

ACCESS COMMUNITY TRUST

England & Wales · Charity number 1135640

Details

Other names ST JOHNS HOUSING TRUST

Status Registered

Legal form Charitable company

Company number [07140266](#)

Registered 2010-04-26

Register [View on the Charity Commission register](#)

Contact

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131-132 Bevan Street East
Lowestoft
Suffolk
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Activities

Objects: TO PROMOTE SOCIAL INCLUSION FOR THE COMMUNITY BENEFIT BY PREVENTING PEOPLE FROM BECOMING SOCIALLY EXCLUDED, RELIEVING THE NEEDS OF THOSE PEOPLE WHO ARE SOCIALLY EXCLUDED AND ASSISTING THEM TO INTEGRATE INTO SOCIETY.

Activities: To reduce social exclusion, vulnerability and homelessness by providing accommodation, education/training and practical support tailored to the individual need.

Classification

- **How:** Provides Human Resources, Provides Buildings/facilities/open Space, Provides Services, Provides Advocacy/advice/information
- **What:** Education/training, The Prevention Or Relief Of Poverty, Accommodation/housing, Arts/culture/heritage/science, Economic/community Development/employment
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Defined Groups, The General Public/mankind

Geography

- **Area of benefit:** UNDEFINED. IN PRACTICE, LOCAL
- Norfolk
- Suffolk

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£5,874,769	£6,149,238	£218,237	163
2024-03-31	£8,717,355	£8,696,472	£492,706	211
2022-12-31	£6,327,069	£6,513,000	£471,823	198
2021-12-31	£5,716,810	£5,691,241	£591,196	184
2020-12-31	£4,271,944	£4,180,696	£565,627	148

Trustees

Name	Role	Appointed
Bradley Adnams	Chair	2025-06-03
Charlotte Rooke		2025-12-05
DAVID ELLIS		
Duncan Charles Read		2024-07-23
HOWARD TIDMAN		2018-05-01

Accounts

Company registration number 07140266 (England and Wales)

Charity registration number 1135640 (England and Wales)

ACCESS COMMUNITY TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2025

ACCESS COMMUNITY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr D Ellis (Honorary Treasurer)	
	Mr H Tidman	
	Mr B Adnams (Chairman from 3 June 2025)	
	Mr D Read	(Appointed 21 October 2024)
	Mrs C Rooke	(Appointed 4 November 2025)
	Mr D Leslie	(Appointed 4 November 2025)
Chief Executive Officer	Mrs E Ratzer MBE	
Charity number	1135640	
Company number	07140266	
Principal address	132 Bevan Street East Lowestoft NR32 2AQ	
Registered office	132 Bevan Street East Lowestoft NR32 2AQ	
Auditor	Ensors Connexions 159 Princes Street Ipswich IP1 1QJ	
Bankers	National Westminster Bank 11 Market Place Great Yarmouth NR30 1YT	

ACCESS COMMUNITY TRUST

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ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2025

The Trustees present their annual report and financial statements for the year ended 31 March 2025.

The financial statements have been prepared in accordance with the accounting policies set out in the notes 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)" (as amended for accounting periods commencing from 1 January 2019).

The information contained within the Legal and Administrative Information forms part of this report.

Objectives and activities

The charitable Trust was formed in 1975 and is established to promote social inclusion for community benefit, by preventing people from becoming socially excluded and relieving the needs of those who are socially excluded by assisting them to integrate into society.

In setting our annual programmes, we have regard to both the Charity Commission's general guidance on public benefit and the prevention and relief of poverty for public benefit. The Trustees always ensure that the projects and services undertaken are in line with our charitable objects and aims.

Through its activities the Trust's ethos of 'supporting individuals to achieve their potential' remains at the heart of everything we do, as we strive to assist people in their time of need. In providing services, the Trust seeks to make real difference by bringing, in the first instance, stability and security to individuals or households' daily life and assisting them to address some of the problems and difficulties they are facing. This will often involve rebuilding self-esteem, facilitating links with other agencies and assistance in acquiring the skills and knowledge necessary for independent living.

In order to achieve its objectives, the Trust needs to ensure that it maintains a high profile in the sector and is well-positioned to influence key stakeholders. The Trust is well-represented on key strategy bodies in the area, particularly in respect of its core funding, including Suffolk and Norfolk Housing Related Support (HRS) voluntary sector representation groups, County and District Strategic Partnerships, NHS Trusts, regional and national second-tier umbrella organisations, etc. The Trust proudly nurtures and maintains a highly motivated and well-trained workforce, to deliver quality services to the people it houses and supports within a framework of best practice.

The Trust met its objectives through the operation of the following themes:

Accommodation

Supporting statutory duty, our network continues to operate a number of premises that assist with immediate need for housing in their locality due to individual complexities.

