

**Charity Registration No. 1120693**

**Company Registration No. 6297277 (England and Wales)**

**CARE NETWORK CAMBRIDGESHIRE**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# CARE NETWORK CAMBRIDGESHIRE

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	W Mortimer J Worth S Ellington M Pearce Higgins G Barron M Hill
<b>Secretary</b>	S Willis
<b>Charity number</b>	1120693
<b>Company number</b>	6297277
<b>Registered office</b>	18 Broadway House 149-151 St Neot's Road Hardwick Cambridge United Kingdom CB23 7QJ
<b>Auditor</b>	Azets Audit Services Ruthlyn House 90 Lincoln Road Peterborough United Kingdom PE1 2SP

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# CARE NETWORK CAMBRIDGESHIRE

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# CARE NETWORK CAMBRIDGESHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2021

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The trustees present their report and financial statements for the year ended 31 March 2021.

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 Companies Act 2006 and "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)".

### Objectives and activities

The charity's objects are "To facilitate the relief of sickness and distress and improve the quality of life by reducing social isolation and improving independence for older and otherwise vulnerable adults, in Cambridgeshire and neighbouring counties".

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

### Achievements and performance

Care Network Cambridgeshire exists to help people to stay healthy, independent and to keep in touch with their community.

Our vision is for individuals to choose their own independent lifestyle and social activities, provided with as much information and support as they need. The health and well-being of individuals is improved or maintained, hospital stays are minimised and recovery is as fast as possible. Communities involve local people to support each other both individually and through groups and activities.

This report documents our activities over the past 12-months, and as such is our account of the Covid-19 pandemic, the way it has impacted our clients, volunteers, staff and the charity as a whole. Care Network Cambridgeshire (CNC) is here to enable individual clients and communities to live happier, healthier and independent lives, as such it is right that we should firstly report on how we achieved this in a year filled with lockdowns and uncertainty:

- **Help At Home**

Received a total of 1,237 referrals, with 8,210 contacts of support. This included following a discharge from hospital, when clients are at high risk of a hospital readmission as well as community-based support of staff and volunteers ensuring that clients were able to maintain independence during times of emotional or physical ill-health.

- **Community Navigators**

Received 3,107 referrals, the team provided 18,416 contact sessions providing information, advice and guidance. During a time when many services and activities were suspended, the Community Navigators still found solutions.

- **Covid-19 Rapid Response Service**

This was our initial response to community need at the start of Lockdown 1, where we swiftly mobilised to support local residents, collaborating and partnering across sectors to ensure there was 'no wrong front door' to people getting the support needed. In a 3-month period this service received 197 referrals, providing 643 contact sessions. From August 2020 this became an established service, Project Catalyst, with a focus on wellbeing and supporting community groups. Herein there have been 353 referrals to our wellbeing service, which provided 1,100 contact sessions. Moreover, our wonderful volunteers gave 804 hours of Check and Chat support to clients at risk of loneliness, isolation and low mood.

# CARE NETWORK CAMBRIDGESHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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- **Community Development**

Through the period of the pandemic the team contacted 314 community groups (including Community Car Schemes) and hubs, the resulting 1,169 contact sessions included our offer and activities to assist and support as need increased within communities. During the easing of the lockdown periods, we have been in touch to offer advice on health and safety, social distancing, any queries, or concerns, being a supportive friend in the background. Via our small grant award for community groups, £1,975.43 was awarded to provide funding for PPE and other resources to operate in the new normal, enabling groups to safely re-emerge from lockdown via Project Catalyst.

Reflecting on what these numbers mean in the context of Covid-19, it describes how from the end of March 2020, when so much was unknown and in many ways the country felt paralysed with fear, CNC was able to rapidly mobilise and adapt to completely new ways of working, all the time holding safety of clients, staff and volunteers at the forefront of our minds. This data tells the story of 29,538 times when CNC was able to ensure that we were there, alongside local people. We saw the pandemic increase health inequalities within our local landscape, increase requests for support relating to food poverty, and as a result, we are committed to continuing to work alongside partners, colleagues and communities to address this, together we are all stronger and can make more of a difference.

CNC saw how Covid-19 brought out the best in communities and it has been an honour and inspiration to work with them. Throughout this time, we maintained our ethos of 'people at the heart of everything' this means working with and not doing to, whether that is supporting individual client of community groups to achieve their ambitions and goals.

