

Charity registration number 1106898

Company registration number 05263509 (England and Wales)

RUTLAND HOUSE COMMUNITY TRUST LIMITED

**ANNUAL REPORT AND
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
31 MARCH 2023**

RUTLAND HOUSE COMMUNITY TRUST LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mrs A Gordon-Kerr (Chairman) Mr J Davies Mr G Marsh Mr C Riley (Vice Chairman) Mr P Brundell (Appointed 1 January 2023)
Charity number	1106898
Company number	05263509
Principal address	Willowbrook Willow Crescent Oakham Rutland LE15 6EH
Registered office	Willowbrook Willow Crescent Oakham Rutland LE15 6EH
Auditor	Newby Castleman LLP West Walk Building 110 Regent Road Leicester LE1 7LT
Bankers	CAF Bank Limited 25 Kings Hill Avenue West Malling Kent ME19 4JQ Melton Mowbray Building Society Leicester Road Melton Mowbray Leicestershire LE13 0DB

RUTLAND HOUSE COMMUNITY TRUST LIMITED

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RUTLAND HOUSE COMMUNITY TRUST LIMITED

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2023

The Trustees present their report together with the financial statements of the Charity for the year ended 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), Accounting and Reporting by Charities: Statement of Recommended Practice for charities applying FRS 102, the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

Objectives and activities

The objectives of the Charity as stated in the Memorandum of Articles and Association are as follows:

The object of the Trust is to provide a residential home (Willowbrook) and other individually designed quality services that promote opportunities for the development and self-fulfilment of adults with learning disabilities who primarily are or have been resident in Rutland or the surrounding area.

Rutland House Community Trust offers individually designed, quality services that promote opportunities for the development and self-fulfilment of adults with learning, physical and sensory disabilities.

The Trust is committed to the Personal Development and inclusion of all its service users through the mechanism of using a "Person Centred Planning" process to ensure that their needs, aspirations and potential are developed to the highest possible level.

We believe that everyone should be supported in expanding their personal and social activities, as they desire, including the opportunity to experience new and challenging situations. All service users are enabled to undertake group supported holiday activities.

Where applicable full professional risk assessments are carried out.

Rutland House Community Trust achieves its objectives by offering care and support for adults with learning, physical and sensory disabilities in the following areas:

- Residential care at Willowbrook for ten permanent residents.
- Supported Living for five tenants at Waterside and two at Brooke House.
- Domiciliary Care in the client's own home within the community.

The Trustees have considered the strategic direction of the Trust's activities and have set their priorities and key areas as follows:

- Ensuring that the current operations are maintained to the highest possible standard.
- Redevelopment of Willowbrook to bring it up to more current expectations.
- Expanding service user's access to social, educational, employment and day opportunities.
- Expansion of Supported Living activities & Domiciliary care as opportunities arise and dependent on staff availability.
- Provision of support and care in the community for elderly, physically and/or sensory impaired people if the Trustees are satisfied that this is achievable and in the best interest of the Trust.

Public Benefit

The Trustees confirm that they have complied with the guidance issued by the Charity Commission on public benefit in deciding what activities they should undertake and reviewing the plans for the future.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

Occupancy rates for the year were as follows;

Willowbrook 85.6% (2022: 77.7%)

Waterside 100% (2022: 82.3%)

Brooke House 50% (2022: 66.3%)

The Trust has received a visit from CQC to Willowbrook which resulted in a change of rating from REQUIRES IMPROVEMENT to GOOD.

The Supported Living Service maintains the overall rating from CQC of GOOD.

The Registered Managers for Willowbrook and Waterside remain in post.

The Trust has now established a model of funding for our supported living services with the Local Authority.

Financial review

The Trustees, who are also directors of the charity for purposes of the Companies Act, have adopted the provisions of the Charities SORP (FRS 102) in preparing the annual report and financial statements.

The results for the year ended 31st March 2023 are shown in the Statement of Financial Activities on page 11 and the position of the charity as at 31st March 2023 is shown on the Balance Sheet on page 12.

Despite the difficulties caused by the Covid-19 pandemic, the Trust achieved rising occupancy levels throughout the year. This, coupled with a more realistic model of funding being agreed with the local authority late on, led to an increase in income levels of 8.4% for the year. The full benefits of these factors are being felt during the current year.

