



SCOTTS PROJECT TRUST

**TRUSTEES' REPORT AND
FINANCIAL STATEMENTS**

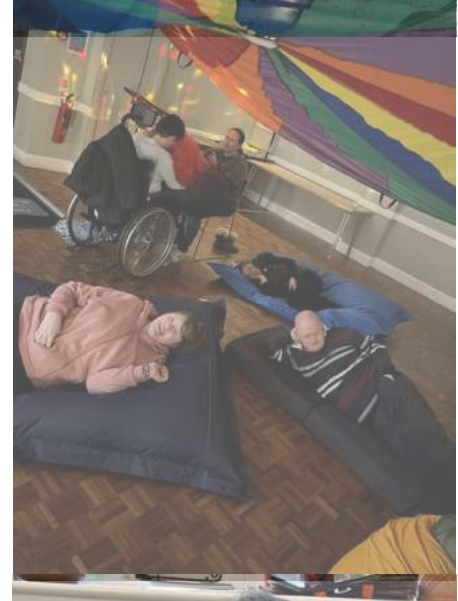
**FOR THE YEAR ENDED
31 MARCH 2024**



SCOTTS PROJECT TRUST
(A COMPANY LIMITED BY GUARANTEE)

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SCOTTS PROJECT TRUST
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2024

Life President	Jill Scott
Trustees	Tom Hoppe, Chairman Nick Ward Susan Bourne Derek McMenamin Andrew Blevins Peter Bibb Auxilia Muganiwah Martin Miles Richard Tapsfield Mick Pavey Liam Slattery Keith Ritchie (appointed 12/5/23)
Company Registered Number	03143819
Charity Registered Number	1051947
Registered Office	Scotts Office Delarue Close Tonbridge TN11 9NN
Company Secretary	Nick Ward
Website/email address	www.scottspjroject.org.uk info@scottspjrojecttrust.org.uk
Independent auditors	<u>Lindeyer Francis Ferguson Limited</u> <u>North House</u> <u>198 High Street</u> <u>Tonbridge TN9 1BE</u>
Bankers	<u>Handelsbanken</u> <u>First Floor, 50-52 London Road</u> <u>Bligh's Meadow</u> <u>Sevenoaks TN13 1AS</u>
Solicitors	<u>Thomson Snell & Passmore LLP</u> <u>3 Lonsdale Gardens</u> <u>Tunbridge Wells TN1 1NX</u>
Senior Management Team	Mark Allen: Chief Executive Officer Graham Funnell: Registered Manager Clare Whymark: Manager, Day Service Skills and Activities Graham Reid: Manager, Finance and Operations (until 13/7/23) Elizabeth Paler: Finance and General Manager (from 20/7/23)

Trustees Report

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 2024. 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)" (1 January 2019) (Charities SORP (FRS 102)). The legal and administrative information on page 1 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)

- ▶ 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;
- ▶ To establish and operate shared or individual, permanent or temporary, independent living accommodation in England for persons with a learning disability;
- ▶ 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;
- ▶ 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;
- ▶ 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.
- 🌱 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.

Trustees Report

Services and Activities

We run three closely linked services:

St Peter's Row



St Peter's Row is home to fifteen adults. 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 private. The attractive shared patio and garden is used by everyone.

Residents are actively involved in sharing 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 events like concerts and pantomimes, and summer holidays. We encourage people to live as independently as they can, and residents may choose to move to our supported living service.

“
Their keyworker is so
caring and aware of their needs and anticipates possible
concerns. We are so thankful for such a wonderful
establishment.
Family Member



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.

Trustees Report

Day Services

Our on-site Day Service is a hub for learning and socialising. Around 85 people attend the centre every week, enjoying a range of sessions that might be focused on fun or friendship, or supporting them to learn 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 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.

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. Our Coffee Shop is open to the public on Wednesday morning, helping students gain valuable work experience in a safe environment.

“

*Thank you for my life at Scotts,
it's the best one I ever wanted.*
Day Service Student

”



Over 82% of our
students feel they are
more independent.

Our Service Users'
opinions matter.
We have introduced a
“you said, we did”
initiative



Trustees Report

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 Delarue 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 Service Users.

Staff

The staff at Scotts are key to the homely and caring ethos of the Trust and the work of many of them has been outstanding. Their flexibility, dedication, care and hard work have kept our Service Users safe, fulfilled and happy. As always, the Trustees would like to thank all the staff 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 senior management have worked hard to increase efficiency in support operations that, in turn, has allowed the Trust to maximise pay increases, add ancillary benefits such as Benenden healthcare and provide opportunities to develop skills externally that may benefit service users. The Trust regularly reviews the training and development needs of staff beyond statutory and regulatory requirements.