The Board of Trustees are exceptionally proud of our Leadership Team and Senior Coordinators who managed to not only deliver these unprecedented changes in service provision, but also maintained focus on delivering our 3-year strategic goals. Each year the charity strives to remain on target to achieve these through reviewing our strategic priorities for the next 12-months and this has enabled us to perform to the levels that we have during this new reality which has become the way we all now work and live. CNC would like to note our gratitude and appreciation to our trustees for their unwavering commitment and support during this time.

More challenges stand before CNC over the next 12-months, we must not only survive but continue to adapt in order to thrive and support local need. It is because of the dedication of all our staff and volunteers, we are hopeful about the future. To these wonderful people, as well as partners across systems and sectors we say thank you for your friendship, collaboration, and commitment.

### **Fundraising policy**

The charity does not actively fundraise amongst the public, although it does hold occasional fundraising events (online fundraising campaigns etc).

The charity does not use any outside or third party fundraisers. Where the charity does receive donations (which it considers unsolicited) it monitors the source to ensure it is suitable to receive the donation in terms of potential vulnerability of the donor or reputational risk to the charity.

No complaints have been received by the charity,

# CARE NETWORK CAMBRIDGESHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### Financial review

The charity had total funds of £521,497 (2020 - £370,053) at the year end, of which it considers £176,412 free (2020 - £217,965). The trustees consider the position satisfactory. The principal financial risk to the charity is the withdrawal of grant income from its main funders. The trustees consider the free reserve level sufficient to cover such funding shortfall in the short term.

As part of the annual budgeting process, trustees consider the desirable level of free unrestricted reserves for the coming year. The charity uses these reserves in a variety of ways including pump priming of new services, support for existing services where funding has fallen short of expenditure and to fund the liabilities in the event of closure of the charity. The annual review takes into account the current level of expenditure for Care Network Cambridgeshire, an assessment of the risk regarding the main source of income, the trends and pressures on grant funding and the level of reserves that can be realistically achieved. The trustees will annually review the evidence and agree an appropriate level of reserves. This review will incorporate an action plan to increase reserves if necessary and set guidelines for spending against the reserves. Progress against the action plan will be monitored by the trustees at their regular meeting and any investment decisions will take into account the required reserve level. In quantifying a range of free reserves the trustees consider free reserves between £150,000 and £300,000 acceptable with the upper figure being more desirable.

### Risk management

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

The trustees are committed to an ongoing policy of identifying, monitoring and managing all operational, financial and strategic risk. The trustees regularly review key risks which are rated based on severity and likelihood of occurrence and ensure that appropriate mitigations are in place to protect the charity.

### Structure, governance and management

The charity is a company limited by guarantee with charitable status, formed on 29th June 2007, and governed by a Memorandum and Articles of Association. Its unincorporated predecessor charity, Care Network, was originally formed in October 1994.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

W Mortimer

S McGrady (Resigned 20 June 2020)

J Worth

S Ellington

P Beecroft (Resigned 30 April 2021)

M Pearce Higgins

G Barron

M Hill

Care Network Cambridgeshire is controlled by a Board of Trustees (7 Trustees in 2020/21). The board meets every 2 months with the Chief Executive Officer to set policy and strategic direction, monitor performance, approve policies and agree areas for research or action. The day to day management of the charity is delegated to the Chief Executive Officer. Trustees are recruited seeking a spread of skills and/or client group representation to ensure a diverse board, representative of the community the charity serves. New trustees provide a personal summary and references, and are elected in accordance with the Articles of Association. These articles provide for the election of trustees for a full term with a three year rotational retirement, and also for the co-option of trustees until the next AGM. New trustees receive an induction pack, details of staff, services and a copy of written policies. Appropriate training is offered for relevant skills development. The trustees periodically review these procedures with reference to guidance published by the Charity Commission.

# CARE NETWORK CAMBRIDGESHIRE

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### Future plans

Within the last 12-months so much has been achieved, all driven by our ethos of *“people at the heart of everything”*. As such, following our strategic priority setting session in February 2020, our focus on delivering innovative services is going to draw upon improving organisational learning, development, and processes.