Risk Management

The Trustees have considered various areas where the Trust and its operations could be vulnerable as follows:

- Supported Living Services: Direct Payments are now common place in supporting living allowing Service Users to choose who provide their support. Whilst this is preferable to tendering the Local Authority to supply services there is always the risk that a service user may choose a different provider.
- Coronavirus: COVID-19 continues to cause problems; staff are not permitted to attend work if they have any symptoms or test positive. Day service provisions will not accept service users that have symptoms of COVID - this puts a strain on staffing levels. This negatively affects the well-being of our service users & staff.
- Recruitment: due to the rural environment of our catchment area, there is considered to be some small risk in maintaining full staffing requirements. Any shortfall in this area is met by externally provided agency workers.
- Funding Models: there is not an identifiable funding model in place for our residential service, this leaves the service vulnerable if it loses a "high funded" service user. The Trust has agreed a fair cost funding formula with the Local Authority to establish appropriate funding levels.

In view of the above the Board of Trustees is carrying out a detailed review of its operations to ensure the future viability of the Trust and that any decisions made are in the best interest of service users and staff.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Reserves Policy

Financial Objectives

Operating Cash Reserves - As stated above the Trust must ensure the future sustainability of its operations and will maintain Cash Reserves at a minimum of 3 month's value of Operating Expenditure.

Operating Cash Reserves are defined as:

Net Current Assets (excluding capital assets and restricted creditors)

Less Total Cash Balances held as Restricted Funds, defined above.

This policy shall be subject to confirmation at Annual General Meetings of the Trust and may be amended as determined at any General Meeting of the Trust.

Unrestricted Reserves

Unrestricted Reserves excluding Designated Funds stand at £546,204 of which cash and net current assets represent £226,849. This latter figure will sustain operations in a "nil income environment" for approximately four months based on costs incurred in the year ended 31 March 2023, against the Reserves Policy of three months for the forthcoming year.

Restricted Funds

Restricted reserves stand at £25,689 all of which is represented by cash and net current assets.

Plans for the future

The Trust aims to continue its commitment to staff development.

The Trust is also aiming to expand its provision of domiciliary care.

The Trust has set up a sub-committee to plan for the development of the Willowbrook building.

The Trust aims to hold another fun run and other fund raising activities.

The Trust will look at the provision of all care sector activities in the area and consider the viability of expansion into new services in the future.

The Trust will look at splitting Brooke House into 2 separate units.

The Trust will look to increase capacity at its Waterside building whilst having regard for the care needs of its existing service users.

Structure, governance and management

Rutland House Community Trust Limited is registered as a Charity with the Charity Commission. It is constituted as a company limited by guarantee and is governed by its Memorandum and Articles of Association.

The Trustees who have held office since 1 April 2022 were:

Mrs A Gordon-Kerr (Chair)

Mr M Williams (Treasurer) (resigned 30 November 2022)

Mr C Riley (Vice Chair)

Mr J Davies

Mr G Marsh

Mr P J Brundell (Treasurer) (appointed 1 January 2023)

The Trustees are the Directors of the company and are appointed in accordance with the Articles of Association and retire by rotation.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

If a new Trustee position becomes available, the board approaches those individuals who they identify as having particular skill sets which would benefit the Charity. The board subsequently makes an informed decision on the new appointment based on the candidates knowledge, skills and experience.

A Trustee appointment cannot be confirmed until satisfactory checks have been made with the "Disclosure & Barring Service" and receipt of appropriate references.

The induction process is conducted under the guidance of the Chairman as follows:

- Discussions with the Chairman and Treasurer to cover the detailed structure and operation of the Trust's legal and financial operations and reporting requirements.
- A clear understanding must be achieved regarding the Charity Commission current requirements and the responsibilities of Charity Trustees.
- Meetings with the Operations Manager and managers to ensure a full understanding of the Trust's operations and regulatory requirements (CQC Essential Standards etc).
- New Trustees must appraise themselves with the Trust's Policy and Procedure Manual.

As part of the induction new Trustees will accompany other Trustees at least twice to carry out the monthly "Owners' Inspection" of Willowbrook as required under Care Standards. All Trustees share this responsibility equally.

Organisational Structure

The Trustees are the Board of Directors and exercise all the powers of the Trust in accordance with the Articles of Association. It meets at least four times a year. To ensure best practice throughout the organisation, sub-committees control and manage all of its activities which are chaired by a Trustee and contain at least another Trustees.

