

Charity number: 1051947
Registered number: 03143819

SCOTTS PROJECT TRUST

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2021**

SCOTTS PROJECT TRUST
(A company limited by guarantee)

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LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2021

Life President	Jill Scott
Trustees	Tom Hoppe, Chairman Nicholas Ward Derek McMenamin Susan Bourne Martin Miles Richard Tapsfield Andrew Blevins Raj Bhambher (resigned 19 June 2021) Peter Bibb (appointed 15 May 2020) Auxilia Muganiwah (appointed 15 May 2020) Mick Pavey (appointed 25 September 2020)
Company registered number	03143819
Charity registered number	1051947
Registered office	Scotts Office Delarue Close Tonbridge TN11 9NN
Company secretary	Nicholas Ward
Website/email address	www.scottspjroject.org.uk / info@scottspjrojecttrust.org.uk
Independent auditors	Lindeyer Francis Ferguson Limited Statutory Auditors North House, 198 High Street Tonbridge TN9 1BE
Bankers	Handelsbanken First Floor, 50-52 London Road Bligh's Meadow Sevenoaks TN13 1AS
Solicitors	Thomson Snell & Passmore LLP 3 Lonsdale Gardens Tunbridge Wells TN1 1NX

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Senior management team

Mark Allen – Chief Executive Officer
Graham Funnell – Registered Manager (St Peter's Row and Supported Living Service)
Clare Whymark – Manager, Day Service Skills and Activities
Helen Cross – Finance and Operations Manager (job share with Graham Reid from 2 January 2020 until 2 October 2020)

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

The trustees (who are also directors of the charity for the purposes of the Companies Act 2006) present their annual report together with the audited financial statements of Scotts Project Trust (the Trust) for the year ended 31 March 2021. The trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the Trust's governing document and the provisions of "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) (Charities SORP (FRS 102)). The legal and administrative information on pages 1 and 2 of this document forms part of this report.

Objectives and Activities

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

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

- (1)
 - (a) To establish and operate a home or homes to provide either temporary or permanent residence or residences in England for persons with a learning disability;
 - (b) To establish and operate shared or individual, permanent or temporary, independent living accommodation in England for persons with a learning disability;
 - (c) To establish and operate a domiciliary care and support service in England for persons with a learning disability in their own homes or in accommodation provided by others;
 - (d) To establish and operate a respite care and support service and support in England for persons with a learning disability who are generally cared for and supported by their family or other carers;
 - (e) To establish and operate day services in England for persons with a learning disability including without limitation services promoting and supporting their wellbeing, goals and aspirations, recreation or other leisure time occupation, life and work skills, education, independence, social interactions and general personal development;

and to make provision for the maintenance, care and support of such persons and their medical and nursing needs (whether with or without associated or ancillary services to their families, dependents and carers) and for their travel to and from the charity's premises or elsewhere for social, recreational or leisure purposes.

- (2) To provide training, advice, support, co-operation and other assistance in England in any way connected with or calculated to benefit persons with a learning disability.

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

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

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

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

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

Services and Activities

We run three closely linked services:

St Peter's Row is home to fourteen adults, with one room currently kept vacant for the purposes of providing isolation space owing to Covid-19. Although it is registered and managed as a single residential care home, it comprises a terrace of three houses which are distinct households, each with its own character and a daily routine planned by residents and staff. The houses have their own kitchens and sitting rooms and every resident has their own bedroom, which is their private space. The attractive shared patio and garden is used by everyone.

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

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



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Residents enjoying Summer fun in the gardens of SPR in their Covid-secure bubble.



Butterfly spotting with SPR residents in their Covid-secure bubble

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'I am writing because, as the online sessions have been such a huge success and clearly been a very positive aspect, it did occur to me that it would be a really great thing if the Zoom sessions could continue even after the return to the Day Centre'.

Parent of service user

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

Our recently renovated and expanded on-site **Day Service** is a hub for learning and socialising. In normal times, around 70 people attend the centre and around 275 places are taken each week on the sessions, learning how to do everything from managing their laundry to safely accessing the internet; skills which help them to live as independently as possible. The sessions run each weekday between 9:45am and 4pm with gardening, dance and drama and journalism among the most popular. We aim to provide an excellent, personalised service. The focus is on gaining confidence as well as essential life skills, and our lively drama and dance classes are a distinctive part of what makes Scotts so special. During the Covid-19 pandemic, sessions have been provided online via Zoom (see below.)

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

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

Parent of service user

Covid-19 Changes to Day Service provision

Following Government guidelines, our Day Service closed its doors towards the end of March 2020, and new live sessions, hosted on Zoom, were created. In addition, to continue provision of the service, further online content, printed packs and telephone calls were initiated and continued until the physical site was reopened in September 2020. A second period of closure commenced at the start of December 2020, and continued for the remainder of the financial year. Again, we provided Zoom sessions, along with online content, printed packs and kept in touch with our service users through telephone calls.