Volunteers

Scotts is fortunate to benefit from the support of our volunteers, and the Trustees are grateful for the time and energy they offer. In the Day Services, volunteers support clubs and activities and support sessions and special events. In addition, pupils from Tonbridge Grammar School and Tonbridge School continue to provide invaluable help to our students as part of their community outreach programmes.

“

You really have some amazing staff at the day services who go above and beyond, Student is very lucky have found Scotts.

Parent of Day Service Student

”



Community Engagement and Fundraising

Funding from local authority fees fails to cover the cost of our service provision, and so, to care for our people in the way in which we believe to be right, and to maintain and improve our facilities, we need to raise 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.

Trustees Report

Review of the Year

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 remained our objectives throughout the period. There were no material changes to the Strategic Plan in 2023/24.

Improving our Facilities

Residential care (St Peter's Row)

A working party reviewed possible improvements to St Peter's Row to improve accessibility for users to all parts of the houses and recommended that two bathrooms be upgraded to fully accessible wetrooms. The first of these was completed in the summer of 2023, and has made a huge difference to the lives of some of our Service Users.

Meanwhile, the continued updating of the décor and furnishings has taken place, including the replacement of carpets, painting, and the purchase of some new furniture.

Day Services

Transforming the Barn Garden

A project to extend and enhance our Barn Garden facilities to provide a greater outdoor session space for people with learning disabilities gained great momentum in 23/24. The project has an estimated completion date of July 2024 within the budget of £40,000. The improvements will enable our Service Users to gain new skills, participate in outdoor activities and enjoy social interaction.

The improvements will provide a more cohesive session space with much improved access for wheelchairs, a refurbished building in which sessions can take place, a new storage and potting shed, and planters and a greenhouse that allows wheelchair users to access them. It will improve drainage and increase the capacity of our covered areas to enable the facilities to be used in a wider range of weather conditions. It will also provide a lovely space for quiet times and lunches which are all important for the well-being and enjoyment of our Service Users.

Supported Independence Service (Oaks and Willows)

We have continued to improve the general decoration of the houses, guided by the service user tenants and our internal reviews. Led by the tenants, supported by their key workers, further improvements this year included new curtains and blinds, external decoration and the replacement of soffits and fascias. Paths were repaired, and the flooring in the flat was improved together with some kitchen changes too.

Scotts' venue hire for the community and raising funds for Scotts

The Hall and Barn are available for private hire, and a number of regular hirers as well as one-off hires have booked our spaces. The one-off hires mostly consist of children's birthday parties and low-key evening functions, and the regular hirers include a drama class for children, martial arts and a fitness class.

About £8,000 was raised through such hiring in 2022/23, and whilst we had hoped that Scotts would be able to generate around £10,000 of income to support our charitable activities in 2023/24, Trustees are delighted to note that around £12,000 was actually raised.



“A huge part of the success was just how perfect this venue was - from the amount of space, facilities (indoor & outdoor), access and parking, there was nothing more I could've wished for from a venue for an event like this! So I cannot thank you enough for allowing us to use the space.
Local Hall Hirer”

SCOTTS PROJECT TRUST (A COMPANY LIMITED BY GUARANTEE)

Trustees Report

Fundraising and Engagement with the Community

In 2023-2024, Trustees were pleased to see a return to a full year of fundraising following the Covid-19 outbreak, utilising three main streams: Community Fundraising, Trusts and Foundations and regular/individual donations.

Community Fundraising

Scotts' profile within the local community has increased, this was evident through the support received from a range of organisations including local businesses and community-led groups throughout the year.

Charitable Trusts and Organisations

This year we have gratefully received grants and donations from the Co-op Community Fund, The Card Factory Community Foundation, and The Lawson Trust. Edward Gosling have pledged a grant that shall be received in July 2024. The majority of these funds were kindly donated to support the refurbishment of the Barn Garden. Support from charitable trusts and organisations are extremely valuable to us, as they enable Scotts to undertake essential works and improvements to the facilities and service that enhances the support we offer our Service Users.

Regular and One- off Donations

Donations have been received by individuals who regularly donate to us on a monthly or yearly basis. Many of these donors are friends and family of Scotts' Service Users. The majority of donations that come through this way are unrestricted and therefore can contribute to our core costs, this is becoming increasingly important due to the rise in the cost of living, recruitment and staff costs.

Scotts Charity Golf Day: Knole Park Golf Club - 27 September 2023



Scotts were delighted to organise a charity golf day, hosted by Knole Park Golf Day. This lovely day was a great success and raised vital funds for the charity whilst bringing the local community together.



Trustees Report

Summer Fete



Scotts held our summer fete, the first time since the pandemic, in August. Organised by staff and volunteers, the fete was enjoyed by everyone who attended. The weather was kind to us, and it was fantastic to see so many staff, volunteers, Service Users and families there and enjoying the gardens at St Peter's Row.



Support from Local Organisations

Scotts were so grateful to receive numerous visits from local organisations such as the Kent Advanced Motorcycle Group and Handelsbanken. The visits from community organisations are so valuable to the charity. The biggest benefit to our Service Users, is the opportunity to see different groups from the community and interacting with them.