Suffolk:

The Fyffe Centre - Lowestoft (Housing Related Support)

27 unit open access supported accommodation scheme for single homeless people.

Phoenix House - Lowestoft (Housing Related Support)

23 unit open access supported accommodation scheme for single homeless people.

Bostock House - Lowestoft

14 unit self-contained accommodation scheme used for unsupported homeless accommodation.

Haven Court - Lowestoft (Housing Related Support)

13 unit supported accommodation scheme for young single parents and babies (project ended March 2025).

Bridge View - Lowestoft

Community space for emergency support and provisions for homeless and vulnerable populations.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Denmark House - Lowestoft (Housing Related Support)
9 unit supported housing for individuals aged 55 years and over.

Beaconsfield House - Lowestoft (Housing Related Support)
23 unit self-contained accommodation scheme for people 18 to 24 years of age.

Maidstone Road - Felixstowe (Housing Related Support)
12 unit supported accommodation scheme (project ended March 2025).

Norfolk:

John Room House - Thetford (Housing Related Support)
10 unit self-contained supported accommodation scheme with 12 move on apartments also on site.

Elm House - Thetford
18 self-contained units (mixed occupancy) temporary accommodation complex operated in partnership with Breckland Council.

Elm House - Thetford
5 self-contained RSI homes (one bedroom temporary accommodation) complex operated in partnership with Broadland Housing.

Health and Wellbeing

Dual Diagnosis Service (Waveney District, Suffolk)
Consisting of Mental Health nurses, therapists and highly experienced Senior Support Workers who all have experience and qualifications in providing therapeutic interventions for those suffering with mental health problems including: anxiety, depression, PTSD (Post Traumatic Stress Disorder), Bipolar Affective Disorder, OCD, alcohol/substances.

SWAN Social Prescribing (Beccles, Bungay, Halesworth, Kessingland and Southwold)
Supporting local GP surgeries with facilitators that connect people to activities, groups and services in their community to meet their practical, social and emotional needs.

STEAM House Cafes (Support/Transform/Educate/Aspire/Motivate)
High street community-based general mental health and crisis support hubs. Centre locations include King's Lynn, Gorleston, Ipswich and Bury St Edmunds. Sites provide up to 12 hours of daily support, 7 days a week, 365 days a year.

BEANS (Belong/Enrich/Adapt/Neurodiversity/Support)
Providing bespoke support to children, young people and their families navigating the journey of neurodiversity. The service area covers East and West Suffolk from bases in Saxmundham and Bury St Edmunds.

LEAF (Lived/Experience/Advisory/Forum)
This independent and co-produced service listens to the voices of those with lived experience of mental health provisions across Waveney and shares these collective views and experiences with commissioners to assist with the design of future services.

Youth Services

Linden House (Bury St Edmunds)
Delivering education, employment and general support services to young people. Funded by Denbury Homes.

Chantry Youth Project (Ipswich)
Supporting volunteers to operate youth club provision and provide educational support to schools.

The Junction (Lowestoft)
Providing free compassionate mental health and wellbeing support for those aged 11-18. Including 1:2:1 support, workshops, outreach via safer streets and LGBTQi+ groups.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Social Enterprise and Employment

SAMS and Enterprise Lounge (Lowestoft)

Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve people's wellbeing.

Building Better Opportunities (Norfolk)

Supporting the Norfolk Community College by providing specialist programmes of employment support.

Routes to Work (Lowestoft and Waveney)

Supporting East Coast College by providing specialist programmes of employment support.

Skills Connect (East and West Suffolk)

Supporting East Coast College by providing specialist programmes of employment support.

The Crossing (Thetford)

Providing information, guidance and advice services for the purposes of supporting members of the community with getting back into work.

The Waterways (Great Yarmouth)

Café and Boating Lake – Community Café Social Enterprise initiative to provide employment and support to the local community alongside working to maintain a site of significant historical interest.

Pavilion Café (Woodbridge)

Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve peoples' wellbeing and support the local community working in conjunction with Woodbridge Town Council and other local agencies.

SAMS (Thetford)

Community Café Social Enterprise initiative working in conjunction with The Crossing support services and in partnership with local agencies, statutory and non-statutory.

MIX Bar and Cafe (Ipswich)

Working in partnership with the University of Suffolk and its Student Union to start up and provide a safe and welcoming environment for students on campus.

PINK Orange

Community ingredients kit delivery service across Norfolk and Suffolk for Free School Meal children and their families/households plus referrals from county councils for families in additional need.

Sunrise Studios (Lowestoft)

Local Community Production Company established to support young people with interests in the creative arts and film. Operated by young people for young people. Funder of Lowestoft's annual Film Festival.

SOLD Studios

Providing a safe environment, meaningful experiences and learning support for adults with disabilities.