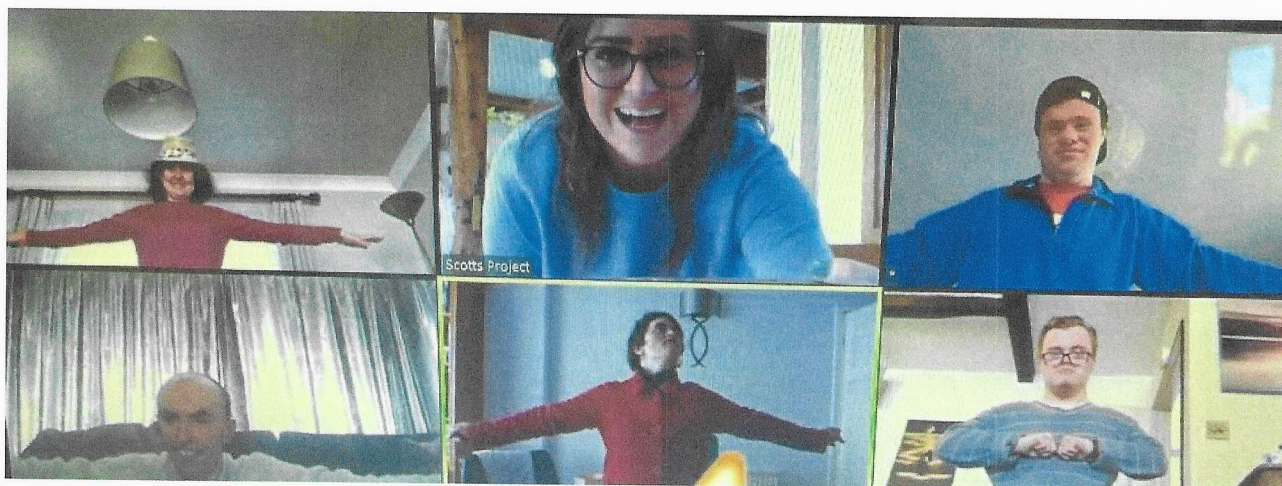
'Just to say thank you all so much for organising these Zoom sessions. Student* is really enjoying them and from the excitement I can hear when he is on there, so is everybody else!'

Parent of service user *name protected.

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*Day service sessions were provided via Zoom throughout on-site closures.
Many of our residents attended these sessions.*

Feedback for the Zoom sessions: 'They are a lifeline for them in these difficult times - as we all know, contact with our friends is so important'.

'Seeing all our friends and staff make us happy. Singing and sharing our news is great. Laughing and playing games and just having fun.'

Providing Public Benefit

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

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

Staff

The staff at Scotts are key to the homely and caring ethos of the Trust, and this year more than any other, the work of many of them has been extraordinary. Some have returned to Scotts having previously left, some have worked very long hours at short notice to cover unexpected issues, and some have travelled long distances at unsocial hours when a need has been there. The trustees would like to thank them all for their dedication and the difference they make to everyone who uses the Trust's services. Our high-quality service is made possible by their hard work and commitment. The Trust regularly reviews the training and development needs of staff beyond statutory and regulatory requirements.

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Volunteers

Scotts is fortunate to benefit from the support of our volunteers, and once again the trustees are grateful for the time and energy they offer. In the Day Services, volunteers support clubs and activities, teaching sessions and special events, as well as administration. In addition, pupils from Tonbridge Grammar School and Tonbridge School continue to provide invaluable help to our students.

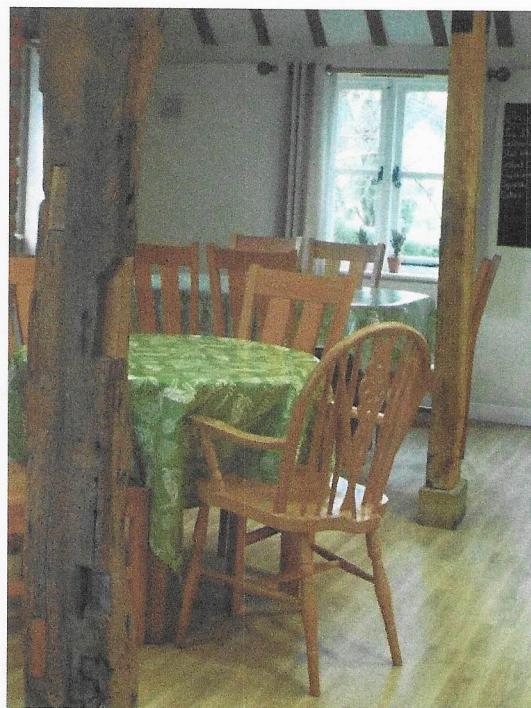
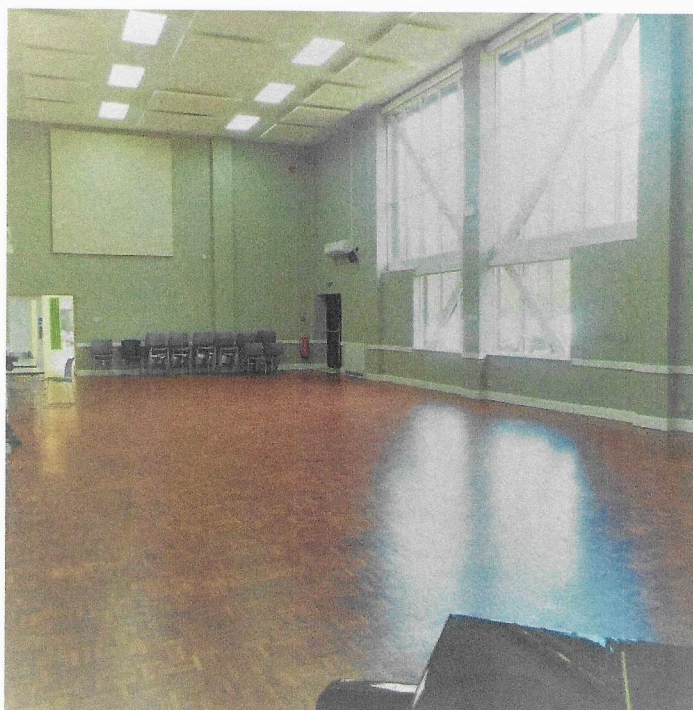
Fundraising

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

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

Development Centre appeal ('DC2020')

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



Interior of the newly refurbished Hall and Barn. An online booklet detailing the work with pictures can be found at this website address:

www.scottspjroject.org.uk/images/DC2020_booklet_Digital.pdf

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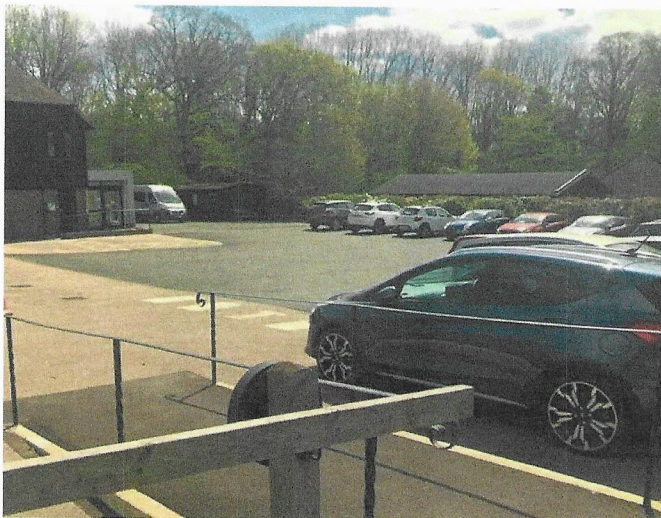
Our major project for the last five years was focused on the Scotts Day Service. This facility provides fun, fulfilment, confidence and the development of life skills.