The work, findings and recommendations of all sub-committees are reported to the Board by its Trustee chair and where necessary formal approval gained.

The sub-committees are:

- The Management Committee which is chaired by the Chairman of the Trust and meets every month.
- Other sub-committees established as necessary and which cover:
 - Client Referrals - when vacancies exist and further consideration is given to applicants from new residents.
 - Disciplinary Matters - when the need arises.

Under the requirements for the Care Quality Commission of Social Care Inspection, the Trustees are responsible for completing a monthly inspection at one of its sites under the Residential Care Standards. In addition, the Operations Manager carries out sporadic checks at Willowbrook and Waterside as part of the Trust's in house quality assurance procedure.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

To facilitate effective management, Trustees control day-to-day operations. The Management Committee meets each month to review operations and receive reports from managers. Other meetings are held as follows:

- The Staff Management Meeting chaired by the Operations Manager, which meets each week.
- The managers and senior care officers have monthly "senior" meetings, which are chaired by the Operations Manager.
- Managers of the Trust's two services have monthly team meetings with all staff and report to the Staff Management Meeting.
- Training/Diploma meetings are held quarterly, these are chaired by the Operations Manager and attended by assessors to discuss the needs and progress of staff undertaking qualifications.

The remuneration of key management is approved by the Chair of Trustees and is set against established pay scales, benchmarked in comparison with similar sized charities.

The Board of Trustees continuously monitors the status of the Trust's operations at its meetings and from information considered by the Management Committee, to ensure that the Trust will continue to function to a high standard for the foreseeable future.

Equal Opportunities

Rutland House Community Trust is committed to the principle of equal opportunities in employment. We promote equal opportunity through the application of personnel policies that ensure that individuals receive treatment that is fair, equitable and consistent with their aptitudes, potentials, skills and abilities. As such RHCT recognises its responsibilities under the equal opportunities legislation and will not discriminate on grounds of gender, marital status, race, ethnic origin, nationality, religion, sexuality, age, political opinion, affiliation, disability or mental health.

Members of RHCT and staff involved in recruitment, promotion and management will receive training as appropriate in the application of the equal opportunities policy and be made aware of the effects of possible prejudice and cultural bias. Therefore the interview and selection process is fair and relevant. Vacancies will be advertised as widely as possible to ensure that all sections of the community have an opportunity of making an application.

We aim to ensure that no service user, job applicant, staff member, volunteer, organisation or individual to whom we provide services will be discriminated against by us on any grounds whatsoever.

We aim to foster awareness of the prejudices of all who work for and with the Trust and commit ourselves to taking positive action to affect the removal of these prejudices.

When considering potential service users, selection will be made on the basis of ability of the service to meet the needs of the potential service user according to their disability and not on the grounds of race, nationality, ethnic or national origin or religion.

Service users are entitled to equal opportunities within society and so will be supported by staff to have full opportunity to use community facilities: have their religious and cultural needs respected and met and to be treated with dignity and respect at all times. Service users are entitled to equal opportunities regardless of their disability and to live in an enabling environment. They will be given the opportunity to participate in appropriate learning experiences and will be encouraged to advocate for themselves wherever possible.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2023

Statement of Trustees' responsibilities

The Trustees, who are also the directors of Rutland House Community Trust Limited for the purpose 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 financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 2015 (FRS 102);
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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.

In so far as the Trustees are aware:

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

This report has been prepared in accordance with the special provisions relating to small companies within Part 15 of the Companies Act 2006.

Mrs A Gordon-Kerr (Chair)
Trustee

Dated: 4 December 2023

RUTLAND HOUSE COMMUNITY TRUST LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF RUTLAND HOUSE COMMUNITY TRUST LIMITED

Opinion

We have audited the financial statements of Rutland House Community Trust Limited (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the 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 FRS 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 2023 and of its incoming resources and application of resources, including its income and expenditure 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 trustees' report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the trustees' report. 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.

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 course of 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 this gives rise to a material misstatement in the financial statements themselves. 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.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF RUTLAND HOUSE COMMUNITY TRUST LIMITED

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

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

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 6, the trustees (who are also the directors of the charitable company for the purpose of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that act.

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.

Extent to which the audit was considered capable of detecting irregularities

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion. However, responsibility for the prevention and detection of fraud ultimately rests with both those charged with governance and management of the charitable company.

In identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, our procedures included the following:

- obtaining an understanding of the legal and regulatory framework applicable to the charitable company by considering the nature of the industry in which the charitable company operates and enquiring of management; and
- identifying the key laws and regulations considered to have a direct impact on the financial statements including the UK Companies Act 2006, UK Charities Act 2011, UK Generally Accepted Accounting Practice and UK tax legislation. Other regulations identified which were not considered to have a direct impact on the financial statements but which were considered central to the ability of the charitable company to operate were Care Quality Commission Regulations; and

RUTLAND HOUSE COMMUNITY TRUST LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF RUTLAND HOUSE COMMUNITY TRUST LIMITED

- assessing how the charitable company is complying with the applicable legal and regulatory framework by making further enquiries of management and observing the company's control environment regarding compliance with regulations and fraud prevention; and
- assessing the susceptibility of the charitable company's financial statements to material misstatement, including how fraud might occur, by considering the effectiveness of the charitable company's accounting systems and controls and how these were monitored by management. Where the risk of material misstatement was considered to be higher in certain areas, further audit procedures were designed to address this increased risk; and
- discussing amongst the engagement team how and where fraud might occur in the financial statements and any potential indicators of fraud.

Audit response to risks of irregularities identified

Our procedures to respond to risks identified included the following:

- performing audit work over revenue recognition including analytical procedures and substantive tests of detail of a sample of revenue transactions; and
- reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations; and
- enquiry of charitable company staff responsible for compliance to identify any instances of non-compliance with laws and regulations; and
- enquiry of management, those charged with governance and other relevant parties around actual and potential litigation claims; and
- reviewing minutes of meetings of those charged with governance; and
- performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for bias; and
- communicating identified laws and regulations and potential fraud risks to all engagement team members and assessing whether there are any indications of fraud or non-compliance with laws and regulations throughout the audit.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk is also greater regarding irregularities occurring due to fraud rather than error, as fraud involves intentional concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF RUTLAND HOUSE COMMUNITY TRUST LIMITED

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Newby Castleman LLP

Chartered Accountants

Statutory Auditor

West Walk Building

110 Regent Road

Leicester

LE1 7LT

6 December 2023

Newby Castleman LLP is eligible for appointment as auditor of the charitable company by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted funds general £	designated £	Restricted funds £	Total 2023 £	Total 2022 £
Income from						
Donations and legacies	3	2,463	-	-	2,463	52,938
Charitable activities	4	963,615	-	-	963,615	841,927
Investments	5	4,014	-	-	4,014	460
Total		970,092	-	-	970,092	895,325
Expenditure on						
Charitable activities	6	990,213	3,515	21,366	1,015,094	861,639
Other	9	474	-	-	474	4,550
Total		990,687	3,515	21,366	1,015,568	866,189
Net movement in funds		(20,595)	(3,515)	(21,366)	(45,476)	29,136
Reconciliation of funds						
Total funds brought forward		566,799	343,298	47,055	957,152	928,016
Total funds carried forward		546,204	339,783	25,689	911,676	957,152

All income and expenditure derive from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

BALANCE SHEET

AS AT 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Tangible assets	12		478,224		451,635
Current assets					
Debtors	13	55,418		47,268	
Cash at bank and in hand		435,986		508,424	
		<u>491,404</u>		<u>555,692</u>	
Creditors: amounts falling due within one year	14	<u>(57,952)</u>		<u>(50,175)</u>	
Net current assets			433,452		505,517
Total assets less current liabilities			<u>911,676</u>		<u>957,152</u>
Total funds of the charity					
Restricted funds	16		25,689		47,055
Designated funds	17		339,783		343,298
Unrestricted funds	17		546,204		566,799
Total charity funds			<u>911,676</u>		<u>957,152</u>

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

For the year ended 31 March 2023 the company was entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006 relating to small companies, but as this is a charity, it is subject to an audit under section 144 of the Charities Act 2011.

Directors responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476;
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of financial statements.

The financial statements were approved and authorised by the board of trustees on 4 December 2023 and are signed on its behalf by:

Mrs A Gordon-Kerr (Chairman)
Trustee

The notes on pages 14 - 23 form part of these financial statements.