The Olive Centre (formerly Lowestoft's 60+ Club)

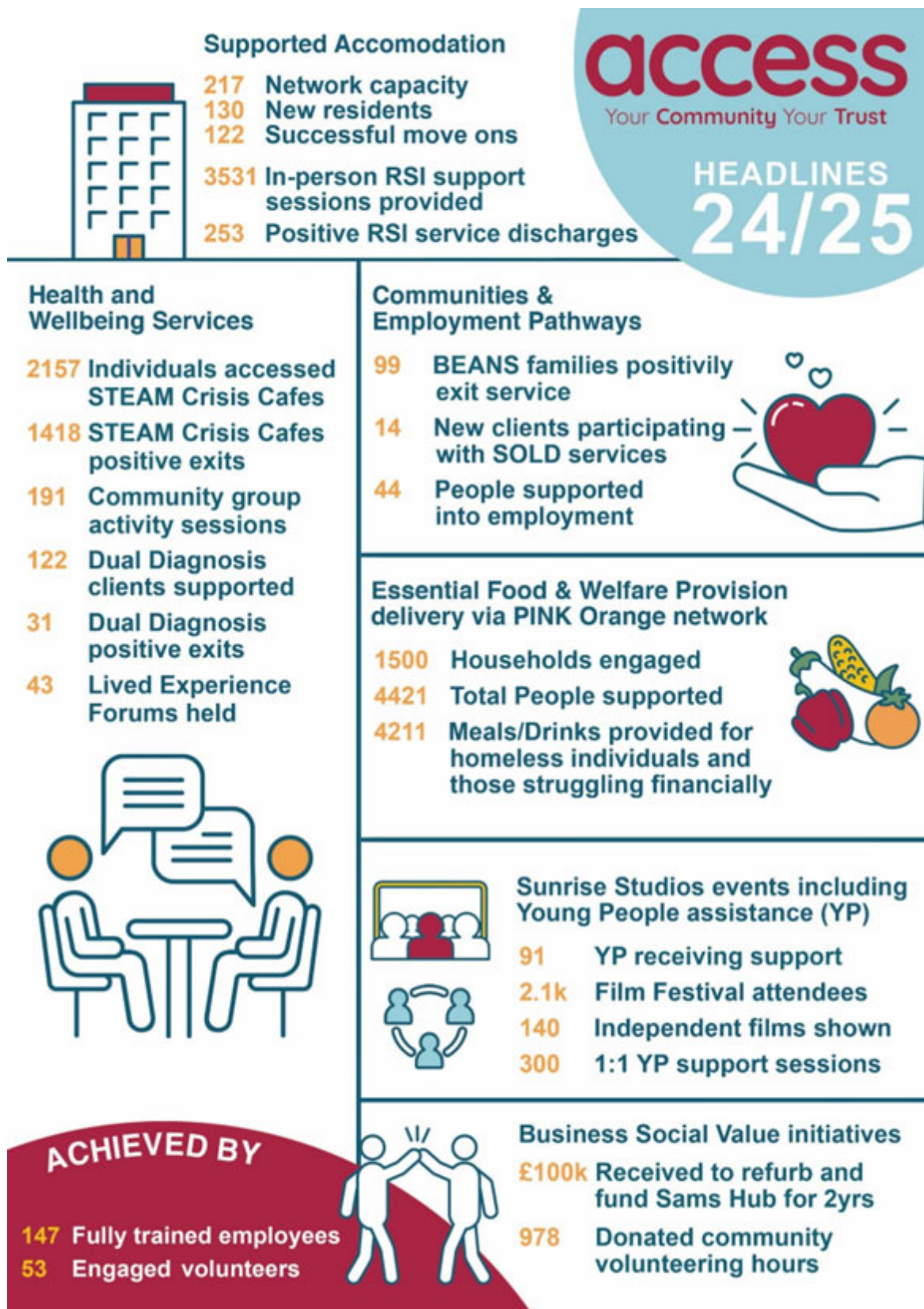
Day centre providing daily meals and a host of enriching social activities for those in later life.

The Waveney Centre (Beccles)

Day centre providing refreshments and a host of enriching social activities for those in later life.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025



ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Achievements and performance

During 2024/25, the Trust continued to navigate the financial and operational pressures that had influenced the 2023/24 position. Despite these challenges, the year also marked a period of significant progress, consolidation, and improvement across the organisation.

The accounts for 2023/24 reported an overall deficit on unrestricted funds of £82k, even after the Trust benefited from over £1 million in asset and cash transfers arising from the acquisition of the Later Lives centres in Lowestoft and Beccles. In 2024/25, the Trust made substantial headway following a comprehensive review of costs and activities across all operations. Although the unavoidable time lag in realising the full benefits of these changes meant that losses were again incurred in 2024/25, the actions taken have materially strengthened the Trust's future position. Further details of the 2024/25 financial results are provided in the financial review section below, along with commentary on actions taken to ensure the Trust remains a going concern.