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

The DC2020 initiative was a £750,000 Appeal to underpin the recently completed £820,000 refurbishment and enhancement of the Day Service. Thanks to some exceptionally generous people, companies, charitable trusts and foundations we received pledges and donations that covered the full amount of the appeal. The trustees would like to record their immense gratitude to all who made this project possible.

DC2020 Project – final work

- The last phase of the DC2020 project was completed this year. These elements were to upgrade the environment surrounding the Hall, and included:
 - covered seating for break times and teaching, a recreational games area, and a sensory space
 - new sheds for storage and archive space
 - car park work that improved safety and convenience, installed new lighting, and resurfacing of the lower part of the car park and landscaping.



Pictures show work on the Hall garden, the siting of the shed and car park resurfacing.

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Pictures on this page show the covered seating area for break times and teaching, a recreational games area, and a sensory space.

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Community Fundraising and Marketing

The worldwide pandemic, Covid-19, affected our normal community and fundraising efforts. We kept in touch with our supporters and received kind donations throughout the year, both restricted and unrestricted.

We used the time we would have invested in events to work on the marketing material to support future fundraising.

Working with the community

Design Volunteers Project - volunteer graphic designer

The Design Volunteers Project is a chance for small charities and not-for-profit organisations to use the expertise and skills of a university graphic design student for over half the academic year. All volunteers are graded on a report that they write at the end of the year about their professional practice and their work experience.

Previously, we worked with the University of Kent on the refreshing of our logo, and launch of the new look website.

During the last year, we worked with another student graphic design volunteer, Luke, to produce three new service leaflets and a fundraising booklet. These can be found on our website, and the trustees would like to thank the University of Kent for their support, and Luke in particular for his hard work and high quality output.

'Thank you so much for these opportunities, it has been a joy to work with you, especially knowing what a great cause Scotts is. My thanks and best wishes to you and everyone else with Scotts.'

Luke, Graphic Design Volunteer Student

DC2020 project update

A booklet was produced to summarise the completed appeal to refurbish and enhance our Day Service facilities. This was sent out to donors and can be found on our website. A link can be found on page 9.

Scotts Marketing Plan to support future fundraising efforts

A marketing plan was developed, and will focus on community work that will support fundraising for the smaller projects we anticipate will be required this year and next.

Community donations in 2020/21



Local Co-Op customers kindly chose to support Scotts again this year providing SPR with new furniture. *Left - SPR resident, Polly, enjoying one of the new sofas purchased with the Co-Op funds.*

The Tonbridge Rotary Club generously donated £1,000 towards our stage lighting.

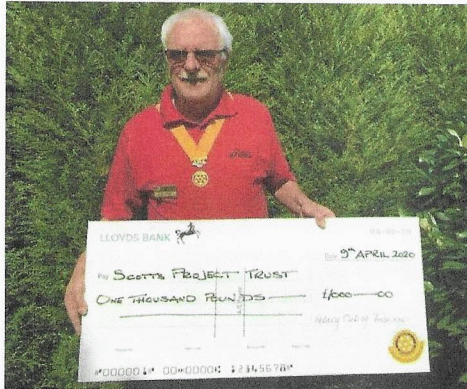
Waitrose donated £333 from their green coin scheme, selecting Scotts without the usual customer vote owing to Covid-19.

Our community Light the Candle event was held via Zoom this year with a small number of supporters. Local Churches, such as St Lawrence

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Church in Seal, and St Mary, Kippington made generous donations to Scotts.



Fundraising platforms raised just under £4,000, with JustGiving £3,000 and CAF £900.

Local legacy

The second tranche of a legacy was received, for which we are most grateful. The amount was £95,000.

Left - Vice President of the Tonbridge Rotary Club, Barry Ednie, holding a large cheque for Scotts. A welcome boost as we entered the pandemic.

Database

It was agreed to investigate a new database this year and research is underway by Denise Tucker, our Manager for Community Engagement, Marketing and PR, and a volunteer Trustee, Peter Bibb. They are looking into a CMS system for Scotts to enable all contact data to be recorded.

Website

Our Founder

Jill Scott kindly provided many historic cuttings and pictures to exhibit at the 30th anniversary event planned for June 2020, which later it became necessary to postpone. Using the material provided by our founder, we scanned material and produced an online exhibition, showing the beginnings of Scotts 30 years ago. The 30th anniversary event will be re-arranged when safe to do so.

The historic material can be found at this web address:

<https://www.scottsproject.org.uk/about-us/organisation/trustees/jill-scott-mbe-our-founder>

Online calendar of Zoom sessions

In response to the restrictions and the necessary closing of our Day Services, we produced an online calendar to provide information about our weekly Zoom sessions with the relevant material attached to enjoy the activity.

Staff – Fundraising, PR and Marketing

A new structure was formalised and the following appointed:

- Denise Tucker, as our Manager for Community Engagement, Marketing and PR
- Caroline Hollobon, as our Marketing and Fundraising Administrator

Denise has worked for Scotts in a community fundraising capacity for nearly 10 years and Caroline is new to Scotts.