As one would expect, much of our 2021-2022's plans will be centred around support and recovery from Covid-19. We have proven how agile and responsive we are to address the impact of this pandemic and will continue to work alongside local communities and residents in a person centred approach as our journey with this devastating virus in our lives continues.

### Investment powers

The trustees having regards for the operational needs of the charity and security of funds have kept available funds in interest bearing deposit accounts.

### Public benefit

In order to fulfil its charitable objects and for the public benefit, Care Network Cambridgeshire delivers direct services to older and vulnerable people and supports community groups to do the same. In developing strategy and planning service delivery, the trustees comply with their duty to have due regard to the guidance on public benefit published by the Charity Commission.

### Pay policy and senior staff

The pay of senior staff is reviewed annually by the trustees and normally increased annually for rises in the cost of living. Specific roles have salary levels set commensurate with salaries set by similar organisations for comparable roles.

Further information about the activities of Care Network Cambridgeshire is contained in the Annual Report.

### Auditor

In accordance with the company's articles, a resolution proposing that Azets Audit Services be reappointed as auditor of the company will be put at a General Meeting.

The trustees' report was approved by the Board of Trustees.

### W Mortimer

Trustee

Dated: 25 June 2021

# **CARE NETWORK CAMBRIDGESHIRE**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

### ***FOR THE YEAR ENDED 31 MARCH 2021***

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The trustees, who are also the directors of Care Network Cambridgeshire 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 charity 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;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity 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 charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



# CARE NETWORK CAMBRIDGESHIRE

## INDEPENDENT AUDITOR'S REPORT

### TO THE TRUSTEES OF CARE NETWORK CAMBRIDGESHIRE

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#### Opinion

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

In our opinion, the financial statements:

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

#### Basis for opinion

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

#### Conclusions relating to going concern

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

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

#### Other information

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

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.

# CARE NETWORK CAMBRIDGESHIRE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF CARE NETWORK CAMBRIDGESHIRE

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#### **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
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity 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 charity'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 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

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.

# CARE NETWORK CAMBRIDGESHIRE

## INDEPENDENT AUDITOR'S REPORT (CONTINUED)

### TO THE TRUSTEES OF CARE NETWORK CAMBRIDGESHIRE

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#### Use of our report

This report is made solely to the charity'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 charity'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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

**Mr Mark Jackson FCA DChA (Senior Statutory Auditor)**  
**for and on behalf of Azets Audit Services**

17 August 2021

**Statutory Auditor**

Ruthlyn House  
90 Lincoln Road  
Peterborough  
United Kingdom  
PE1 2SP

Azets Audit Services is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006.

# CARE NETWORK CAMBRIDGESHIRE

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2021

		Unrestricted funds general 2021 £	Unrestricted funds designated 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes								
<b><u>Income and endowments from:</u></b>									
Donations and legacies	3	29,258	-	2,645	31,903	5,421	-	23,712	29,133
Charitable activities	4	39,429	-	1,018,876	1,058,305	71,775	-	910,540	982,315
Investments	5	2,028	-	-	2,028	1,769	-	-	1,769
Other income	6	2,700	-	1,318	4,018	7,296	-	1,823	9,119
<b>Total income</b>		<b>73,415</b>	<b>-</b>	<b>1,022,839</b>	<b>1,096,254</b>	<b>86,261</b>	<b>-</b>	<b>936,075</b>	<b>1,022,336</b>
<b><u>Expenditure on:</u></b>									
Raising funds	7	30,000	-	-	30,000	-	-	-	-
Charitable activities	8	2,809	5,286	906,715	914,810	34,114	16,817	951,864	1,002,795
<b>Total resources expended</b>		<b>32,809</b>	<b>5,286</b>	<b>906,715</b>	<b>944,810</b>	<b>34,114</b>	<b>16,817</b>	<b>951,864</b>	<b>1,002,795</b>
<b>Net incoming resources before transfers</b>		<b>40,606</b>	<b>(5,286)</b>	<b>116,124</b>	<b>151,444</b>	<b>52,147</b>	<b>(16,817)</b>	<b>(15,789)</b>	<b>19,541</b>

