

Elmbridge Community Link

(Limited by Guarantee)

Company No. 2913280
Registered Charity No. 1035501

Financial Statements for the Year Ended 31st March 2021

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Elmbridge Community Link

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Status:	Company Limited by Guarantee No. 2913280 Incorporated 22nd March 1994 Registered Charity No. 1035501
Registered Office:	2 Quintet Buildings Churchfield Road Walton on Thames Surrey KT12 2TZ
Business Address:	2 Quintet Buildings Churchfield Road Walton on Thames Surrey KT12 2TZ
Trustees/Directors:	M Christie (Chairman) T Collins J Smith A Ledgard D Middleton (Treasurer) L Wilks
Company Secretary	D Bellchamber
Independent Examiner:	Paddy Ford, Financial Adviser 42 The Grove Walton on Thames Surrey KT12 2HS
Bankers:	CAF Bank Ltd 25 Kings Hill Avenue Kings Hill West Malling Kent ME19 4JQ

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Report of the Trustees/Directors

Covid-19

Because of the Covid-19 pandemic, by the beginning of the financial year 2020-21 the decision had been made to suspend all face-to-face activities. Two of our employees were placed on furlough. The remaining employee, our Charity Co-ordinator, endeavoured to keep in touch with and support our members in any way possible; Zoom meetings, email, telephone calls and even local radio. This situation, with some respite in the summer, continued for the entire financial year and no activities fees were generated.

Because of the lack of activity during the year, any values or comparatives contained in the remainder of this report refer to the financial year 2019-20.

Our aims and objectives

Elmbridge Community Link (ECL) was formed in 1994 to promote the relief of all persons with a learning disability and / or autism within the area of Elmbridge Borough Council. We aim to do this by:

- offering a range of activities for people with learning disabilities in Elmbridge
- identifying and reaching those that need our services in Elmbridge.

We also host a regular User Forum, with other groups and agencies in the borough, which provide services for people with learning disabilities.

We have a regular, well-attended activity programme and currently support some 100 people with learning disabilities, their families and carers.

How our activities deliver public benefit

People with learning disabilities are amongst the most vulnerable and socially excluded in society and have lifelong support needs. Their multiple needs mean that they have a significantly reduced ability to understand new or complex information and learn new skills. They find it difficult to cope independently and often feel isolated from the wider community as they rarely use local leisure and community facilities. They have substantially higher health needs than the general population. They are also more likely to experience poverty, poor housing, lack of employment, social isolation and discrimination.

Services for people with learning disabilities are changing yet choice remains limited and there are very few independent providers or charities working in this area. ECL's challenge is to identify and engage people with learning disabilities, particularly young people, and to engage them in our activities ensuring they do not become isolated.

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Report of the Trustees/Directors cont'd

ECL aims to provide support for people with learning disabilities to overcome disadvantages by enriching their daily lives through activities and group work. These activities concentrate on helping people learn new skills; improve their sense of belonging to the local community; enhance existing strengths; lead healthier lives; offer new friendship opportunities and improving confidence levels and self esteem.

We monitor and evaluate our work by recording attendance, and canvassing members to evaluate our services and staff make regular reports on progress to funding organisations and the trustees. Due to our support members are: learning new skills; healthier; happier; and more sociable and confident.

Ensuring our work delivers our aims

Through consultation we identified a need for us to extend and develop our existing services, specifically offering more evening and weekend activities, and to reach more people with learning disabilities in Elmbridge who are not currently accessing our support. We implemented successful sports and music activities which provide many younger people with evening and weekend activities.

Our successful bid to the Big Lottery's Reaching Communities fund in 2015 enabled us to sustain and extend our programme of activities and promote our services. A second successful bid to the same Big Lottery fund in 2019 underpins our drive to recruit more members to ensure our activities are fully attended.

