

Company Number: 3029312

**SCOPE IN COLCHESTER AND TENDRING**

(a company limited by guarantee)

Registered Charity Number: 1051946

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2024**



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**Year ended 5 April 2024**

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**SCOPE IN COLCHESTER AND TENDRING**

(a company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company Number** 3029312

**Registered Charity Number** 1051946

**Registered Office**

Castlegate Centre  
George Street  
Colchester  
Essex CO1 1TS

**Trustees**

Mr M G Baker (Treasurer)  
Mrs H Bohr  
Mr A Rogers  
Rev W R Sawtell (deceased November 2024)

**Company Secretary**

Mr M G Baker

**Reporting Accountant**

Xeinadin Colchester  
2 Beacon End Courtyard  
London Road  
Stanway  
Colchester  
Essex CO3 0NU

**Bankers**

The Co-operative Bank plc  
Albert Hall Buildings  
High Street  
Colchester  
Essex CO1 1JW

## **REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2024**

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 year ended 5 April 2024. 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 2019).

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

#### **Governing document**

Scope in Colchester and Tendring Limited, is a company limited by guarantee governed by its Memorandum and Articles of Association dated 6<sup>th</sup> March 1995, as defined by the Companies Act 2006. It registered as a charity with the Charities' Commission on 12 January 1996. Membership of the charity is by invitation.

#### **Recruitment and appointment of trustees**

The board of trustees is co-opted, in such a way as to ensure a wide range of different professional backgrounds.

#### **Induction and training of new trustees**

New trustees undergo a period of training to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the decision-making process, the business plan and recent financial performance of the charity.

#### **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.

### **OBJECTIVES AND ACTIVITIES**

#### **Objectives and aims**

The main objective of the charity is to support and help people with cerebral palsy, or similar disability, and their carers.

#### **Principal Activities**

Its main activity is the running of the Castlegate Centre. The Centre also serves as a venue for other activities organised for the benefit of people with disability and their carers.

#### **The Castlegate Centre**

This day-centre exists to serve the needs of people who, through their disability and situation, are in need of support, training and occupation that will improve their quality of life. The programmes that are pursued in the centre include living skills and personal health and beauty as well as more general educational subjects which are mainly craft, music or computer based. These programmes are adapted to each individual's need-profiles and the outcomes are that the individual client is better adapted to the social context in which they may be living. An important by-product of the centre's activities is the social interaction between clients as well as workers, creating a valuable alternative to isolation, especially for those living independently.

### **ACHIEVEMENT AND PERFORMANCE**

Throughout the year the Centre has continued to provide an uninterrupted service to its users. There has been a great sense of community, friendship and fun and activities are tailored to the needs assessments and preferences of the users. The Centre works closely with Essex County Council who are highly supportive of the service that the Centre provides. The Centre Manager also works with users in their dealings with social services to ensure that they receive appropriate financial support. Clients are free to decide whether they attend the Centre and the fact that most are long term attendees and have formed strong relationships and friendships is evidence of the Centre's success and is a tribute to the dedication of the staff.

The trustees are satisfied that the charity has adequate resources to continue in operational existence for the foreseeable future.

## **FINANCIAL REVIEW**

### **Reserves policy**

The management committee have established a policy whereby the funds not otherwise committed or invested in tangible assets held by the charity should be between 6 to 12 months of the resources expended on its core operation (the Castlegate Centre), which equates to between £50,000 and £95,000 in general funds. There is also a need to conserve depreciation capital to offset wear and tear to the building.

### **Funding**

Funding comes primarily from supporters of those who attend the centre and those who attend the centre who are on independent supported living. The largest contributor in this way is Essex County Social Services who sponsor those they refer to the Centre.

### **Public benefit**

In setting out the charity's objectives the management committee has given careful consideration to the charity commission's general guidance on public benefit. In doing so, the charity has complied with its duties in this area as set out in section 17 of the Charities Act 2011.

## **RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

The trustees (who are also the directors of Scope in Colchester and Tendring 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.

### **Members of the management committee**

Members of the management committee, who are directors for the purpose of company law and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 2.

Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the company in the event of winding up. The total number of such guarantees at 5 April 2024 was 8.

## **REPORTING ACCOUNTANT**

Katherine Richardson FCA CTA of Xeinadin Colchester, Accountants was appointed as the charitable company's independent examiner on 1 November 2006. The trustees intend to ask her to undertake the independent examination next year.