# CARE NETWORK CAMBRIDGESHIRE

## STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

*FOR THE YEAR ENDED 31 MARCH 2021*

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<b>Net incoming resources before transfers</b>	40,606	(5,286)	116,124	151,444	52,147	(16,817)	(15,789)	19,541
Gross transfers between funds	(95,215)	95,215	-	-	-	-	-	-
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Net (expenditure)/income for the year/ Net movement in funds</b>	(54,609)	89,929	116,124	151,444	52,147	(16,817)	(15,789)	19,541
Fund balances at 1 April 2020	231,021	-	139,032	370,053	178,874	16,817	154,821	350,512
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>Fund balances at 31 March 2021</b>	<u>176,412</u>	<u>89,929</u>	<u>255,156</u>	<u>521,497</u>	<u>231,021</u>	<u>-</u>	<u>139,032</u>	<u>370,053</u>

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

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# CARE NETWORK CAMBRIDGESHIRE

## BALANCE SHEET

AS AT 31 MARCH 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	12		13,329		13,056
<b>Current assets</b>					
Debtors	13	38,478		14,087	
Cash at bank and in hand		673,996		476,646	
		<u>712,474</u>		<u>490,733</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(204,306)</u>		<u>(133,736)</u>	
Net current assets			508,168		356,997
<b>Total assets less current liabilities</b>			<u>521,497</u>		<u>370,053</u>
<b>Income funds</b>					
Restricted funds	16		255,156		139,032
<u>Unrestricted funds</u>					
Designated funds	17	89,929		-	
General unrestricted funds		<u>176,412</u>		<u>231,021</u>	
			266,341		231,021
			<u>521,497</u>		<u>370,053</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021, although an audit has been carried out under section 144 of the Charities Act 2011.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

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

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

The financial statements were approved by the Trustees on 25 June 2021

W Mortimer  
Trustee

Company Registration No. 6297277

# CARE NETWORK CAMBRIDGESHIRE

## STATEMENT OF CASH FLOWS

**FOR THE YEAR ENDED 31 MARCH 2021**

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	Notes	2021 £	£	2020 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	21		200,881		13,347
<b>Investing activities</b>					
Purchase of tangible fixed assets		(5,559)		(14,433)	
Interest received		2,028		1,769	
<b>Net cash used in investing activities</b>			(3,531)		(12,664)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase in cash and cash equivalents</b>			197,350		683
Cash and cash equivalents at beginning of year			476,646		475,963
<b>Cash and cash equivalents at end of year</b>			673,996		476,646

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# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS

**FOR THE YEAR ENDED 31 MARCH 2021**

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### **1 Accounting policies**

#### **Charity information**

Care Network Cambridgeshire is a private company limited by guarantee incorporated in England and Wales. The registered office is 18 Broadway House, 149-151 St Neot's Road, Hardwick, Cambridge, CB23 7QJ, United Kingdom.

#### **1.1 Accounting convention**

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "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)". The charity is a Public Benefit Entity as defined by FRS 102.

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

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### **1.2 Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity 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.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### **1.4 Income**

Income is recognised when the charity 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.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

#### **1.5 Expenditure**

Income and expenses are included in the financial statements as they become receivable or due.

Expenses include VAT where applicable as the company cannot reclaim it.



# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2021

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### 1 Accounting policies

(Continued)

#### 1.6 Tangible fixed assets

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

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

Fixtures and fittings	10% Straight line basis
Computers	33.33% Straight line basis

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

It is the policy of the charity to capitalise assets acquired with a value in excess of £1,000.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 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, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

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

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 1 Accounting policies

(Continued)

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### 1.10 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.11 Retirement benefits

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

### 2 Critical accounting estimates and judgements

In the application of the charity'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.

### 3 Donations and legacies

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
Donations and gifts	6,370	2,645	9,015	29,133
Government grant income	22,888	-	22,888	-
	<u>29,258</u>	<u>2,645</u>	<u>31,903</u>	<u>29,133</u>

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 4 Charitable activities

	Charitable Activities 2021 £	Charitable Activities 2020 £
Income from charitable activities	1,058,305	982,315
Analysis by fund		
Unrestricted funds - general	39,429	71,775
Restricted funds	1,018,876	910,540
	1,058,305	982,315

Included within income from charitable activities is funding from the following organisations:-