Company Registration No. 05263509

RUTLAND HOUSE COMMUNITY TRUST LIMITED

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 MARCH 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	22		(22,245)		44,614
Investing activities					
Purchase of tangible fixed assets		(54,207)		(64,949)	
Proceeds on disposal of tangible fixed assets		-		15,500	
Interest received		4,014		460	
Net cash used in investing activities			(50,193)		(48,989)
Net decrease in cash and cash equivalents			(72,438)		(4,375)
Cash and cash equivalents at beginning of year			508,424		512,799
Cash and cash equivalents at end of year			435,986		508,424

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

Charity information

Rutland House Community Trust Limited ("the charity") is a private company limited by guarantee incorporated in England and Wales. The address of the registered office and place of business is given in the legal and administrative information page of these financial statements.

The members of the company include the trustees named within the legal and administrative information. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity.

1.1 Basis of preparation

The charitable company is a public benefit entity as defined by FRS 102. These financial statements have been prepared in accordance with The Financial Reporting Standard applicable in the UK and Republic of Ireland ("FRS 102"), Accounting and Reporting by Charities: the Statement of Recommended Practice for charities applying FRS 102 (2019), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

The financial statements are prepared in sterling, which is the functional currency of the charitable company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charitable company has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Designated funds are unrestricted funds of the charity that the trustees have decided at their discretion to set aside for specific purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.4 Income recognition

Income is recognised when the charitable company is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Income from charitable activities primarily include:

- care fees received under contract and fees where entitlement to the funding is subject to specific performance conditions. Fees are recognised as earned when the related services are provided.
- rental income is received from letting a property to further the charities activities. This is recognised on an accruals basis.

Investment income is earned through holding assets for investment purposes. It comprises bank interest and is recognised on an accruals basis.

1.5 Government grants

Government grants are recognised at fair value when the charity has entitlement after any performance conditions have been met, it is probable that the income will be received and the amount can be measured with reliability. If entitlement is not met, then the amounts are deferred.

1.6 Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs relating to the category. Expenditure is recognised when there is a legal or constructive obligation to make payments to third parties, it is probable that settlement will be required and the amount of the obligation can be measured reliably. It is recognised under the principal heading of expenditure on charitable activities which includes costs incurred by the charity in the delivery of its activities and services for its users.

1.7 Support costs

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, and administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Support costs are allocated to expenditure on charitable activities on a basis consistent with use of the resources.

The analysis of these costs is included in note 8.

1.8 Tangible fixed assets

Tangible fixed assets are measured at cost, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost of assets less their residual values over their useful lives on the following basis:

Leasehold property	1% per annum of cost
Fixtures, fittings & equipment	20% per annum of cost
Motor vehicles	10% per annum of cost

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

1 Accounting policies

(Continued)

1.10 Financial instruments

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Debtors and creditors with no stated interest rate and receivable or payable within one year are measured at transaction price. Any losses arising from impairment are recognised in the Statement of Financial Activities ("SOFA").

1.11 Taxation

Rutland House Community Trust Limited is a registered charity and no taxation provision is required as its income from charitable activities falls within the various exemptions available to registered charities.

1.12 Employee benefits

When employees have rendered service to the charity, short-term employee benefits to which the employees are entitled are recognised at the undiscounted amount expected to be paid in exchange for that service.

1.13 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.14 Leases

Rentals payable under operating leases, including any lease incentives received, are charged to the SOFA on a straight line basis over the term of the relevant lease.

2 Critical accounting estimates and judgements

In the application of the charitable company's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

The trustees do not consider there to be any key sources of estimation uncertainty that have a significant effect on the amounts recognised in the financial statements.

3 Income from donations and legacies

	Unrestricted funds 2023 £	Restricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Donations	2,463	-	2,463	6,845	-	6,845
Government grants	-	-	-	-	46,093	46,093
	<u>2,463</u>	<u>-</u>	<u>2,463</u>	<u>6,845</u>	<u>46,093</u>	<u>52,938</u>

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

4 Income from charitable activities

	Unrestricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Total 2022 £
Care fees	940,680	940,680	821,666	821,666
Transport income	12,492	12,492	5,449	5,449
Rental income	10,443	10,443	14,812	14,812
	<u>963,615</u>	<u>963,615</u>	<u>841,927</u>	<u>841,927</u>

5 Income from investments

	Unrestricted funds 2023 £	Total 2023 £	Unrestricted funds 2022 £	Total 2022 £
Interest receivable	<u>4,014</u>	<u>4,014</u>	<u>460</u>	<u>460</u>