The transition to a new accounting system in 2023/24 presented complexities that continued to demand time and attention from the Senior Leadership Team, particularly the finance function. These issues, combined with VAT uncertainties, contributed to delays in finalising the 2023/24 accounts and audit, which concluded two months after the end of the 2024/25 year.

Looking ahead, the position is considerably more stable. System records and processes have been updated, and the newly formed Finance and Admin Committee now provides timely scrutiny of management accounts before each Board meeting. While earlier delays limited the ability to report in-year on the 2024/25 financial position, the steps taken have laid strong foundations for more robust monitoring going forward.

A major external challenge during 2024/25 was Suffolk County Council's (SCC) decision to decommission its Housing Related Support (HRS) services. SCC removed £1 million from the HRS budget in 2024/25 and a further £2 million from 2025/26, leading to the withdrawal of all accommodation spaces by March 2025. The Trust provided HRS services across several key projects - including the Fyffe Centre, Haven Court, Phoenix House and Beaconsfield House in Lowestoft, as well as 14 spaces in Felixstowe - totalling 84 bedspaces generating approximately £118k per quarter.

SCC emphasised their intention to work closely with providers and district councils, and the Trust collaborated proactively with East Suffolk Council (ESC) to secure funding for continued provision across the system. This partnership enabled ongoing referrals and supported the wider system during the transition. Although SCC later confirmed that the withdrawal timetable would extend into the second half of the financial year, the uncertainty around future funding meant that staff redundancies had to be incorporated into the Trust's transformation plan.

ESC subsequently outlined plans for 166 bedspaces across Lowestoft and Felixstowe, subject to a formal tender process from August 2024 with new services commencing April 2025. The Trust submitted a bid for the Lowestoft provision, while deciding not to tender for Felixstowe.

Preparing for the ESC HRS tender required reconfiguration of bedspaces across projects, resulting in unavoidable void losses while sites were vacated and repurposed. This has had a financial impact in 2025/26 and underscores the longer-term effects of the SCC decommissioning decision. Additional delays and complexities in the tender process also affected operations in 2025/26, and both Haven Court and the Felixstowe projects closed at the end of March 2025.

As outlined in the 2023/24 Trustees Report, the Trust began a transformational management programme in autumn 2023 to redesign the operating framework and organisational structures. This work aimed to deliver on the Trust's ambitions and the needs of commissioners and customers. At the outset, cost pressures of approximately £680k for 2024/25 had been identified, with planned savings delivered through portfolio restructuring and a reduction in staff numbers. Transformation proceeded in three stages: early work on the operating framework and Directorate structures completed in September 2023; a formal consultation stage concluding in April 2024; and final implementation throughout 2024/25.

The new operating framework is purposefully aligned with our charitable aims: promoting social inclusion, preventing social exclusion, relieving need, and enabling integration into society. It also reinforces delivery of our four strategic themes: Accommodation, Care and Support, Employment, and Social Enterprise. The Trust's organisational values were refreshed to Honest, Excellent, Ambitious, Reliable, Together (HEART), supporting our ambition to be an efficient and effective provider of high-quality services.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

As part of these changes, the Trust restructured its Care and Support operations, planned to achieve savings of £100k. The HEART service became the single point of contact for referrals, with all Care and Support services contributing to the HEART hub, enabling more efficient use of frontline resources. A new 24/7 "on call" system was also trialled within the HEART hub. Further details of the transformation programme are included in the financial review section of this report.

Diversifying our work and funding streams has remained a key strategic priority in recent years, strengthening resilience and opening new opportunities. However, this breadth of activity increases complexity, particularly when managing substantial external changes such as the HRS decommissioning. As noted in previous reports, the increasingly intricate fund accounting requirements continue to be a central focus for improvement under the new Finance and Admin Committee.

The Board extends its thanks to the Chief Executive for her leadership and energy, and to the Directors, managers, and all staff for their continued commitment to delivering excellent services. Our HEART values have played an important role in guiding and supporting staff through change, and we are grateful for their dedication and professionalism.

Reshaping the organisation to be resilient and future-ready has been a defining theme of both 2023/24 and 2024/25, and this work will continue. The financial results for 2024/25 and the ongoing need to strengthen cash-based reserves remain priorities for the Board, particularly within a sector facing rising costs, increased demand, and continued uncertainty. The Board recognises that demand for our services is likely to grow in the coming months and years, and we remain fully committed to supporting every person we can.

Financial review

The Trust ended the 2024/25 financial year with an overall deficit of £274k, reflecting an underlying deficit on unrestricted funds of £233k and a deficit of £41k on restricted fund balances carried over to the 2025/26 financial year.