- Cambridgeshire County Council
- Cambridge City Council
- Cambridgeshire & Peterborough Clinical Commissioning Group
- NHS England
- National Lottery Community Fund – Reaching Communities
- National Lottery Community Fund – Building Connections
- National Lottery Community Fund – COVID response
- South Cambridgeshire District Council
- Cambridgeshire Community Foundation
- The Sobell Foundation
- The Pye Foundation
- The Betty Lawes Foundation
- The Edward Gostling Foundation
- The Britford Bridge Trust
- Tesco
- The Souter Charitable Trust
- The Simon Gibson Charitable Trust
- The Schroder Charitable Trust
- Independent Age
- The Evelyn Trust
- The Harry Cureton Charitable Trust
- The Childwick Trust
- The Frank Litchfield Charitable Trust
- The Julia & Hans Rausing Trust
- The Grace Trust

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 5 Investments

	Unrestricted funds general 2021 £	Unrestricted funds general 2020 £
Interest receivable	2,028	1,769

### 6 Other income

	Unrestricted funds general 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds general 2020 £	Restricted funds 2020 £	Total 2020 £
Other income	2,700	1,318	4,018	7,296	1,823	9,119

### 7 Raising funds

	Unrestricted funds general 2021 £	Total 2020 £
<u>Fundraising and publicity</u>		
Other fundraising costs	30,000	-
	30,000	-

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 8 Charitable activities

	Charitable Activities 2021 £	Charitable Activities 2020 £
Staff costs	493,346	553,456
Depreciation and impairment	5,286	2,916
Staff training and travel	16,423	25,413
Project and volunteer costs	70,763	97,989
Office accommodation costs	46	2,221
Office running costs	8,719	11,993
Professional fees	3,065	9,413
	<u>597,648</u>	<u>703,401</u>
Share of support costs (see note 9)	310,945	294,534
Share of governance costs (see note 9)	6,217	4,860
	<u>914,810</u>	<u>1,002,795</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	2,809	34,114
Unrestricted funds - designated	5,286	16,817
Restricted funds	906,715	951,864
	<u>914,810</u>	<u>1,002,795</u>
<b>For the year ended 31 March 2020</b>		
Unrestricted funds - general	34,114	
Unrestricted funds - designated	16,817	
Restricted funds	951,864	
	<u>1,002,795</u>	

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 9 Support costs

	Support costs £	Governance costs £	2021 £	2020 £
Staff costs	220,986	-	220,986	182,144
Staff training and travel	3,596	-	3,596	3,332
Trustee expenses	-	1,117	1,117	60
Office accommodation costs	42,019	-	42,019	54,213
Office running costs	35,300	-	35,300	47,181
Professional fees	8,563	5,100	13,663	11,954
Financing costs	481	-	481	510
	<u>310,945</u>	<u>6,217</u>	<u>317,162</u>	<u>299,394</u>
Analysed between				
Charitable activities	<u>310,945</u>	<u>6,217</u>	<u>317,162</u>	<u>299,394</u>

Governance costs includes payments to the auditors of £5,100 (2020- £4,800) for audit fees.

### 10 Trustees

None of the trustees (or any persons connected with them) received any remuneration during the year. Expenses were reimbursed to them totalling £40 (2020- £60).

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 11 Employees

#### Number of employees

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

	2021 Number	2020 Number
Projects	19	21
Administration	3	3
	<u>22</u>	<u>24</u>

#### Employment costs

	2021 £	2020 £
Wages and salaries	638,386	657,412
Social security costs	45,775	45,115
Other pension costs	30,171	33,073
	<u>714,332</u>	<u>735,600</u>

The total gross number of staff both full and part time was 34 (2020 - 41).

During the year 5 (2020 - 5) key management personnel, being the senior leadership team, received remuneration totalling £156,181 (2020 - £165,736).

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

### 12 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>			
At 1 April 2020	2,493	21,103	23,596
Additions	-	5,559	5,559
	<u>2,493</u>	<u>26,662</u>	<u>29,155</u>
At 31 March 2021	2,493	26,662	29,155
<b>Depreciation and impairment</b>			
At 1 April 2020	2,084	8,456	10,540
Depreciation charged in the year	249	5,037	5,286
	<u>2,333</u>	<u>13,493</u>	<u>15,826</u>
At 31 March 2021	2,333	13,493	15,826
<b>Carrying amount</b>			
At 31 March 2021	<u>160</u>	<u>13,169</u>	<u>13,329</u>
At 31 March 2020	<u>409</u>	<u>12,647</u>	<u>13,056</u>