6 Expenditure on charitable activities

	Activities undertaken directly Note 7 £	Support costs Note 8 £	Total 2023 £	Total 2022 £
Care costs	915,399	87,219	1,002,618	855,317
Transport costs	<u>12,476</u>	<u>-</u>	<u>12,476</u>	<u>6,322</u>
	<u>927,875</u>	<u>87,219</u>	<u>1,015,094</u>	<u>861,639</u>
Unrestricted funds			993,728	836,912
Restricted funds			<u>21,366</u>	<u>24,727</u>
			<u>1,015,094</u>	<u>861,639</u>

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

7 Expenditure on activities undertaken directly

	Care Costs	Transport Costs	Total 2023	Total 2022
	£	£	£	£
Staff costs	815,462	-	815,462	695,328
Depreciation	23,179	3,965	27,144	19,901
Direct care costs	67,755	-	67,755	58,621
Direct transport costs	-	8,511	8,511	4,391
Insurance	9,003	-	9,003	7,038
	<u>915,399</u>	<u>12,476</u>	<u>927,875</u>	<u>785,279</u>

8 Expenditure on support costs

	2023	2022
	£	£
Staff costs	10,987	10,105
Rent	17,077	12,718
Rates	2,304	1,989
Insurance	6,002	4,692
Light and heat	19,656	18,063
Repairs and maintenance	11,194	9,604
Office costs	14,385	13,564
Charges and fees	101	112
Audit fees	5,500	5,500
Other costs	13	13
	<u>87,219</u>	<u>76,360</u>
Analysed between		
Charitable activities	<u>87,219</u>	<u>76,360</u>

Support costs have been allocated to activities on a relevant basis to the nature of the underlying costs in proportion to resources used. Support costs include governance costs totalling £16,500 (2022: £15,618).

9 Other expenditure

	Unrestricted funds general	Total	Unrestricted funds general	Unrestricted funds designated	Total
	2023	2023	2022	2022	2022
	£	£	£	£	£
Net loss on disposal of tangible fixed assets	<u>474</u>	<u>474</u>	<u>4,459</u>	<u>91</u>	<u>4,550</u>

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration, benefits or reimbursed expenses from the charity during the year.

11 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Employees	32	34
Employment costs	2023 £	2022 £
Wages and salaries	756,611	651,872
Social security costs	57,866	44,092
Other pension costs	11,972	9,469
	826,449	705,433

There were no employees whose annual remuneration was £60,000 or more.

12 Tangible fixed assets

	Leasehold property £	Fixtures, fittings & equipment £	Motor vehicles £	Total £
Cost				
At 1 April 2022	472,535	147,710	34,422	654,667
Additions	-	22,881	31,326	54,207
Disposals	-	(1,209)	-	(1,209)
At 31 March 2023	472,535	169,382	65,748	707,665
Depreciation and impairment				
At 1 April 2022	96,247	82,271	24,514	203,032
Depreciation charged in the year	4,768	18,412	3,965	27,145
Eliminated in respect of disposals	-	(736)	-	(736)
At 31 March 2023	101,015	99,947	28,479	229,441
Carrying amount				
At 31 March 2023	371,520	69,435	37,269	478,224
At 31 March 2022	376,288	65,439	9,908	451,635

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

13 Debtors

	2023 £	2022 £
Amounts falling due within one year		
Trade debtors	17,406	6,738
Other debtors	1,915	23,281
Prepayments and accrued income	36,097	17,249
	<u>55,418</u>	<u>47,268</u>

14 Creditors: amounts falling due within one year

	2023 £	2022 £
Other taxation and social security	5,820	9,317
Trade creditors	32,143	22,530
Accruals	19,989	18,328
	<u>57,952</u>	<u>50,175</u>

15 Retirement benefit schemes

Defined contribution schemes

The charitable company operates a defined contribution pension scheme for all qualifying employees.

The charge to the SOFA in respect of defined contribution schemes was £11,972 (2022 - £9,469). This expenditure has been allocated to support costs and unrestricted general funds.