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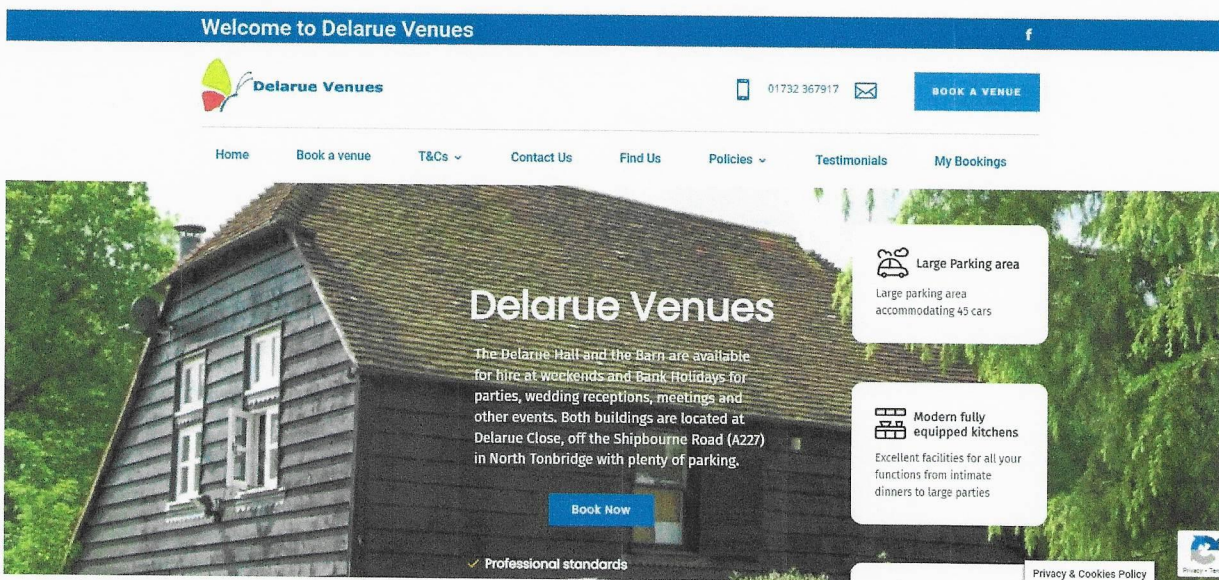
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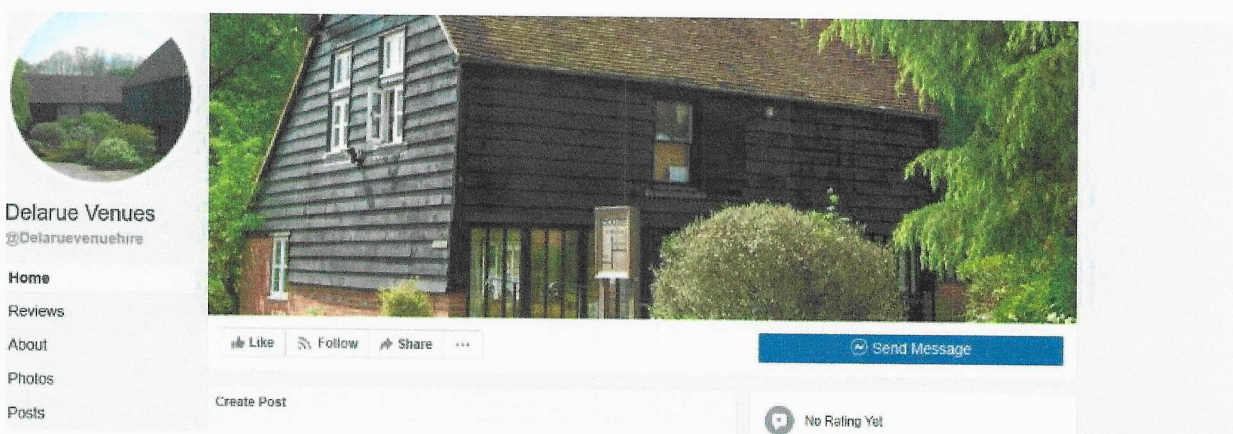
Scotts venue hire for the community and raising funds for Scotts

Once Covid-19 has retreated, we will once again raise funds with the hire of our venues during evenings and weekends, when not required for our own services, for events such as birthday parties, anniversaries and wedding receptions.

Last year, for the hire of our venues, primarily to the local community, much work went into the creation of an online booking system for the hire of our community venues, and this is now live. We have been supported in this process by two trustees - an expert volunteer programmer and a former lawyer. The venue hire website will be promoted after Covid-19.



A venue hire Facebook page supports our community fundraising efforts. The Facebook page can be found at [Facebook.com/delaruevenuehire](https://www.facebook.com/delaruevenuehire). The venue hire website may be found at www.delaruevenues.com.



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Achievements and Performance in 2020-21

COVID-19

General comments

Covid-19 has had a material impact at Scotts, as might be expected. The unprecedented pandemic was a major threat to the people for whom we care, our staff and the wider community. It is with great thankfulness that the trustees can report no cases were experienced amongst our service users at any time.

The very few cases that occurred within the staff group were contained quickly, and no staff had to attend hospital, or died, as a result of their infection.

Planning for a potential outbreak commenced in late January 2020, with a full plan and communication schedule in place by mid-February. All service users, their families, funding authorities and other stakeholders were written to, and the plan shared with staff. Stocks of PPE were ordered, and training provided for their use. As at the time of the first lockdown, at the end of March, PPE stocks were already in very good shape.

A range of measures were introduced as the seriousness of the situation unfolded, including taking temperatures for all staff before they started a shift, monitoring the temperatures and general health of all service users twice per day, asking non-care staff to work remotely in accordance with long established continuity plans, and closing the Day Service to external service users. As noted above, provision for those service users was switched to online meetings and content plus some physical packs and telephone calls for those unable to join online. Whilst the Day Service was open, external service users and the residents of St Peter's Row had their own dedicated spaces and staff – with external service users in the Hall, and St Peter's Row residents in the Barn. Adjustments were made to overtime rates and the bank panel to ensure external, agency staff did not need to be used until such time as they were both fully vaccinated, and able to work exclusively for Scotts.