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 13 Debtors

	2021 £	2020 £
<b>Amounts falling due within one year:</b>		
Other debtors	15,609	8,902
Prepayments and accrued income	22,869	5,185
	<u>38,478</u>	<u>14,087</u>

### 14 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Other taxation and social security		16,813	13,176
Deferred income	15	138,453	77,084
Trade creditors		24,451	8,517
Other creditors		6,460	7,033
Accruals		18,129	27,926
		<u>204,306</u>	<u>133,736</u>

### 15 Deferred income

	2021 £	2020 £
Other deferred income	<u>138,453</u>	<u>77,084</u>



# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Direct Services	98,137	255,523	(244,786)	(39,971)	68,903
Community Development	-	23,100	(23,100)	-	-
Head Office	-	11,214	(11,214)	-	-
Community Navigators	14,658	323,948	(313,234)	-	25,372
Reaching Communities Ensure	5,281	98,393	(96,550)	-	7,124
Healthy Fenland	20,956	161,750	(128,063)	-	54,643
COVID-19	-	26,062	(26,062)	-	-
Project Catalyst	-	109,049	(63,706)	39,971	85,314
Primary Care Networks	-	13,800	-	-	13,800
	<u>139,032</u>	<u>1,022,839</u>	<u>(906,715)</u>	<u>-</u>	<u>255,156</u>

Direct Services - To support the core costs for the delivery of Care Network Cambridgeshire services. The main funding provider gave permission to transfer an underspend of £39,971 to Project Catalyst.

Community Development - Delivery of community development work in Cambridgeshire.

Head Office - Supporting the delivery of Care Network Cambridgeshire services.

Community Navigators - Delivery of the Community Navigators projects in Cambridgeshire.

Reaching Communities Ensure - Supporting older people in Hunts and Fenland to promote confidence and independence at home, reduce social isolation and improve emotional well-being.

Healthy Fenland - To support Fenland communities to address health and well-being needs.

COVID-19 - To help people stay connected during the COVID-19 outbreak.

Project Catalyst - To help improve the confidence and resilience of people and communities emerging from lockdown.

Primary Care Networks - Link worker recruitment & induction service.

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2019	Resources expended	Balance at 1 April 2020	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£	£
Community Development	16,817	(16,817)	-	-	-	-
Property fund	-	-	-	-	10,000	10,000
Development & sustainability fund	-	-	-	-	66,600	66,600
Fixed asset fund	-	-	-	(5,286)	18,615	13,329
	<u>16,817</u>	<u>(16,817)</u>	<u>-</u>	<u>(5,286)</u>	<u>95,215</u>	<u>89,929</u>

Community Development - Delivery of community development work in Cambridgeshire.

Property - Dilapidation costs.

Development & Sustainability - Exploring new opportunities and developing as required, including website updates and database software for Community Navigators.

The fixed asset fund represents the book value of assets held by the charity.

### 18 Analysis of net assets between funds

	Unrestricted 2021	Designated 2021	Restricted 2021	Total 2021	Total 2020
	£	£	£	£	£
Fund balances at 31 March 2021 are represented by:					
Tangible assets	-	13,329	-	13,329	13,056
Current assets/(liabilities)	176,412	76,600	255,156	508,168	356,997
	<u>176,412</u>	<u>89,929</u>	<u>255,156</u>	<u>521,497</u>	<u>370,053</u>

### 19 Operating lease commitments

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

	2021 £	2020 £
Within one year	20,458	28,083
Between two and five years	781	23,171
	<u>21,239</u>	<u>51,254</u>

# CARE NETWORK CAMBRIDGESHIRE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

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### 20 Related party transactions

The trustees are drawn from the community and one of the trustees is also a councillor for South Cambridgeshire District Council. During the year Care Network Cambridgeshire received funding from the Council.

21 Cash generated from operations	2021 £	2020 £
Surplus for the year	151,444	19,541
Adjustments for:		
Investment income recognised in statement of financial activities	(2,028)	(1,769)
Depreciation and impairment of tangible fixed assets	5,286	2,916
Movements in working capital:		
(Increase) in debtors	(24,391)	(1,733)
Increase in creditors	9,201	1,043
Increase/(decrease) in deferred income	61,369	(6,651)
<b>Cash generated from operations</b>	<b>200,881</b>	<b>13,347</b>