16 Restricted funds

The funds of the charity include restricted funds held for specific purposes:

	Balance at 1 April 2022 £	Movement in funds		Balance at 31 March 2023 £
		Incoming resources £	Resources expended £	
Future Development	25,689	-	-	25,689
Coronavirus Infection Control and Support	21,366	-	(21,366)	-
	<u>47,055</u>	<u>-</u>	<u>(21,366)</u>	<u>25,689</u>

	Balance at 1 April 2021 £	Movement in funds		Balance at 31 March 2022 £
		Incoming resources £	Resources expended £	
Future Development	25,689	-	-	25,689
Coronavirus Infection Control and Support	-	46,093	(24,727)	21,366
	<u>25,689</u>	<u>46,093</u>	<u>(24,727)</u>	<u>47,055</u>

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

16 Restricted funds

(Continued)

The Future Development fund represents cash which has been received for the future development of the charity.

The Coronavirus Infection Control and Support fund represents amounts received from the Government and local authorities to cover additional costs in respect of the Covid-19 pandemic.

17 Unrestricted funds

The unrestricted funds of the charity include general and designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	Balance at 1 April 2022	Incoming resources	Movement in funds		Transfers	Balance at 31 March 2023
	£	£	Resources expended	Depreciation	£	£
Designated funds						
Building	125,012	-	-	(1,481)	-	123,531
New Build	176,740	-	-	-	-	176,740
Transport	41,546	-	-	(2,034)	-	39,512
	343,298	-	-	(3,515)	-	339,783
General funds	566,799	970,092	(967,058)	(23,629)	-	546,204
	910,097	970,092	(967,058)	(27,144)	-	885,987

	Balance at 1 April 2021	Incoming resources	Movement in funds		Transfers	Balance at 31 March 2022
	£	£	Resources expended	Depreciation	£	£
Designated funds						
Building	126,495	-	-	(1,483)	-	125,012
New Build	176,740	-	-	-	-	176,740
Transport	43,147	-	(91)	(1,510)	-	41,546
	346,382	-	(91)	(2,993)	-	343,298
General funds	555,945	849,232	(821,468)	(16,910)	-	566,799
	902,327	849,232	(821,559)	(19,903)	-	910,097

The Building fund represents the net book value of certain assets which have been designated by the trustees for general building purposes.

The New Build fund represents cash designated by the trustees for the redevelopment and refurbishment of the existing buildings.

The Transport fund comprise cash, and the net book value of motor vehicles, designated by the trustees to provide transport assistance to users.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

18 Analysis of net assets between funds

	Unrestricted funds general 2023 £	designated 2023 £	Resticted funds 2023 £	Total 2023 £
Fund balances at 31 March 2023 are represented by:				
Tangible assets	319,355	158,869	-	478,224
Current assets/(liabilities)	226,849	180,914	25,689	433,452
	<u>546,204</u>	<u>339,783</u>	<u>25,689</u>	<u>911,676</u>
	Unrestricted funds general 2022 £	designated 2022 £	Resticted funds 2022 £	Total 2022 £
Fund balances at 31 March 2022 are represented by:				
Tangible assets	320,577	131,058	-	451,635
Current assets/(liabilities)	246,222	212,240	47,055	505,517
	<u>566,799</u>	<u>343,298</u>	<u>47,055</u>	<u>957,152</u>

19 Operating lease commitments

At the reporting end date the charitable company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2023 £	2022 £
Within one year	8,323	11,893
Between two and five years	19,250	16,169
In over five years	118,944	121,480
	<u>146,517</u>	<u>149,542</u>

Lease payments totalling £21,095 (2022 - £16,036) have been recognised as an expense during the year.

20 Controlling party

Rutland House Community Trust Limited is a company limited by guarantee and not having share capital; it is incorporated under the Companies Act and governed by the Memorandum and Articles of Association of the charity. The trustees of the charity are elected members and act as directors of the charity who are deemed to be the controlling party of the charity.

RUTLAND HOUSE COMMUNITY TRUST LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

21 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2023 £	2022 £
Aggregate compensation	129,958	113,396

22 Cash generated from operations

	2023 £	2022 £
(Deficit)/surplus for the year	(45,476)	29,136
Adjustments for:		
Investment income recognised in statement of financial activities	(4,014)	(460)
Loss on disposal of tangible fixed assets	474	4,550
Depreciation and impairment of tangible fixed assets	27,144	19,901
Movements in working capital:		
(Increase) in debtors	(8,150)	(7,923)
Increase/(decrease) in creditors	7,777	(590)
Cash (absorbed by)/generated from operations	(22,245)	44,614

23 Analysis of changes in net funds

During the year the charitable company had no borrowings or obligations under finance leases. The changes in net funds of the charity therefore solely comprise of cash and cash equivalents.