Measures escalated through the year, as testing was rolled out and then the vaccination programme began. By the end of January 2021, all the service users at both St Peter's Row and Oaks and Willows had received the first dose of a vaccine. Although sourcing PPE was a struggle at times, and the prices paid for some items were much higher than usual, PPE stocks were strong throughout 2020/21 and remain strong at the time of writing.

All service users received their second vaccination doses on Sunday, April 18th 2021 and 95% of staff have been fully vaccinated too.

The trustees would like to record their admiration for how well our service users coped with the challenges of the pandemic, particularly the disruption to the normality of their friendships and daily routines. They were an inspiration to us all.

Financial impact

The Finance and General Purposes committee oversaw the financial impact of Covid-19, and undertook scenario planning, monitored PPE stocks and administration of the furlough scheme, and received general, regular updates under a standing agenda item for each meeting.

In the prior financial year, trustees increased reserves held for business interruption purposes from four months costs to six in light of the growing threat of a pandemic, and total reserves were, and remain, substantially above that figure.

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In conjunction with funding authorities' assurances that support would be provided, and the Government's plans for financial support, the trustees did not anticipate that Covid-19 would form an existential threat to Scotts. Kent County Council provided additional, unrestricted grant payments of around £28,000 at the start of the lockdown period, and, in addition, assured the Trust that invoices could continue to be issued for Day Services sessions notwithstanding any periods of closure, and for rooms vacated by service users choosing to shield in family homes. Nevertheless, some financial impact was expected in the 2020/21 financial year, and was closely monitored by the Finance and General Purposes Committee.

Later in the year, an Infection Control Fund was created by the Government and operated by KCC. This provided further substantial funding, tied to expenditure for specific Covid-19 related costs.

Nevertheless, our plans for growth in numbers of users of our Day Service had to be put on hold, meaning both a loss of potential revenue and an underuse of our newly refurbished facilities. We remain confident that we will reverse that position as soon as the pandemic permits.

Further Covid-19 considerations

Trustees anticipated that the outbreak would impact our ability to fundraise, and we reduced our budgeted expectation for 2020/21 accordingly. These funds are generally used for maintenance and improvements to the estate. Sufficient reserves existed to make up the shortfall. It is expected that a similar impact will be seen in the financial year ahead, and, again, sufficient reserves exist to meet any shortfall.

The CEO considered the impact on staff, and added an Employee Assistance Programme in March 2020. This provides anonymous and free counselling services, and other employee support, to the Scotts employment package. Pay was increased, and there was regular management communication about the safety procedures to be followed, the situation regarding PPE stocks, and expressing thanks and gratitude. In May, a special award was made to the vast majority of the staff who had borne the brunt of the outbreak, and a further special award made in December.

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

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

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

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

Supporting and Developing our Staff

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

Refurbishment projects (other than the Day Services)

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St Peter's Row and Supported Independence Service (Oaks and Willows)

Owing to Covid-19, work in the residential home and the two independent living houses has been limited to necessary maintenance only this year.

'I like Scotts. Amazing place'.

A service user

Plans for Future Periods

Strategic Plan

The Strategic Plan for the period 2020 to 2025 was agreed by the trustees in the autumn of 2019, and the objectives set out therein remain our objectives for the next period. In addition, a further objective for the coming year will be to re-open the Day Service fully, when this is allowed, and to begin a controlled and thoughtful increase in the numbers attending our sessions and the Trust will remain flexible should unexpected opportunities arise.

Major projects

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

Working with other charities

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

Refurbishment projects (other than the Day Services)

St Peter's Row

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

Supported Independence Service (Oaks and Willows)

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

Structure, governance and management

Constitution

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

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

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The charity's Objects are noted on page 3.

The trustees

This year saw no trustees step down from the Trustee Board.

In 2020/21, the trustees boosted the Board with three new appointments. First, Auxilia Muganiwah, recently a Care Manager with the KCC Adult Learning Disability team, and a registered Learning Disability nurse by background, with twenty years' experience of working with people with mental and cognitive impairments and associated conditions. Second, Peter Bibb, who has an extensive background in IT and has been involved with our website design and online booking for some years. Third, Mick Pavey, a qualified accountant with over thirty years' experience in finance.

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

Organisational structure and decision making

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

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

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

The **Finance and General Purposes Committee** meets regularly and is responsible for overseeing the financial management and administration of all the Trust's activities. F&GP takes responsibility for the maintenance and management of the Trust's property and assets, budgeting, performance and risk reporting. F&GP is also responsible for remuneration policy and sets the pay and remuneration of key management personnel in accordance with the Trust's matrix of job grades and the salary ranges for these grades. These salary ranges are set by reference to local pay rates for comparable jobs in the local labour market, and the salary structure is regularly reviewed and updated as necessary. An external HR consultant provides advice on matters relating to staff and ensures all personnel have the required training to carry out their roles.

The **Health and Safety Committee** meets at least four times a year to co-ordinate the Trust's Health and Safety policies, procedures and practices in compliance with current legislation. Accidents and incidents (if any) are reviewed together with any required actions. An external health and safety consulting firm has been engaged by the Trust to provide guidance on matters of health and safety and risk assessment.

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

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The **Policy Committee** met at least twice a year and was responsible for overseeing that the Trust had in place appropriate policies, procedures and practices in compliance with current legislation and guidance. Following a review in the summer of 2020, trustees agreed that the responsibility for policies would be transferred to the Health and Safety committee for Health and Safety policies, the Care and Safeguarding committee for Care policies, and the Senior Management team for HR and Operational policies. The HR policies will be reviewed by the contracted, external HR advisers. Following this change, the Policy committee was wound up at the AGM on 7th July 2020.