Approved by the management committee on the 13th day of December 2024  
and signed on its behalf by:

*M. G. Baker*

M G Baker  
Company Secretary

**Independent examiner's report to the trustees of SCOPE in Colchester and Tendring ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 5 April 2024.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



K A Richardson FCA CTA

Passmore Weeks and Richardson  
A Xeinafin Company  
2 Beacon End Courtyard  
London Road, Stanway  
Colchester  
Essex  
CO3 0NU

Date 13 December 2024

**SCOPE IN COLCHESTER AND TENDRING**

(a company limited by guarantee)

**Statement of Financial Activities (including Income and Expenditure Account)  
for the year ended 5 April 2024**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £	Total Funds 2023 £
<b>Incoming Resources</b>					
Donations	2	480		480	500
Activities to further the charity's objects: Grants and contracts for provision of facilities for training and welfare	3	139,737		139,737	121,516
Interest receivable		113		113	50
<b>Total incoming resources</b>		<u>140,330</u>	-	<u>140,330</u>	<u>122,066</u>
<b>Resources expended</b>					
<i>Charitable expenditure</i>					
Core Centre Services		128,478		128,478	128,766
Administration		2,820		2,820	3,322
<b>Total resources expended</b>	4	<u>131,298</u>	-	<u>131,298</u>	<u>132,088</u>
<b>Net incoming resources (deficit)</b>		9,032	-	9,032	(10,022)
Transfers between funds				-	-
<b>Net movement in funds</b>		9,032		9,032	(10,022)
<b>Total funds at 6 April 2023</b>		108,383		108,383	118,405
<b>Total funds at 5 April 2024</b>	13	<u>117,415</u>	-	<u>117,415</u>	<u>108,383</u>

**SCOPE IN COLCHESTER AND TENDRING**  
(a company limited by guarantee)

**Balance Sheet**  
**as at 5 April 2024**

	Notes	2024		2023	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	8		75,543		75,910
Investments	9		10,000		10,000
			<u>85,543</u>		<u>85,910</u>
<b>Current assets</b>					
Debtors	10	16,512		16,038	
Cash at bank and in hand		19,425		13,383	
		<u>35,937</u>		<u>29,421</u>	
Less: Creditors - amounts falling due within one year	11	4,065		6,948	
<b>Net Current Assets</b>			<u>31,872</u>		<u>22,473</u>
<b>Total Assets less Current Liabilities</b>			<u>117,415</u>		<u>108,383</u>
<b>Net Assets</b>			<u>117,415</u>		<u>108,383</u>
<b>Funds</b>					
Unrestricted	12		117,415		108,383
Restricted	12		-		
<b>Total Funds</b>			<u>117,415</u>		<u>108,383</u>

The notes on pages 9 to 13 form part of these accounts



**SCOPE IN COLCHESTER AND TENDRING**

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**Balance Sheet (continued)**

**as at 5 April 2024**

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 5 April 2024.

The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 5 April 2024 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the 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 statement, so far as applicable to the charitable company.

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 by the Board of Trustees on 13 December 2024 and were signed on its behalf by:



M G Baker  
Director

The notes on pages 9 to 13 form part of these accounts

**SCOPE IN COLCHESTER AND TENDRING**  
(a company limited by guarantee)

**Notes forming part of the financial statements  
for the year ended 5 April 2024**

**1 General information**

Scope in Colchester and Tendring is a private company limited by guarantee, without share capital, registered in England and Wales. The registered number and registered office can be found on the legal and administrative page.

**2 Accounting Policies**

- (a) 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.
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- (d) Incoming resources from investments is included when receivable.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (f) Resources expended are allocated to the particular activity where the cost relates directly to that activity. The costs of overall administration are not sufficiently material to warrant apportionment to each activity.
- (g) Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

The freehold property is not depreciated as the trustees consider that the true value of the property exceeds the purchase price paid.

Capital expenditure on improvements to freehold property	4% on cost
Furniture and fittings	15% reducing balance
Equipment	25% reducing balance

- (h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- (j) Financial instruments are classified and accounted for according to the substance of the contractual arrangement, as either financial assets or financial liabilities:
  - short term debtors (financial assets) are measured at transaction price.
  - short term creditors (financial liabilities) are measured at transaction price.

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.

- (k) The charity has adequate resources to continue in operational existence for the foreseeable future and therefore the financial statements have been prepared on an ongoing basis.

**SCOPE IN COLCHESTER AND TENDRING**  
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**Notes to the Financial Statements for the year ended 5 April 2024**

**1.3 Significant judgements and estimates**

The significant judgments and estimates involved in the preparation of the financial statements include assessing the depreciation rates applicable to tangible fixed assets. Further details regarding these points are included within the accounting policies.