Staff and Volunteers

In 2019 - 2020 the charity employed three part time staff, one contractor and around seventy volunteers, many of whom come from local sixth-form colleges and schools. Volunteers tell us that they also experience a range of benefits from their ECL involvement, citing improved confidence, friendship possibilities and employability.

Financial Review

Principal Funding Sources

In addition to the Big Lottery Fund grant, the charity is grateful to receive multi-annual funding from Elmbridge Borough Council and The RC Sheriff Trust. We would also not be able to function as we do without the continuing support of the Walton on Thames Charity which has, in previous years, provided funding for our activities and continues to support us by providing office accommodation, office services, advice and expertise as we continue to grow and develop.

In line with other charities that provide services for people with learning disabilities ECL makes a modest charge for people to attend activities, which has generated £21.3k in the year 2019 - 2020.

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Report of the Trustees/Directors cont'd

Financial Review cont'd

Investment Policy

Aside from retaining a prudent amount in reserves each year most of the charity's funds are to be spent in the short term so there are no funds for long term investment. Surplus funds are held on deposit.

Reserves Policy

The Trustee Board has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds held by the charity should be equal to at least six months of annual expenditure. Budgeted expenditure for 2020 - 2021 is c.£92,000 and, therefore, the target is £46,000. The present level of reserves of some £77,500 is above the target level. The Trustees believe this is a prudent level of reserves in the short-term as the 2019 Big Lottery Funding grant tapers over the 5-year award period and so our ability to diversify income will be tested over the next two years.

Future plans

The 2019 grant from the Big Lottery is assigned to cover a portion of our core costs over the 5-year period. ECL's Trustees and Management will be focused on diversifying our funding base and keeping a close eye on costs. We are by no means complacent regarding the challenge presented to diversify our funding base. A major challenge over the next period is to attract new members, particularly into the younger cohort.

Our plan for 2020 - 2021 is to continue to:

- consolidate our services to members building on the growth in the number of activities we deliver
- publicise our services more widely within the local community to attract new members
- evaluate the success and benefits of our activities with a view to improving services
- ensure ongoing volunteer training and development
- work in partnerships in an attempt to place high functioning younger adults into work placements

We will also continue to develop new partnerships with local organisations that not only leverage our combined resources but also deliver an exciting proposition to our members.

Structure, governance and management

Governing document

The organisation is a charitable company limited by guarantee, incorporated and registered as a charity on 22nd March 1994.

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Report of the Trustees/Directors cont'd

Structure, governance and management cont'd

Recruitment and appointment of Trustees

The Trustees have appointed a sub committee to make recommendations to the Board on suitable policies that should be adopted to ensure the Trustee Board has adequate representation. The sub committee identifies any need to recruit Trustees with different competences and backgrounds, both personal and professional, who can bring fresh perspectives on the way in which the charity is governed. One new Trustee was appointed during the year who, as a parent carer, brings a vital, new perspective to the Board.

Organisational structure

A Trustee Board governs ECL. Trustees come from a range of relevant backgrounds (counselling, law, parent carer, running services for people with learning disabilities and volunteering), with key specific skills - marketing, fundraising and business development/organisational change - all represented on the board.

The Board is responsible for setting the strategic direction of the organisation and the policy of the charity. The Trustees carry the ultimate responsibility for the conduct of ECL and for ensuring that the charity satisfies its legal and contractual obligations. Trustees meet as a minimum quarterly and delegate the day-to-day operation of the organisation to staff. The Trustee Board is independent from management.

Risk Management

Significant risks to the charity are considered as part of the Trustee Board's annual review of policies. ECL has the following policies:

- Child Protection
- Equal Opportunities
- Health & Safety Policy
- Health and Safety for the kitchen
- Vulnerable Adults
- Feedback and complaints policy
- Environmental and Sustainability Policy

In addition, the Charity Coordinator, Pier Markham, holds and updates specific Risk Assessments for each of the different ECL activities and there are Fire Evacuation Plans for all venues used by the charity. The charity maintains a formal Risk Register. As a result of the Coronavirus outbreak, the Board has undertaken ongoing risk assessments to guide all decisions relating to its programme.