Internal Audit of care, policies and procedures (excluding finances)

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

Each service has a designated trustee who provides support to the management of that service and provides mentoring to the senior manager.

Our experienced Internal Auditor undertakes checks of the Trust's standards of care and compliance with regulatory requirements; in addition, they provide support for managers who wish to discuss aspects of their service provision. These audits include talking to the people who use our services and checking records, and there is an opportunity to meet staff and the registered managers. The Internal Auditor reports to the CEO, but also has direct access to the Chair of Trustees, and sits on the Care and Safeguarding committee.

Governance of Fundraising

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

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

Specifically:

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

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

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

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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

Financial review

Trustees are satisfied that the accounts should be drawn up on a going concern basis.

The results of the year are as follows:

	2021	2020
	£	£
Operating surplus / (deficit)	72,832	(86,308)
Net income from donations, grants and events:		
Unrestricted	57,694	161,623
Restricted	<u>105,098</u>	<u>227,575</u>
Net Income	<u>235,624</u>	<u>302,890</u>

The Trust's main source of income is fees from local authorities for residential and day services, which enable the Trust to realise its charitable objectives.

Risk management

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

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

- The risk from Covid-19. The principal risk is the impact on the health of service users, their families, staff and the community. In addition, the financial disruption from a loss of fee income, or increased costs. The Trust seeks to mitigate these risks through following local and national Government guidance, the production and implementation of a Covid-19 plan, procurement of adequate stocks of PPE, continual communication with staff about the risks and infection control measures, accessing Governmental support schemes, and including substantial contingencies for loss of income. Reserves are held at a high level too.
- The risk that fees from local authorities for the Trust's services fail to cover the costs of providing those services due to continued funding shortfalls. The trustees seek to mitigate this risk by maintaining contact with the relevant councils to negotiate adequate payment for services provided, by consulting with the councils so that the Trust is fully aware of each council's evolving views on the services they require and by providing councils with sufficient information on the Trust's costs, to support the case for funding.
- The risk that lengthy void periods will impact materially the financial position of the Trust. The Trust seeks to mitigate this risk by liaising fully and responsively with local authorities should a vacancy arise.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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

Reserves Policy

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

Changes to the Reserves Policy for 2020/21

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

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

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

Policy for holding reserves for Operating Expenses

As noted above, reserves held against operating expenses were increased from three to four months in 2019/2020. In view of increased risks and uncertainty of income, trustees raised this to six months for 2020/21, and will maintain six months for 2021/22.

Amount and category of Reserves

	2021 £	2020 £
The Trust held the following reserves at 31 March 2021	4,518,208	4,282,584
Of which, represented by tangible fixed assets held for the purposes of the Trust's charitable objects	(2,653,183)	(2,728,308)
Restricted reserves held for specific purposes	(74,310)	(92,352)
Reserves designated for strategic projects *	(800,000)	(600,000)
Unrestricted free reserves	990,715	861,924
Of which, Reserves held to protect the Trust due to unexpected fall in income and/or increased expenditure **	819,842	791,162
Other free reserves ***	170,873	70,762

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

*** Reserves designated for strategic projects**

In line with the Trust's charitable objectives and long-term Strategic Plan and the Plan for Future Periods noted above, £750,000 of the unrestricted reserves are designated for the purchase/building or renovation for supported independent living accommodation and £50,000 for the Day Services.

**** Reserves held for Operating Expenses**

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

***** Other free reserves**

Held for general costs and unforeseen circumstances.

Land and buildings

The trustees believe the land and buildings included in the balance sheet at £2,447,554 are worth not less than that figure but a more precise value cannot be determined without a professional valuation.

Statement of trustees' responsibilities

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

Company law requires the trustees to prepare financial statements for each fiscal year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the Trust and enable them to ensure that the financial statements comply with the Companies Act 2006.

They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

Disclosure of information to auditor

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

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

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

This report was approved by the trustees on *9th September 2021* and signed on their behalf by:



T. Hoppe
Chair of Trustees

SCOTTS PROJECT TRUST
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STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2021

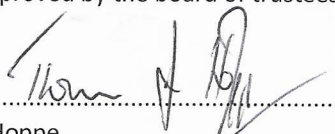
	Notes	Restricted funds 2021 £	Unrestricted funds 2021 £	Total funds 2021 £	Total funds 2020 £
Income from:					
Donations, grants and legacies	2	105,098	65,819	170,917	398,617
Charitable activities	3	-	1,701,499	1,701,499	1,463,125
Other trading activities					
Events		-	-	-	9,930
Delarue Hall hire		-	-	-	7,340
Investments		-	3,021	3,021	6,203
Total		105,098	1,770,339	1,875,437	1,885,215
Expenditure on:					
Raising funds	4	-	8,125	8,125	19,349
Charitable activities	4, 5, 6	81,542	1,550,146	1,631,688	1,562,976
Total		81,542	1,558,271	1,639,813	1,582,325
Net income		23,556	212,068	235,624	302,890
Transfers between funds	12	(41,598)	41,598	-	-
Net movement in funds		(18,042)	253,666	235,624	302,890
Reconciliation of funds:					
Total funds brought forward		92,352	4,190,232	4,282,584	3,979,694
Total funds carried forward	12	74,310	4,443,898	4,518,208	4,282,584

SCOTTS PROJECT TRUST
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BALANCE SHEET
AS AT 31 MARCH 2021

	Notes	£	2021 £	£	2020 £
Fixed assets					
Tangible assets	9		2,653,183		2,728,308
Current assets					
Debtors	10	161,015		211,005	
Short term cash deposits		1,152,464		904,961	
Cash at bank and in hand		701,800		593,104	
			<u>2,015,279</u>	<u>1,709,070</u>	
Liabilities					
Creditors: amounts falling due within one year	11	(150,254)		(154,794)	
Net current assets			1,865,025		1,554,276
Net assets			<u><u>4,518,208</u></u>		<u><u>4,282,584</u></u>
The funds of the charity					
Restricted funds	12		74,310		92,352
Unrestricted funds	12		4,443,898		4,190,232
			<u><u>4,518,208</u></u>		<u><u>4,282,584</u></u>