Handelsbanken redecorated the Day Services Hall Foyer

Handelsbanken

“

We are so thankful to Handelsbanken. They did a superb job redecorating. In addition to this, the support they offer to our fundraising events too has been incredibly valuable.

”

Community Engagement Manager, Scotts Project Trust



Trustees Report

Dragon Boat Race 2023

On 3rd September, Scotts' team of enthusiastic paddlers competed against twenty-one local teams at the annual Dragon Boat Race on the River Medway at Tonbridge.

It was a fabulous day out, and the event allowed Scotts to network within the local community whilst having a lot of fun and providing a fundraising opportunity.



Local School Engagement



Scotts' Day Service were delighted to have worked with Tonbridge School and Tonbridge Grammar School for another year.

The Day Service students have continued to enjoy the sports and 'sing and sign' sessions led by the wonderful students.



Our Day Service Students were delighted to attend Tonbridge School Fun Day on June 28th. The boys hosted our students as part of their annual 'Giving Day'. Many activities were enjoyed by all, including t-shirt and tile painting, beat the goalie, croquet and a large game of rounders.



Trustees Report

Kent Advanced Motorbike Group visits to Scotts



“

The generosity of the group has blown us away, the biggest benefit for our residents is seeing the bikers and meeting the riders.

”

Residential Care & Supported Independence Manager, Scotts Project Trust.



New sessions in the Day Service

We have been able to accept more students for our sessions and introduced a new session, enhancing the choice available to attendees and increasing capacity.

IT

We have completed the migration to Microsoft 365 and the Cloud. We have worked on introducing app based technology to assist staff in carrying out some of the key record keeping functions and introduced a Maintenance app that allows staff to log matters and receive feedback on progress. A visitor tracking app was rolled out too.

Environmental Assessment

A 2021/22 survey of the current state of the buildings' energy efficiency and insulation showed that the basic, widely recommended measures were already in place. Last year, consideration was given to the addition of further measures, such as the installation of solar panels, and quotes obtained but were deemed to be uneconomic. The Finance and General Purposes committee will continue to review the cost/benefit analysis for these and other measures in the future.



Trustees Report

Plans for Future Financial Periods

Strategic plan

An update of the Strategic Plan for the period 2025 to 2030 plan is underway and will be completed by the Trustees in the autumn of 2025. Work is already being undertaken to examine in greater detail how Scotts could expand its provision for supported living in future years

Improving our facilities

Residential care (St Peter's Row)

A project to update House 2 will be launched, within which we will upgrade another bathroom to become a fully accessible wetroom, the kitchen (originally installed when SPR was built) will be replaced and paving around the outside of SPR repaired and improved. The likely cost of this project will be around £47,000.

The accessible wetroom and improvements to the paving will maintain the safety for our residents; encourage further independence; provide comfort and most importantly ensure our facilities meet their needs.

The aim is to create a functioning kitchen space that provides a calm and relaxing environment for our residents, particularly those with autism and dementia.

Continued updating of the décor and furnishings will take place.

Day Services

We will replace the tables in the Art Room, improving flexibility and accessibility as well as updating the very old 'picnic' style tables currently in service. Repairs to the floor of the Hall may be needed, as it begins to show its age and we build towards a full refurbishment project which is most likely to be in 2025-2027.

Supported Independence Service (Oaks and Willows)

An improvement project will be launched to install an easy access bath in the Willows and replace the originally installed boiler and water tank. The likely cost of this project will be around £13,000.

The needs of our tenants, in our independent supported living houses, are changing. Our tenants are reaching old age and are becoming less mobile, therefore, there is a need to install a 'walk-in bath'. The installation of the new easy access bath will ensure our tenants needs are met which will provide the opportunity for our tenants to stay in their home in which they are happy.

Scotts' venue hire for the community and raising funds for Scotts

As noted earlier, Scotts now has a steady stream of regular hall hirers throughout each month. The focus will now be on nurturing those relationships to create positive PR and to secure the bookings on a monthly basis.

IT

Having completed the migration to Microsoft 365 and the Cloud, further improvements both to the infrastructure and to hardware are planned with a major upgrade Project to replace old equipment that will no longer be supported by Microsoft after October 2025. The likely cost of this will be around £30,000.