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Report of the Trustees/Directors cont'd

Structure, governance and management cont'd

Induction and training of new trustees

Newly appointed Trustees are provided with a comprehensive induction to ECL through the provision of training and mentoring by established Trustees.

Related parties

In so far as it is complimentary to the charity's objects, the charity is guided by both local and national policy. *Valuing People*, a White Paper (2001), was the first review of Learning Disability services for 30 years and remains the blueprint for change for English local authorities and NHS agencies. *Valuing People* emphasised the need for new opportunities for people with learning disabilities to live more independent lives in the community. The charity continues to participate in the local network of Valuing People groups.

The charity also co-operates and liaises with a number of other local charities, sports clubs, local businesses and social services departments on behalf of clients.

Trustees/Directors

The Trustees/Directors during the year were:-

M Christie (Chair)
T Collins
J Smith
D Bellchamber
A Ledgard
D Middleton (Treasurer)
L Wilks (Appointed 6th April 2020)

Trustees' responsibilities in relation to the financial statements

Company law requires the charity trustees to prepare financial statements for each 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, for that period. In preparing the financial statements, the trustees are required to:

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Report of the Trustees/Directors cont'd

Trustees' responsibilities in relation to the financial statements cont'd

- 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 business.

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

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Statement as to disclosure to our independent examiner

In so far as the trustees are aware at the time of approving our trustees' annual report:

- there is no relevant information, being information needed by the independent examiner in connection with preparing their report, of which the independent examiner is unaware, and
- the trustees, having made enquiries of fellow directors and the independent examiner that they ought to have individually taken, have each taken all steps that he/she is obliged to take as a director in order to make themselves aware of any relevant information and to establish that the independent examiner is aware of that information.

By order of the board of trustees



Martin Ralph Christie (Chair)
31 December 2021

Elmbridge Community Link

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Statement of Financial Activities for the year ended 31st March 2021

	<u>Notes</u>	<u>Restricted</u>	<u>Unrestricted</u>	<u>YTD Total</u>	<u>Prior Year Total</u>
Incoming Resources					
Fundraising and Donations		22,188	25,182	47,370	79,817
Interest Received		-	37	37	117
Gift Aid		-	513	513	693
Total Incoming Resources		<u>£22,188</u>	<u>£25,732</u>	<u>£47,920</u>	<u>£80,627</u>
Resources Expended					
Wages & Payroll		22,108	16,266	38,374	43,355
Temporary Staff		80	1,225	1,305	13,820
Workshop Costs		-	88	88	3,250
Rent & Hall Hire		-	3,228	3,228	11,233
Marketing		-	-	-	130
Training		-	24	24	265
Printing & Stationery		-	696	696	645
IT & Communications		-	755	755	752
Insurance		-	689	689	871
Volunteer Expenses		-	-	-	93
Sundry Expenses		-	96	96	332
Bank Charges		-	69	69	60
Total Resources Expended		<u>£22,188</u>	<u>23,136</u>	<u>45,324</u>	<u>£74,806</u>
Net Incoming/(Outgoing) Resources		-	2,596	2,596	5,821
Net Movement in Funds		<u>-</u>	<u>£2,596</u>	<u>£2,596</u>	<u>£5,821</u>
Total Funds Brought Forward		-	77,457	77,457	71,636
Total Funds Carried Forward		<u>-</u>	<u>£80,053</u>	<u>£80,053</u>	<u>£77,457</u>