Approved by the board of trustees on 9 September 2021 and signed on its behalf by:


.....
T Hoppe
Chairman

Company registration number: 03143819

SCOTTS PROJECT TRUST
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STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2021

		2021	2020
		£	£
	Notes		
Cash flows from operating activities:			
Net cash provided by operating activities	A	401,372	388,492
Cash flows from investing activities:			
Purchase of tangible assets		(45,173)	(400,490)
Sale of tangible fixed assets		-	500
Net cash used in investing activities		(45,173)	(399,990)
Change in cash and cash equivalents for the year		356,199	(11,498)
Cash and cash equivalents at the beginning of the year		1,498,065	1,509,563
Cash and cash equivalents at the end of the year		1,854,264	1,498,065
Cash and cash equivalents comprise:			
Short term deposits		1,152,464	904,961
Cash at bank and in hand		701,800	593,104
		1,854,264	1,498,065

NOTE TO THE STATEMENT OF CASH FLOWS

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

Net income for the year	235,624	302,890
<i>As per statement of financial activities</i>		
Adjustments for:		
Depreciation charges	120,298	128,150
Profit on sale of tangible fixed assets	-	(500)
Decrease /(increase) in debtors	49,990	(83,546)
(Decrease)/increase in creditors	(4,540)	41,498
Net cash provided by operating activities	401,372	388,492

SCOTTS PROJECT TRUST

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies

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

1.1 Basis of preparation

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

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

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted. The financial statements are presented in Pounds Sterling, and are rounded to the nearest pound. The Covid-19 pandemic has created no material uncertainties in regard to going concern.

1.2 Company status

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

1.3 Income

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

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

SCOTTS PROJECT TRUST

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NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (continued)

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

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

1.4 Expenditure

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

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

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

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

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

1.5 Tangible fixed assets and depreciation

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

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

SCOTTS PROJECT TRUST

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NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2021

1 Accounting policies (continued)

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

1.6 Debtors

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

1.7 Cash and cash equivalents

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

1.8 Creditors

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

1.9 Financial instruments

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

1.10 Fund accounting

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

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

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

SCOTTS PROJECT TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

1.11 Pensions

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

1.12 Taxation

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

2 Income from donations, grants and legacies

	2021 £	2020 £
Donations and grants	56,208	248,617
Legacies	-	150,000
Government grants	114,709	-
	<u>170,917</u>	<u>398,617</u>

Donation income in the year includes restricted income of £105,098 (2020: £227,575).

3 Income from charitable activities

	2021 £	2020 £
Residential home fees	1,071,490	925,238
Allocated to Day Services	(32,092)	(78,225)
	<u>1,039,398</u>	<u>847,013</u>
Supported living fees and rental income	292,494	253,914
Day Services fees	369,607	362,198
	<u>1,701,499</u>	<u>1,463,125</u>

SCOTTS PROJECT TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

4 Expenditure

<i>Expenditure on raising funds</i>	<i>2021</i>	<i>2020</i>
	<i>£</i>	<i>£</i>
For donations and events	237	16,355
Delarue Hall costs	450	2,994
Wages and salaries (Note 7)	6,865	-
National insurance (Note 7)	293	-
Pension cost (Note 7)	280	-
	<u>8,125</u>	<u>19,349</u>

Expenditure for restricted funds in the current period was £Nil (2020: £Nil).

Expenditure on charitable activities

	<i>Direct costs</i>	<i>Support costs</i>	<i>Total</i>	<i>Total</i>
	<i>2021</i>	<i>2021</i>	<i>2021</i>	<i>2020</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Residential home	845,677	102,372	948,049	852,164
Supported living	216,451	92,089	308,540	300,802
Day Services	280,113	94,986	375,099	410,010
	<u>1,342,241</u>	<u>289,447</u>	<u>1,631,688</u>	<u>1,562,976</u>
	<i>Note 5</i>	<i>Note 6</i>		

Expenditure for restricted funds in the current period was £81,542 (2020: £10,186).

SCOTTS PROJECT TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

5 Direct costs

	<i>Total</i> 2021 £	<i>Total</i> 2020 £
Wages and salaries (Note 7)	925,434	836,215
National insurance (Note 7)	60,349	52,469
Pension cost (Note 7)	17,385	15,651
Food and household	27,773	26,880
Establishment	144,093	149,646
Other direct costs	46,909	65,582
Profit on disposal of fixed assets	-	(500)
Depreciation	120,298	128,150
	<u>1,342,241</u>	<u>1,274,093</u>

6 Support costs

	<i>Total</i> 2021 £	<i>Total</i> 2020 £
Wages and salaries (Note 7)	218,960	208,524
National insurance (Note 7)	17,133	16,985
Pension cost (Note 7)	2,235	3,268
Other support costs	26,100	29,176
Legal and professional	17,720	22,850
Governance costs:		
Auditors' remuneration	7,260	7,740
Administration and secretarial	39	340
	<u>289,447</u>	<u>288,883</u>

SCOTTS PROJECT TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

7 Staff costs

	2021	2020
	£	£
Wages and salaries	1,151,259	1,044,739
Social security costs	77,775	69,454
Pension costs	19,900	18,919
	<u>1,248,934</u>	<u>1,133,112</u>

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

	2021	2020
	No.	No.
Residential home	24	20
Supported living	5	5
Day Services	8	7
Finance and administration	3	3
Maintenance	2	2
Governance	1	1
Fundraising and marketing	<u>1</u>	<u>-</u>
	<u>44</u>	<u>38</u>

The average monthly number of employees based on headcount during the year was 72 (2020:70).

Key management personnel comprise the trustees listed on Page 1 and the senior management team listed on Page 2. The total remuneration, including employers' national insurance and pension contributions, of key management personnel was £179,452 (2020: £166,406). No remuneration was paid to the trustees.