To put the £233k deficit on unrestricted funds into context, the unrestricted income for the period was just over £3.9 million and overall income for the Trust was just over £5.8 million, so it's a modest loss in percentage terms. Nonetheless the loss is significant, in that it has reduced the balance on our unrestricted funds to £139k, and therefore reduces the resilience of the Trust to future financial pressures. It also impacted the liquidity of the Trust with a significant fall in cash balances and a worsened net current liability position reported at the financial year end.

The operations and the funding of the Trust are multifaceted (as evidenced by the long list of projects listed earlier, covering accommodation, health and wellbeing, youth services and social enterprise / employment themes). With so many moving parts, it is essential that the Trust's systems can keep track of income and expenditure and produce management reports in real-time that can identify if and where remedial actions are required.

However as noted above, the significant delays to the 2023/24 accounts and audit arising from our change of core accounting system (from Sage to Xero) led to extraordinary demands on our finance team, and we remain hugely grateful for the extensive work and dedication they have undertaken both in 2024/25 and more recently to get us back to a position where the systems and audit records are fully updated.

The transformation project and its 'options paper' has resulted in large-scale changes to the structure and operations of the organisation to ensure that we are financially resilient and fit for the future challenges ahead.

Going concern

The 2024/25 accounts are prepared on the basis of the Trust remaining a 'going concern' and therefore it is essential we can demonstrate that actions have been taken to ensure the organisation will continue to deliver services long into the future.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

Actions taken to address previous overspends and to ensure the Trust remains financially viable include a review of all loss-making projects (with resulting closures where applicable), significant reductions in staffing costs (monthly salary cost in November 2025 one third lower than for March 2024), reviewing operating hours and staffing at our Later Lives centres, adopting a volunteers model for running the STEAM cafes, exiting the Venetian Waterways project (which was making losses as core funding for the gardeners had ceased), stepping away from The Mix student union project in Ipswich, closure of two HRS projects noted above and early cessation of some leases to reduce core costs.

Due to the length of time required to implement the structural changes noted above, most of the savings won't accrue until the 2025/26 financial year.

The Trust sold Bostock House in 2025 (which is being leased back with net savings for the Trust) with the new owner responsible for the upkeep of the building, which was proving costly. The sale proceeds (received on completion of the legals in June 2025) were used to maintain other operational buildings, noting there was significant capital spend required at both Fyffe Centre and Phoenix House in 2025.

To mitigate the liquidity risk and work towards restoring cash-backed reserves, Denmark House was identified as an asset suitable for disposal, and at the time of approving this report a sale is anticipated to take place in early 2026.

Looking forward, a 15% uplift in Housing Benefit rates is anticipated to apply from January 2026 to support an improved financial position. VAT registration will also be reviewed in 2026 as the original projects that produced vatable income streams have already ceased or are expected to cease in 2025/26. Trustees believe that the actions taken above will collectively secure the going concern status of the charity.

Financial summary

A breakdown of the 2024/25 financial results is included below:

	£
Deficit on restricted funds (i.e. funds that can only be used for particular purposes)	(41,416)
Deficit on unrestricted funds (monies freely available to spend on any of the Trust's objectives)	(235,674)
Interest income on bank balances	2,621
Total deficit for the period	(274,469)

The income from charitable donations, gifts and legacies in the period was £31,578 (£1,211,235 in 2024). The £31,578 represents a drop on the prior period, however, in the 2024 accounting period the Trust received donated assets worth £1,112,799.

The income from charitable activities was £5,840,570 (£7,502,985 in 2024). The key drop here was in respect of grant income which fell from £4,140,898 in 2024 to £2,671,991 in 2025 as the Trust sought to restructure its service lines, although noting that the higher 2024 income figures covered an extended period of 15 months, so not directly comparable.

Overall income saw a significant reduction of £2,842,586 from £8,717,355 in 2024 to £5,874,769 in 2025, albeit £1,112,799 related to the donated assets in 2024, and the prior year comparators are based on a fifteen-month accounting period.

Charitable expenditure in the year totalled £6,149,238 (£8,696,472 in 2024). The reduction in the cost base (even after adjusting for the different accounting periods) is a result of the initial steps in the re-organisation, as mentioned previously, and includes a saving of around 20% on staff costs alone.

As noted above the Trust recorded a deficit in the 2024/25 year of £274,469 compared to the £20,883 surplus in 2024. On adjusting the 2024 surplus to remove the one-off impact of the donated assets, the prior-year deficit would have been £1,091,966 which demonstrates the incredible improvement in this position.