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Company No. 2913280

Balance Sheet at 31st March 2021

	<u>Notes</u>	<u>31/03/21</u>	<u>31/03/20</u>
Tangible Fixed Assets		-	-
Current Assets			
Debtors & prepayments		3,258	2,392
Cash at bank & in hand		93,050	85,078
Total Current Assets		<u>96,308</u>	<u>87,470</u>
Creditors: Amounts Falling Due Within One Year	3	(16,255)	(10,013)
Net Current Assets		<u>80,053</u>	<u>77,457</u>
Net Assets		<u>£80,053</u>	<u>£77,457</u>
Funds			
General funds		80,053	77,457
Restricted funds		-	-
Total Funds	5	<u>£80,053</u>	<u>£77,457</u>

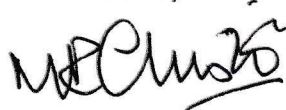
For the year ending 31st March 2021, the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions and delivered in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the Board of Trustees on 31 December 21 and signed on its behalf by



Martin Ralph Christie
Chairman

Elmbridge Community Link

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Statement of Cash Flows for the year ended 31st March 2021

	<u>31/03/21</u>	<u>31/03/20</u>
Opening balance	85,078	78,595
Closing balance	93,050	85,078
Cash inflow/(outflow)	<u>£7,972</u>	<u>£6,483</u>
 Operating profit/(loss)	 2,596	 5,821
Debtors & prepayments	(866)	1,967
Creditors	6,242	(1,305)
 Cash inflow/(outflow)	 <u>£7,972</u>	 <u>£6,483</u>

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Notes to the Financial Statements for the year ended 31st March 2021

1 Accounting Policies

(a) Basis of Accounting

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 FRS102 (effective January 2015) and the Companies Act 2006.

(b) Depreciation

Depreciation is provided using the following rates and bases to reduce by annual installments the cost of the tangible assets over their estimated useful lives:

Computer equipment	33% straight line
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(c) Taxation

As a Registered Charity the company is exempt from taxation.

2 Restricted Funds

Restricted funds represent amounts received from donors who have specified the use of those funds as a condition for making the donation.

	Deferred Income b/f	Incoming Resources	Outgoing Resources	Deferred Income c/f
Big Lottery Fund	2,500	25,000	22,108	5,392
Elmbridge Borough Council	804		210	594
RC Sheriff Trust	2,083	2,000	80	4,003
Surrey CC Members' Allocation		1,000		1,000
	<u>£5,387</u>	<u>£28,000</u>	<u>£22,398</u>	<u>£10,989</u>

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Notes to the Financial Statements for the year ended 31st March 2021 cont'd

3 Creditors: Amounts Falling Due Within One Year

	<u>2021</u>	<u>2020</u>
Corporation Tax	-	-
Other Taxation	(694)	-
Creditors	(4,572)	(4,626)
Deferred Income:		
Grants	(10,989)	(5,387)
Donations	-	-
	<u>(£16,255)</u>	<u>(£10,013)</u>

4 Called Up Capital

The company is limited by guarantee and does not have a share capital. All the members are guarantors to an amount not exceeding £1 per guarantor.

5 Reconciliation Of Movement Of Accumulated Funds

	<u>2021</u>	<u>2020</u>
Net movement in funds for the year	2,596	5,821
Total funds brought forward	77,457	71,636
Total funds carried forward	<u>£80,053</u>	<u>£77,457</u>

Paddy Ford
Financial Adviser, CIMA

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e-mail: paddy.ford@uwclub.net Mobile: 0779 657 0018

Elmbridge Community Link
2 Quintet Buildings
Churchfield Road
Walton on Thames
KT12 2TZ.

24th December, 2021

Elmbridge Community Link

Accounts for the year 1st April 2020 to 31st March 2021

Inspection in accordance with current Charity Commission requirements

My examination was carried out in accordance with the general Directions given by the Charity Commission.

I confirm that I have examined and checked a selection of the records for the Charity over the period referred to above, in conjunction with the Annual Summary and Balance Sheet.

I have found no matters of concern and consider these Accounts to be a true and fair summary of the transactions which have taken place over the year.

On this occasion and because of Covid 19 restrictions, the inspection was undertaken via e-mail.



Paddy Ford