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

SCOTTS PROJECT TRUST
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

8 Net income

	2021	2020
	£	£
This is stated after charging/(crediting):		
Depreciation of tangible fixed assets	120,298	128,150
Profit on sale of tangible fixed assets	-	(500)
Auditors' remuneration	6,080	6,058
Auditors' remuneration - non-audit	1,180	1,682
Pension costs	19,900	18,919
	<u>127,358</u>	<u>154,209</u>

During the year, no trustees received any benefits in kind (2020: £nil).

During the year, no trustees were reimbursed for office expenses (2020: £nil).

9 Tangible fixed assets

	<i>Freehold property</i>	<i>Motor vehicles</i>	<i>Furniture fittings and equipment</i>	<i>Total</i>
	£	£	£	£
Cost or valuation				
At 1 April 2020	3,155,200	72,395	726,044	3,953,639
Additions	36,815	-	8,358	45,173
At 31 March 2021	<u>3,192,015</u>	<u>72,395</u>	<u>734,402</u>	<u>3,998,812</u>
Depreciation				
At 1 April 2020	692,737	44,148	488,446	1,225,331
Charge for the year	51,723	8,564	60,011	120,298
At 31 March 2021	<u>744,460</u>	<u>52,712</u>	<u>548,457</u>	<u>1,345,629</u>
Net book value				
At 31 March 2021	<u>2,447,555</u>	<u>19,683</u>	<u>185,945</u>	<u>2,653,183</u>
At 31 March 2020	<u>2,462,463</u>	<u>28,247</u>	<u>237,598</u>	<u>2,728,308</u>

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

SCOTTS PROJECT TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

10 Debtors

	2021 £	2020 £
Fees receivable	99,309	60,464
Prepayments and accrued income	61,706	150,505
Other debtors	-	36
	<u>161,015</u>	<u>211,005</u>

11 Creditors: amounts falling due within one year

	2021 £	2020 £
Accounts payable	29,114	41,539
Other taxation and social security	44,849	17,949
Accruals and deferred income	45,760	87,545
Other creditors	30,531	7,761
	<u>150,254</u>	<u>154,794</u>

Accruals and deferred income includes deferred income of £590 (2020: £37,600) for fees due in the next financial year.

The movement on deferred income is as follows:

	2021 £	2020 £
Balance at 1 April 2020	37,600	40,372
Released to income	(37,600)	(40,372)
Received in the year and deferred	590	37,600
	<u>590</u>	<u>37,600</u>
Balance at 31 March 2021	<u>590</u>	<u>37,600</u>

SCOTTS PROJECT TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

12 Statement of funds

	<i>At 1 April 2020 £</i>	<i>Incoming resources £</i>	<i>Resources expended £</i>	<i>Transfers in/out £</i>	<i>At 31 March 2021 £</i>
Unrestricted funds:					
Fixed asset designated projects and general funds	2,728,308	-	(120,298)	45,173	2,653,183
Designated project funds	600,000	-	-	200,000	800,000
General funds	861,924	1,770,339	(1,437,973)	(203,575)	990,715
	<u>4,190,232</u>	<u>1,770,339</u>	<u>(1,558,271)</u>	<u>41,598</u>	<u>4,443,898</u>
Restricted funds	92,352	105,098	(81,542)	(41,598)	74,310
	<u>4,282,584</u>	<u>1,875,437</u>	<u>(1,639,813)</u>	<u>-</u>	<u>4,518,208</u>

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

The transfer of £41,598 (2020: £368,459) from restricted reserves represent expenditure on capital projects out of donations received both in the current year and in prior years, which the donors have specified must be used for the Trust's capital expenditure programme.

The restricted funds carried forward at 31st March 2021 relate to grants and donations for capital or other specified projects and the Welfare Fund (2021 and 2020: £16,686), to be used on the general welfare of service users and staff.

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

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

13 Analysis of net assets between funds

	<i>Restricted funds 2021 £</i>	<i>Unrestricted funds 2021 £</i>	<i>Total funds 2021 £</i>	<i>Total funds 2020 £</i>
Tangible fixed assets	-	2,653,183	2,653,183	2,728,308
Current assets	74,310	1,940,969	2,015,279	1,709,070
Creditors due within one year	-	(150,254)	(150,254)	(154,794)
	<u>74,310</u>	<u>4,443,898</u>	<u>4,518,208</u>	<u>4,282,584</u>

In the previous year restricted funds of £92,352 were included in current assets.

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

14 Pension commitments

The Trust operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Trust in an independently administered fund. The pension cost charge, representing contributions payable by the Trust to the fund for 2021 was £19,900 (2020: £18,919).

15 Related party transactions

There were no related party transactions in the year.

SCOTTS PROJECT TRUST

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

Opinion

We have audited the financial statements of Scotts Project Trust (the 'charitable company') for the year ended 31 March 2021 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2021 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

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

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

SCOTTS PROJECT TRUST

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

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

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement on page 22, 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.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

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

Auditor's responsibilities for the audit of the financial statements

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined below, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below.

- We obtained an understanding of the legal and regulatory framework applying to the Trust, and the procedures that management adopt to ensure compliance, including those relating to the Charities SORP FRS 102;
- We assessed the susceptibility of the Trust's financial statement to material misstatement, including considering how fraud might occur;
- We obtained the Board of Trustees' assessment of fraud risk and enquired as to any known or suspected instances of fraud; and
- We designed and performed audit procedures to obtain sufficient appropriate audit evidence regarding compliance with laws and regulations, including enquiry of the Committee of Management, review of minutes and correspondence, and review of the completeness and accuracy of disclosures made in the financial statements.

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

SCOTTS PROJECT TRUST
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Jonathan Healey BA FCA

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

Lindeyer Francis Ferguson Limited

Chartered Accountants

Statutory Auditors

North House

198 High Street

Tonbridge

Kent TN9 1BE

Date: *13 September 2021*