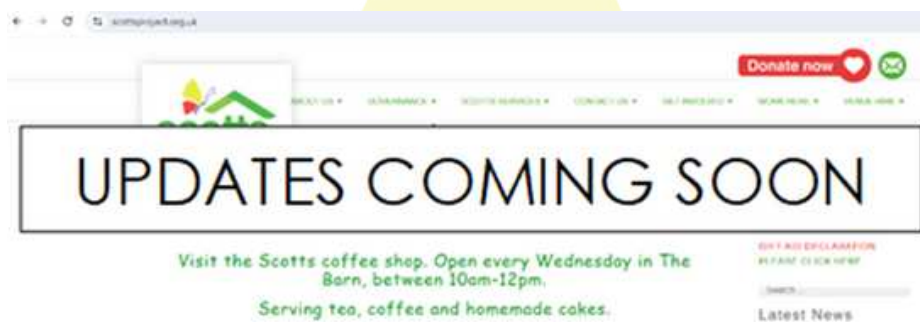
Administration staff and management will have confidence in the updated IT systems, knowing the IT equipment is safe and secure. Session Leaders will have access to up to date equipment which will support newer programmes that can be used within their sessions with our Service Users. Network speeds will improve and be consistent, which will enable smooth running of operations.

Further strategic work will be done on IT improvements to record keeping, accounting and the integration of fundraising and CRM platforms to drive improved efficiency and accuracy.

Trustees Report

Scotts will be devoting time this year to refresh and update the website. Changes will include a button that will allow users to set up recurring donations and a platform for individual fundraisers to promote and manage campaigns.

The objectives of the website are to create an online space to share news, information and events and to celebrate the achievements of the fundraisers, volunteers, Service Users and support received from the local community.



Tonbridge School 'Giving Day' 2024

Scotts have been invited to take part in Tonbridge Schools' Giving Day for the third year. This event has previously been enjoyed by staff, Service Users and their families as well as strengthens our partnership with Tonbridge School. It provides an important opportunity for our Service Users to try new things, engage with the wider community and for families to socialise.

Open Days 2024

Throughout the year, Scotts will open its doors to the families and friends of our students. The guests will be treated to refreshments served and made by our students in the Barn, followed by a tour of the Day Centre with a drama performance to finish. The aim of these events is to allow the students to feel a sense of achievement, showcasing their work to their loved ones, whilst providing an important opportunity for families to visit the site and meet the staff.

Summer Fete August 2024

On 17th August, Scotts' Annual Summer Fete will take place. Last year's fete was a huge success as it brought the local community together. Many of Scotts' staff and Service Users volunteered on the stalls whilst many came to enjoy what was on offer. Activities included a performance from a brass band, a visit from the local motorcycle group, art displays, bric-a-brac and various games.

Quiz Night

An Italian themed quiz night is to take place on Friday 4th October at Scotts Project Trust. The event will take place in the hall onsite and will be the first event of its kind since the pandemic. Scotts plan to run events similar to this throughout the year to raise vital funds for the charity as well as raise awareness of the work of Scotts within the local community.

Continue to Build Partnerships within the Community

Scotts will continue to focus on building links and working partnerships with groups in the local community as well as nurturing the existing relationships.



Trustees Report

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 in the second half of 2023, with a few relatively small changes made to the Code of Governance. It was finalised at the Trustee Meeting on 5 April 2024

The charity's Objects are noted on page 2.

The Trustees

This year saw no Trustees step down from the Trustee Board, and one new Trustee (Keith Ritchie) join. 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 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 ("F&GP") 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.

Trustees Report

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. The Trust's external health and safety advisers provide recommendations and Reports to the committee periodically.

The Care and Safeguarding Committee provides oversight of the Trust's care standards, practices and safeguarding policies including their review and updating, and reviews and directs the Internal Audit function. It meets at least four times a year, and provides assurance to Trustees that safeguarding and care are of a high standard.

Quality assurance

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 has oversight responsibility for that service and provides mentoring to the senior manager.

Our experienced Internal Auditor undertakes independent audits 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. The audits include talking to the people who use our services and checking records; there is an opportunity to meet staff and the registered manager. The Internal Auditor Reports to the CEO, but also has direct access to the Chair of Trustees, attends Trustee meetings annually to discuss findings and recommendations, and sits on the Care and Safeguarding committee.

An external HR consultant is engaged to provide advice. From time to time, an external safeguarding expert has been consulted to review policies.

92% OF STUDENTS FEEL
THE SESSIONS THEY
ATTEND SUPPORT
THEIR CARE PLAN AND
PERSONAL INTERESTS.



SCOTTS PROJECT TRUST (A COMPANY LIMITED BY GUARANTEE)

Trustees Report

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:

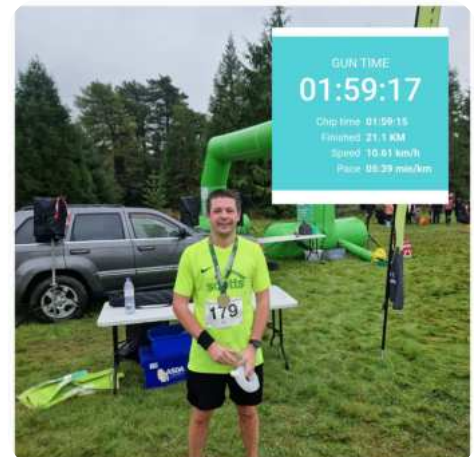
- no external fundraisers were engaged by the charity in the year
- there were no failures by the charity, or by any person acting on its behalf, to comply with the fundraising standards to which the charity was committed
- the charity monitored the fundraising activities of all persons acting on its behalf by:
 - o agreeing a schedule of activity
 - o explicitly excluding street collections (including 'chugging'), house-to-house calls, cold calling and mass mailing ('junk mail') as methods of fundraising
 - o frequent meetings between the Fundraising Manager and the Chief Executive to review activities; and
 - o ensuring that all official applications to potential donors were reviewed and authorised either by the Fundraising Manager or the Chief Executive

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

- o is an unreasonable intrusion on a person's privacy; and/or
- o is unreasonably persistent; and/or
- o 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.

In addition to the above, a designated Trustee has oversight responsibility for Scotts' fundraising activities and reports his reviews to F&GP and the Trustee Board.



SCOTTS PROJECT TRUST (A COMPANY LIMITED BY GUARANTEE)

Trustees Report

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:

	2024	2023
	£	£
Operating surplus / (deficit)	58,918	56,589
Net income from donations and events:		
Unrestricted	36,210	7,833
Restricted	<u>26,168</u>	<u>7,942</u>
Net Income	<u>121,296</u>	<u>72,364</u>

The Trust's main source of income is fees from local authorities for residential and day services, which enable the Trust to realise most of 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 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 shortages in the UK workforce will make recruitment and retention difficult. The Trust mitigates this through a range of measures as mentioned above, including reward, recognition and broader support.

SCOTTS PROJECT TRUST (A COMPANY LIMITED BY GUARANTEE)

Trustees Report

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.

Policy for holding reserves for Operating Expenses

Six months reserves were held against operating expenses last year. In view of the risks and uncertainty of income, trustees will maintain six months for 2024/25.

Amount and category of Reserves

	2024 £	2023 £
The Trust held the following reserves at 31 March 2024	4,847,554	4,726,258
Of which, represented by tangible fixed assets held for the purposes of the Trust's charitable objects	(2,459,077)	(2,484,201)
Restricted reserves held for specific purposes	(4,526)	(59,942)
Welfare Fund *	(18,704)	(18,704)
Reserves designated for strategic projects **	<u>(1,300,000)</u>	<u>(1,200,000)</u>
Unrestricted free reserves	<u>1,065,247</u>	<u>963,411</u>
Of which, Reserves held to protect the Trust due to unexpected fall in income and/or increased expenditure ***	1,055,068	936,162
Other free reserves ****	10,179	27,249

* Restricted to use for the welfare of service users or staff in exceptional circumstances.

** In line with the Trust's charitable objectives and long-term Strategic Plan, £1,300,000 of the unrestricted reserves are designated for developing our provision for supported independent living accommodation.

*** Six months' operating expenses held to protect the Trust in exceptional circumstances.

**** Held for general costs and unforeseen circumstances.

Land and buildings

The Trustees believe the land and buildings included in the balance sheet at £2,295,794 are worth not less than that figure but a more precise value cannot be determined without a professional valuation.

Trustees Report

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.

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 28 June 2024 and signed on their behalf by:

T. Hoppe
Chair of Trustees

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 2024 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 2024 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

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charitable Company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

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.

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 18, 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.

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 above, 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 applicable to the preparation of the financial statements of the charity, and the procedures that management adopt to ensure compliance. We have considered the extent to which non-compliance might have a material effect on the financial statements, and in particular we identified: the Companies Act 2006, FRS 102, and the Charities SORP.

We have also identified other laws and regulations that do not have a direct effect on the amounts or disclosures within the financial statements, but for which compliance is fundamental to the charity's operations and to avoid material penalties, including General Data Protection Regulation (GDPR), Care Quality Commission regulations, employment law, and health and safety.

Having reviewed the laws and regulations applicable to the charity, we designed and performed audit procedures to obtain sufficient appropriate audit evidence. Specifically, we:

- Selected a team with sector experience to perform the audit;
- Obtained an understanding of the charity's procedures for ensuring compliance with laws and regulations;
- Obtained and reviewed internal policy and procedure documents;
- Made enquiries of management and the trustees regarding whether they were aware of any actual or suspected incidences of non-compliance with laws and regulations;
- Obtained and reviewed meeting minutes;
- Reviewed legal expenses accounts for indications of any possible non-compliance; and
- Reviewed the completeness and accuracy of any disclosures made in the financial statements.