**2. Donations**

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
General donations	480		480	500
	480	-	480	500

**3. Incoming resources from activities to further the charity's objectives**

	Unrestricted £	Restricted £	2024 Total £	2023 Total £
<b>Core work of the Castlegate Centre</b>				
Essex County Council (LSC)	84,551		84,551	70,215
Penderels Trust	19,734		19,734	22,595
Independent Living	21,422		21,422	14,820
Income from Clients	14,030		14,030	13,886
	139,737	-	139,737	121,516

## Notes to the Financial Statements for the year ended 5 April 2024

## 4. Total resources expended

	Castlegate Centre	Administration	2024 Total	2023 Total
	£	£	£	£
Staff costs	91,387		91,387	88,237
Pensions	1,919		1,919	1,538
Training	954	-	954	396
Activities craft supplies/Christmas	18,382	-	18,382	21,942
Premises costs	8,364	-	8,364	7,204
Insurance	3,962	-	3,962	3,702
Telephone/IT	1,408	-	1,408	1,314
Professional fees	850		850	967
Independent examiner's fee		2,820	2,820	3,322
Travel	483		483	-
Miscellaneous	402	-	402	1,102
Depreciation	367	-	367	2,364
	<u>128,478</u>	<u>2,820</u>	<u>131,298</u>	<u>132,088</u>

No trustee, or person related or connected by business to them, has received any remuneration or reimbursement of expenses from Scope in Colchester and Tendring during the year.

## 5. Net incoming resources for the year

This is stated after charging:

		2024 £	2023 £
Depreciation	Current year	367	2,364
		<u>367</u>	<u>2,364</u>

## 6. Taxation

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

## 7. Staff costs

Staff costs in the year are analysed as follows:

	2024 £	2023 £
Wages and salaries	91,270	88,237
National Insurance	117	-
	<u>91,387</u>	<u>88,237</u>

The average number of employees in the year was 11 (2023: 11).

There were no "higher paid" employees during the year.

**Notes to the Financial Statements  
for the year ended 5 April 2024**

**8. Tangible Assets**

	Freehold Property £	Freehold Improvements £	Furniture and Fittings £	Equipment £	Total £
<b>Cost</b>					
At 6 April 2023	74,300	69,476	14,480	37,144	195,400
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
<b>At 5 April 2024</b>	<b>74,300</b>	<b>69,476</b>	<b>14,480</b>	<b>37,144</b>	<b>195,400</b>
<b>Depreciation</b>					
At 6 April 2023	-	69,476	13,399	36,615	119,490
Charged in the period	-	-	191	176	367
Disposals	-	-	-	-	-
<b>At 5 April 2024</b>	<b>-</b>	<b>69,476</b>	<b>13,590</b>	<b>36,791</b>	<b>119,857</b>
<b>Net book value</b>					
<b>At 5 April 2024</b>	<b>74,300</b>	<b>-</b>	<b>890</b>	<b>353</b>	<b>75,543</b>
At 5 April 2023	74,300	-	1,081	529	75,910

**9. Investment**

The investment consists of £10,000 National Savings and Investment Income Bonds, the rate of interest on which is variable. The Income Bonds are redeemable at par by giving six week's notice.

**10. Debtors**

	2024 £	2023 £
Prepayments and accrued interest	1,344	1,275
Other debtors	15,168	14,763
	<b>16,512</b>	<b>16,038</b>

**SCOPE IN COLCHESTER AND TENDRING**  
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**Notes forming part of the financial statements  
for the year ended 5 April 2024**

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

	<b>2024</b>	<b>2023</b>
	<b>£</b>	<b>£</b>
Creditors	1,065	888
Accruals	3,000	6,060
	<u>4,065</u>	<u>6,948</u>

**12. Analysis of net assets between funds**

	<b>General Fund £</b>	<b>Restricted Fund £</b>	<b>Total £</b>
Tangible fixed assets	85,543	-	85,543
Net current assets	31,872	-	31,872
	<u>117,415</u>	<u>-</u>	<u>117,415</u>

**13. Statement of movements of funds**

	<b>Unrestricted Fund £</b>	<b>Restricted Funds Core Fund £</b>	<b>Total £</b>
At 6 April 2023	108,383		108,383
Surplus/(Deficit) for the year	9,032		9,032
Transfers between funds		-	-
<b>At 5 April 2024</b>	<u>117,415</u>	<u>-</u>	<u>117,415</u>

**14. Related parties**

The charity is controlled by the board of trustees.

There have been no related party transactions during the year that require disclosure in the accounts.