CONTROLLING PARTY

The charitable company is under the control of its members. No one member has control of the charitable company.