We assessed the susceptibility of the charity's financial statements to material misstatement, including considering how fraud might occur. This was performed by:

- Making an assessment of the charity's control environment, systems and controls including identifying any weaknesses and considering the risk of management override of controls;

Independent Auditors' Report to the Members of Scotts Project Trust

Assessing the susceptibility of the charity's financial statements to material misstatement, including considering how fraud could occur;
Considering whether there are any incentives or opportunities for management to manipulate financial results;
Obtaining and evaluating the trustees' assessment of the risk of fraud, and enquiring as to whether they are aware of any actual or suspected incidences of fraud;
• Reviewing the accounting policies and accounting estimates for signs of management bias; and
• Identifying key risks relating to irregularities including revenue recognition including fraud, management override of controls, debtor overstatement, misstated restricted funds, and capital expenses not being capitalised.

We then designed audit procedures in response to the risks identified, including performing substantive testing on all material income streams, tracing post year receipts to confirm debtor recovery, reviewing journal entries for signs of management bias or override of controls, reviewing a sample of restricted income/expenditure to ensure the restrictions were correct, and reviewing property expense codes for uncapitalised capital expenses.

The audit has been planned and performed in accordance with auditing standards, however, because of the inherent limitations of audit procedures there remains a risk that we will not detect all irregularities, including those that may lead to material misstatements in the financial statements. There are inherent difficulties in detecting irregularities, and irregularities that result from fraud may be more difficult to detect than irregularities that result from error, for example due to concealment, override of controls, collusion or misrepresentations. In addition, the further removed non-compliance with laws and regulations is from the events and transactions reflected in the financial statements, the less audit procedures are able to identify it.

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.

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 (Senior statutory auditor)
for and on behalf of Lindey Francis Ferguson Limited

Date:

Chartered Accountants
Statutory Auditors

North House
198 High Street
Tonbridge,
Kent,
TN9 1BE

SCOTTS PROJECT TRUST
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(incorporating income and expenditure account)
FOR THE YEAR ENDED 31 MARCH 2024

	Notes	Restricted funds 2024 £	Unrestricted funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income from:					
Donations, grants and legacies	2	26,168	38,629	64,797	25,660
Charitable activities	3	-	2,048,277	2,048,277	1,884,075
Other trading activities					
Events		-	14,149	14,149	92
Delarue Hall hire		-	12,871	12,871	9,834
Investments		-	91,337	91,337	25,026
Total		26,168	2,205,263	2,231,431	1,944,687
Expenditure on:					
Raising funds and events	4	-	16,568	16,568	9,885
Charitable activities	4, 5, 6	23,211	2,070,356	2,093,567	1,862,438
Total		23,211	2,086,924	2,110,135	1,872,323
Net income		2,957	118,339	121,296	72,364
Transfers between funds	13	(58,373)	58,373	-	-
Net movement in funds		(55,416)	176,712	121,296	72,364
Reconciliation of funds:					
Total funds brought forward		78,646	4,647,612	4,726,258	4,653,894
Total funds carried forward	13	23,230	4,824,324	4,847,554	4,726,258

SCOTTS PROJECT TRUST
(A company limited by guarantee)

BALANCE SHEET
AS AT 31 MARCH 2024

	Notes	£	2024 £	£	2023 £
Fixed assets					
Tangible assets	9		2,459,077		2,484,201
Current assets					
Debtors	10	179,022		137,355	
Short term cash deposits	11	-		1,726,990	
Cash at bank and in hand	11	2,382,141		526,222	
			<u>2,561,163</u>	<u>2,390,567</u>	
Liabilities					
Creditors: amounts falling due within one year	12	(172,686)		(148,510)	
Net current assets			2,388,477		2,242,057
Net assets			<u><u>4,847,554</u></u>		<u><u>4,726,258</u></u>
The funds of the charity					
Restricted funds	13		23,230		78,646
Unrestricted funds	13		4,824,324		4,647,612
			<u><u>4,847,554</u></u>		<u><u>4,726,258</u></u>

Approved by the board of trustees on 28 June 2024 and signed on its behalf by:

T Hoppe
Chairman

Company registration number: 03143819

SCOTTS PROJECT TRUST
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2024

		2024 £	2023 £
	Notes		
Cash flows from operating activities:			
Net cash provided by operating activities	A	124,967	84,929
Cash flows from investing activities:			
Purchase of property, plant and equipment		(94,375)	(25,115)
Sales proceeds from disposal of property, plant and equipment		7,000	45
Investment income		91,337	25,026
		<u>3,962</u>	<u>(44)</u>
Net cash used in investing activities			
		128,929	84,885
Change in cash and cash equivalents for the year		2,253,212	2,168,327
Cash and cash equivalents at the beginning of the year		<u>2,382,141</u>	<u>2,253,212</u>
Cash and cash equivalents at the end of the year		<u><u>2,382,141</u></u>	<u><u>2,253,212</u></u>
Cash and cash equivalents comprise:			
Short term deposits	11	-	1,726,990
Cash at bank and in hand	11	2,382,141	526,222
		<u>2,382,141</u>	<u>2,253,212</u>

NOTE TO THE STATEMENT OF CASH FLOWS

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

Net income for the year	121,296	72,364
<i>As per statement of financial activities</i>		
Adjustments for:		
Depreciation charges	119,499	108,809
Investment income	(91,337)	(25,026)
Increase in debtors	(41,667)	(66,435)
Increase / (decrease) in creditors	24,176	(4,738)
Profit on disposal of fixed assets	(7,000)	(45)
	<u>124,967</u>	<u>84,929</u>
Net cash provided by operating activities		

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2024

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.