The deficit position has, however, reduced the Trust's funds to £218,237 and reduced cash balances in the year from £152,333 at 31 March 2024 to £33,262 at 31 March 2025. The worsened reserves and cash position is further considered below in the reserves policy.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Reserves Policy

Access Community Trust is required under the Charities SORP to state the level of reserves it holds and the reasons for holding those reserves. Charity Commission guidance comments that the reserves policy should reflect the risks associated with the charity's business model, spending commitments, potential liabilities and financial forecasts, and plans for the maintenance of essential services for beneficiaries, addressing any risks of unplanned closures on beneficiaries, staff and volunteers.

The guidance notes that "if a charity's income is volatile or insecure, or is vulnerable to factors outside of its own control, this may justify holding more reserves. Trustees should also consider if the charity's reserves are sufficient to protect it from the risk of insolvency or serious disruption to its charitable work". Trustees strongly believe that the maintaining of a realistic level of cash reserves is a legitimate objective of the Trust, and constitutes sound and prudent financial management.

The reserves policy assists in strategic planning by considering how new projects or activities will be funded, and informs financial planning and risk management by considering whether reserves need to be used during the financial year or built up for future projects, and by identifying any uncertainty in future income streams.

When considering an appropriate level of reserves, the trustees consider the risks of unforeseen emergencies or other unexpected need for funds, the need to cover for any exceptional operational costs, for example employing temporary staff to cover a long-term sickness absence, any significant fall in income, the Trust's planned commitments, or designations, that cannot be met by future income alone (for example a major capital project) and the need to fund potential deficits in a cash budget, for example where money may need to be spent before a funding grant is received. These risks determine the amount of reserves the Trust targets to hold.

A key factor in the targeted reserves level is the volatility of occupancy-based income and the predominantly fixed nature of expenditure, the largest element being staff costs. This imbalance necessitates the holding of cash reserves to allow for peaks and troughs in cash flows, to ensure the continuity of the Trust's core business and the fulfilment of pay commitments to staff.

Charity Commission guidance defines reserves as 'that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes'. It explains that the starting point for calculating the amount of reserves held is the amount of unrestricted funds held by a charity, however as tangible fixed assets used to carry out the charity's activities are not readily available for spending they must be deducted from the reserves calculation. This is because spending those funds may adversely impact on the charity's ability to deliver its aims.

Based on that approach, the reserves position of the Trust is in a negative balance as at 31 March 2025. The trust has traditionally targeted reserves based on analysis of the risks above, the likelihood that they may occur, and the amount of funding that would be required if they did. The targeted level of reserves is reviewed as part of the budget-setting process. It is acknowledged that in the short term the target will need to be focused on getting cash-backed reserves back into positive territory, and once achieved, a target will need to be determined by taking into account the factors described above. This will be a key action for the board of trustees in 2026 and beyond.

As at 31 March 2025 the unrestricted fund balance was £138,735, the restricted fund balance was £79,502, giving total funds of £218,237. The free reserves position (after deducting tangible assets) was (£1,399,890).

Fundraising

Although the charity makes applications for grants to grant-funding charities and accepts donations from local organisations and private individuals, the charity does not run fundraising campaigns or use third parties to raise funds on our behalf. We do not approach individuals in person, by email, telephone, social media or post, to seek donations and have not received any complaints regarding fundraising.

In an exception to this general policy, in 2025 the Trust celebrated its 50th anniversary and held a gala event to raise funds towards a £50,000 target, to be used to help local people experiencing homelessness and fund mental health crisis support.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Risk Management

The CEO and senior leadership team at the charity maintain a risk register which is actively reviewed at operational meetings and at the Board of Trustees meetings quarterly, or when necessity arises. The risk register is maintained using a simple scoring system to enable major risks to be identified and action plans created. The trustees review and agree policies, systems, and procedures to mitigate those risks identified.

The main risks arising from the charity's operations are reduction in funding, dependency on funding sources, cash flow risk, and increasing reserves.

Funding Risk

The charity seeks to manage funding risk by continuing to identify and apply for grant funding for new services rather than rely on statutory funding. The charity continues to develop a diverse range of services that produce unrestricted income and support the charity to become more financially sustainable.

Cash flow risk

The charity needs to manage cash-flow in order to meet its debts as they fall due. Management and the trustees therefore consistently monitor this and produce cash-flow forecasts to ensure there are sufficient cash reserves available in the charity. The Trust enjoys a good relationship with its bank in relation to handling periods of lower cash balances.

Reserves Risk

The charity looks to maintain sufficient funds on current account to meet short term demand and works closely with the bank to ensure any temporary period of overdrawn balances are actively managed. Throughout the Trust's transformation plan we are reviewing all aspects of reserves and risk management.

Plans for future periods

Notwithstanding the continuing challenges surrounding our charitable funding environment and increase in social poverty and exclusion, the trustees are keen to strengthen our community resilience approaches and are open to consider new opportunities.