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.

In-kind support is recognised when the charity is entitled to the donated goods, the amount can be measured reliably, and the receipt is probable. Donated goods are measured at market value.

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (continued)

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.

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.

Interest income is recognised when receivable.

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.

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (continued)

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

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.

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

1 Accounting policies (continued)

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.

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

	2024 £	2023 £
Donations and grants	64,797	25,660
	<u>64,797</u>	<u>25,660</u>

Donation income in the year includes restricted income of £26,168 (2023: £7,942).

SCOTTS PROJECT TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

3 Income from charitable activities

	2024 £	2023 £
Residential home fees	1,291,319	1,200,913
Allocated to Day Services	(21,304)	(19,333)
	<u>1,270,015</u>	<u>1,181,580</u>
Supported living fees and rental income	318,801	307,909
Day Services fees	459,461	394,586
	<u><u>2,048,277</u></u>	<u><u>1,884,075</u></u>

4 Expenditure

Expenditure on raising funds

	2024 £	2023 £
For donations and events		
Administrative cost of fundraising	1,056	1,464
Events	7,289	-
Wages and salaries (Note 7)	7,371	7,918
National insurance (Note 7)	544	266
Pension cost (Note 7)	308	237
	<u><u>16,568</u></u>	<u><u>9,885</u></u>

Expenditure for restricted funds in the current period was £Nil (2023: £Nil).

Expenditure on charitable activities

	<i>Direct costs 2024 £</i>	<i>Support costs 2024 £</i>	<i>Total 2024 £</i>	<i>Total 2023 £</i>
Residential home	1,080,134	167,982	1,248,116	1,109,313
Supported living	277,886	76,945	354,831	323,756
Day Services	366,412	124,208	490,620	429,369
	<u><u>1,724,432</u></u>	<u><u>369,135</u></u>	<u><u>2,093,567</u></u>	<u><u>1,862,438</u></u>
	<i>Note 5</i>	<i>Note 6</i>		

Expenditure for restricted funds in the current period was £23,211 (2023: £28,524).

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

5 Direct costs

	<i>Total</i> <i>2024</i> £	<i>Total</i> <i>2023</i> £
Wages and salaries (Note 7)	1,152,058	1,067,350
National insurance (Note 7)	88,363	73,005
Pension cost (Note 7)	23,133	21,246
Food and household	35,765	34,249
Establishment	192,750	155,993
Other direct costs	119,864	67,245
Profit on disposal of fixed assets	(7,000)	(45)
Depreciation	119,499	108,809
	<u>1,724,432</u>	<u>1,527,852</u>

6 Support costs

	<i>Total</i> <i>2024</i> £	<i>Total</i> <i>2023</i> £
Wages and salaries (Note 7)	245,838	236,322
National insurance (Note 7)	22,237	20,765
Pension cost (Note 7)	4,763	4,401
Other support costs	69,701	44,892
Legal and professional	11,434	18,822
Governance costs:		
Auditors' remuneration for audit and other services	15,162	9,384
	<u>369,135</u>	<u>334,586</u>

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

7 Staff costs

	2024 £	2023 £
Wages and salaries	1,405,267	1,311,590
Employer's National Insurance contributions	111,144	94,036
Employer's pension contributions	28,204	25,884
	<u>1,544,615</u>	<u>1,431,510</u>

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

	2024 No.	2023 No.
Residential home	26	23
Supported living	5	5
Day Services	9	9
Finance and administration	3	3
Maintenance	2	2
Governance	1	1
Fundraising and marketing	1	1
	<u>47</u>	<u>44</u>

The average monthly number of employees based on headcount during the year was 79 (2023: 76).

There were no employees with employment benefits (excluding employer pension contributions) of more than £60,000 in the current nor preceding period.

Key management personnel comprise the trustees and the senior management team listed on page 1. The total remuneration, including employers' national insurance and pension contributions, of key management personnel was £198,123 (2023: £202,551). No remuneration was paid to the trustees.

SCOTTS PROJECT TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

8 Net income

	2024 £	2023 £
Net income is stated after charging:		
Depreciation of tangible fixed assets	119,499	108,809
Auditors' remuneration	9,300	8,084
Auditors' remuneration - non-audit	5,862	1,300
Pension costs	28,204	25,884

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 2023	3,192,015	79,395	702,545	3,973,955
Additions	3,480	44,000	46,895	94,375
Disposals	-	(29,575)	(12,205)	(41,780)
At 31 March 2024	3,195,495	93,820	737,235	4,026,550
Depreciation				
At 1 April 2023	847,907	72,640	569,207	1,489,754
Charge for the year	51,794	12,754	54,951	119,499
Depreciation on disposal	-	(29,575)	(12,205)	(41,780)
At 31 March 2024	899,701	55,819	611,953	1,567,473
Net book value				
At 31 March 2024	2,295,794	38,001	125,282	2,459,077
At 31 March 2023	2,344,108	6,755	133,338	2,484,201

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 2024

10 Debtors

	2024 £	2023 £
Fees receivable	102,286	64,525
Prepayments and accrued income	76,736	72,830
	<u>179,022</u>	<u>137,355</u>

11 Cash at bank

	2024 £	2023 £
Instant access accounts	2,382,141	526,222
Notice accounts	-	1,726,990
	<u>2,382,141</u>	<u>2,253,212</u>

12 Creditors: amounts falling due within one year

	2024 £	2023 £
Accounts payable	55,378	49,813
Other taxation and social security	27,132	26,530
Accruals and deferred income	85,196	65,234
Other creditors	4,980	6,933
	<u>172,686</u>	<u>148,510</u>

Accruals and deferred income includes deferred income of £44,621 (2023: £27,402) for fees due in the next financial year and where there is an implied time constraint in the grant agreement and therefore income is recognised over the budgeted timescale.

The movement on deferred income is as follows:

	2024 £	2023 £
Balance at 1 April 2023	27,402	45,143
Released to income	(27,402)	(45,143)
Received in the year and deferred	44,621	27,402
	<u>44,621</u>	<u>27,402</u>

Balance at 31 March 2024

SCOTTS PROJECT TRUST

(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

13 Statement of funds

	<i>At 1 April 2023 £</i>	<i>Incoming resources £</i>	<i>Resources expended £</i>	<i>Transfers in/out £</i>	<i>At 31 March 2024 £</i>
Unrestricted funds:					
Fixed asset designated funds	2,484,674	-	(119,499)	93,902	2,459,077
Designated project funds	1,200,000	-	-	100,000	1,300,000
General funds	962,938	2,205,263	(1,967,425)	(135,529)	1,065,247
	4,647,612	2,205,263	(2,086,924)	58,373	4,824,324
Restricted funds	59,942	26,168	(23,211)	(58,373)	4,526
Restricted welfare funds	18,704	-	-	-	18,704
	4,726,258	2,231,431	(2,110,135)	-	4,847,554

The restricted funds carried forward at 31 March 2024 relate to grants and donations for capital or other specified projects and the Welfare Fund of £18,704 (2023: £18,704), to be used on the general welfare of service users and staff.

The transfer of £58,373 (2023: £25,588) from restricted reserves to the fixed asset designated funds represents expenditure on capital projects out of donations received in prior years, which the donors have specified must be used for the Trust's capital expenditure programme.

The transfer from general funds represents a transfer of £100,000 to designated project funds. The designated project funds are detailed in the Trustees' Report under 'Reserves'. The resources expended in the year relates to the depreciation charge.

<i>Prior year</i>	<i>At 1 April 2022 £</i>	<i>Incoming resources £</i>	<i>Resources expended £</i>	<i>Transfers in/out £</i>	<i>At 31 March 2023 £</i>
Unrestricted funds:					
Fixed asset designated projects and general funds	2,567,895	-	(108,809)	25,588	2,484,674
Designated project funds	1,050,000	-	-	150,000	1,200,000
General funds	911,183	1,936,745	(1,734,990)	(150,000)	962,938
	4,529,078	1,936,745	(1,843,799)	25,588	4,647,612
Restricted funds	124,816	7,942	(28,224)	(44,592)	59,942
Restricted welfare funds	-	-	(300)	19,004	18,704
	4,653,894	1,944,687	(1,872,323)	-	4,726,258

SCOTTS PROJECT TRUST
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2024

14 Analysis of net assets between funds

	<i>Restricted funds 2024 £</i>	<i>Unrestricted funds 2024 £</i>	<i>Total funds 2024 £</i>	<i>Total funds 2023 £</i>
Tangible fixed assets	-	2,459,077	2,459,077	2,484,201
Current assets	23,230	2,537,933	2,561,163	2,390,567
Creditors due within one year	-	(172,686)	(172,686)	(148,510)
	<u>23,230</u>	<u>4,824,324</u>	<u>4,847,554</u>	<u>4,726,258</u>

In the previous year restricted funds of £78,646 were included in current assets.

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

15 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 2024 was £28,204 (2023: £25,884).

16 Related party transactions

There were no Trustees' remuneration or other benefits during the current or prior period. During the year there were £77 (2023: £73) of expenses incurred by the Charity for the trustees to fulfill their duties, namely DBS checks for trustees.

There were no other related parties during the year.