The transformation work continues in 2025/26 to ensure the Trust remains a going concern and so we can start to rebuild the level of cash-backed reserves that provide security and resilience for the future.

In conclusion

The 2024/25 financial year has been extremely challenging for our leadership team and our staff, in particular the Finance Team, but everyone has embraced the challenges to ensure that the Trust moves forward with a robust framework for monitoring key aspects of financial health. The board of trustees wishes to record its sincere thanks to all staff for their hard work and perseverance through a challenging period of transition.

Trustees remain keen to seize opportunities to strengthen the work of the organisation and to remain an excellent provider of quality services. Our Chief Executive has been leading a large programme of change throughout 2023/24 and 2024/25 and this work continues. We will reflect and learn as the transformation continues to bed in, acknowledging there will always be significant changes impacting on the work of the Trust.

The Board continues to monitor its own knowledge, skills and experience and any areas identified as being weak or in need of further support are being addressed through targeted recruitment of new trustees. Work to review skills and potential recruitment is being led by the Trust's Governance and Scrutiny Committee.

The Trust continues to uphold a strong reputation within the region, and this has assisted to raise our profile further afield. As we celebrate our 50th anniversary, we remain hugely excited about the future and our next steps in organisational development and community resilience.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Structure, governance and management

Governing document

The governing document of the organisation is the Memorandum and Articles of Access Community Trust. Over our 50 years we have developed and extended our services in response to the needs of our communities and people. Our offer of accommodation-based services has now diversified into Employment, Education, Health and Wellbeing and thriving social enterprises.

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:

Mr S Wright (Former Chairman)	(Resigned 3 June 2025)
Mr D Ellis (Honorary Treasurer)	
Mr A Howell	(Resigned 25 March 2025)
Mrs J Sutton	(Resigned 20 August 2025)
Mr H Tidman	
Mrs T Tye-Hopkins	(Resigned 30 January 2025)
Mr B Adnams (Chairman from 3 June 2025)	
Mr D Read	(Appointed 21 October 2024)
Ms G Shemming	(Appointed 21 October 2024 and resigned 6 December 2025)
Ms S Shevlin	(Appointed 21 October 2024 and resigned 6 December 2025)
Mrs C Rooke	(Appointed 4 November 2025)
Mr D Leslie	(Appointed 4 November 2025)

Recruitment and appointment of trustees

Trustees are recruited by direct approaches to individuals either personally by existing Trustees and the Chief Executive or through membership bodies. The Trust has a policy relating to appointment of new Trustees, and all applications are submitted to the Board for a decision. Trustees appointed to fill casual vacancies during the course of the year must offer themselves for election at the next Annual General Meeting.

Trustee induction and training

Guidance on governance, Trust policies and procedures and the induction and training of Trustees is contained in a comprehensive information pack provided online for Trustees on recruitment.

Organisational structure

Access Community Trust is a Charitable Trust, incorporated as a Company Limited by Guarantee and managed by a Board of Trustees, all of whom are volunteers.

The day to day operations of the Trust's activities are undertaken by a team of managers, support workers and ancillary staff working together under the supervision of a Chief Executive who reports directly to the Board of Trustees. The Trust's strategic aims in the furtherance of its core business are formulated in the Trust's Strategic Plan. The Board of Trustees currently meets at least six times a year to review all matters of the Trust and exercise control over its general management and financial affairs. The Annual General Meeting and two Annual 'Away Days' form part of this meeting structure. The Board has recently re-introduced the Governance and Scrutiny Committee and created a Finance and Admin Committee. These committees will take on specific responsibilities set out in their terms of reference and will meet to complete work between the scheduled full board meetings.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

Arrangements for setting pay and remuneration

The Finance and Admin committee is responsible for meeting annually to discuss the pay for the CEO and discuss any other pay details for staff with the CEO. The group consists of the Treasurer as Chair and 2 other Trustees. Their recommendations are signed off by the Board at the next pre-arranged Board meeting. The CEO is in attendance for the meeting (leaving for the discussion regarding the CEO's remuneration).

Related parties

The Trust has management agreements with Orwell Housing Association regarding The Fyffe Centre, Phoenix House and Haven Court, Lowestoft, Suffolk and Breckland District Council for Elm House and John Room House.

Statement of Trustees' responsibilities

The Trustees, who are also the directors of Access Community Trust 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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.

Auditor

On 1 September 2025, our auditors, Ensors Accountants LLP, merged with Azets Audit Services Limited. Accordingly, Ensors Accountants LLP formally resigned as the company's auditors with the trustees duly appointing Azets Audit Services Limited, trading as Ensors, to fill the vacancy arising. In accordance with the company's articles, a resolution proposing that the auditor, Azets Audit Services Limited, trading as Ensors, be reappointed will be put at a General Meeting.

Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 MARCH 2025***

The Trustees' report was approved on 22 December 2025 and signed on behalf of the Board of Trustees by;

Mr B Adnams (Chairman)
Trustee

Mr D Ellis (Honorary Treasurer)
Trustee

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Opinion

We have audited the financial statements of Access Community Trust (the 'charity') for the year ended 31 March 2025 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 2025 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 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.

Material uncertainty related to going concern

We draw attention to Note 1.3 in the financial statements, which indicates the existence of a material uncertainty in relation to going concern. Whilst a number of steps have been taken to improve the charity's financial position, the results of these actions have yet to be seen. In our opinion this constitutes a material uncertainty regarding the ability of the charity to continue for a period of at least 12 months from when the financial statements are authorised for issue.

Our opinion is not modified in respect of this matter.

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.

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

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual 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.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

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

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

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 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.

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.

In planning our audit, we identify and assess the risk of material misstatement within the financial statements, whether due to fraud or error. In assessing the risks, consideration is given to the control environment (including Trustees' and management's own processes for identification and risk assessment) as well as the nature of the entity, the sector in which it operates and the underlying performance. Consideration is also given to the attitudes and incentives of management to commit fraud, with specific procedures planned and performed to respond to the risk of inappropriate management override of controls.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

We also obtain an understanding of the applicable laws and regulations to which the charity must adhere, through discussions with management and those charged with governance, as well as commercial knowledge of the sector and statutory legislation, in order to determine the key laws and regulations applicable to the charity.

After assessing the risk of fraud, we performed audit procedures to gain assurance regarding fraud and management override as follows:

- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the rationale behind significant transactions outside the normal course of business.
- Assessment of accounting estimates within the financial statements in order to assess their reasonableness to determine whether there is any bias in the estimates.
- Review of meeting minutes of Trustees and management
- Enquiring of management and Trustees as to whether they are aware of any alleged, suspected or actual fraud during the year

We also performed procedures to satisfy ourselves regarding compliance with applicable laws and regulations, including:

- Enquiry of Trustees and management around actual and potential litigation and claims
- Reviewing minutes of meetings of those charged with governance
- Reviewing correspondence with relevant legal authorities
- Reviewing legal expense accounts for any indicators of litigations

All audit team members were made aware of the applicable laws and regulations, as well as potential fraud risks during the planning stage of the audit and this was discussed at the audit team planning meeting. It was therefore determined that team members all had the relevant awareness and competence to identify any instances of non-compliance or fraud.

There are, however, inherent limitations to our above audit procedures. Auditing standards only require us to enquire of the Trustees and management regarding non-compliance with laws and regulations, as well as review regulatory and legal correspondence (if there is any). It is therefore possible that instances of non-compliance could be missed, particularly where the law in itself is far removed from any financial transactions.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Use of our report

This report is made solely to the charitable company's Members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Helen Rumsey (Senior Statutory Auditor)
for and on behalf of Ensors

22 December 2025

Chartered Accountants
Statutory Auditor

Connexions
159 Princes Street
Ipswich
IP1 1QJ

ACCESS COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2025

Current financial year

		Unrestricted funds 2025	Restricted funds 2025	Total 12 months 2025	Total 15 months 2024
	Notes	£	£	£	£
<u>Income from:</u>					
Donations and legacies	3	31,015	563	31,578	1,211,235
Income from charitable activities	4	3,949,593	1,890,977	5,840,570	7,502,985
Investments	5	2,621	-	2,621	3,135
Total income		3,983,229	1,891,540	5,874,769	8,717,355
<u>Expenditure on:</u>					
Charitable activities	7	4,388,463	1,760,775	6,149,238	8,696,472
Net (outgoing)/incoming resources before transfers		(405,234)	130,765	(274,469)	20,883
Gross transfers between funds		172,181	(172,181)	-	-
Net (expenditure)/income for the year/ Net movement in funds		(233,053)	(41,416)	(274,469)	20,883
Fund balances at 1 April 2024		371,788	120,918	492,706	471,823
Fund balances at 31 March 2025		138,735	79,502	218,237	492,706

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.

ACCESS COMMUNITY TRUST

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

FOR THE YEAR ENDED 31 MARCH 2025

Prior financial period

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 15 months 2024 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	1,211,235	-	1,211,235
Income from charitable activities	4	4,359,015	3,143,970	7,502,985
Investments	5	3,135	-	3,135
Total income		5,573,385	3,143,970	8,717,355
<u>Expenditure on:</u>				
Charitable activities	7	5,381,747	3,314,725	8,696,472
Net (outgoing)/incoming resources before transfers		191,638	(170,755)	20,883
Gross transfers between funds		(273,810)	273,810	-
Net (expenditure)/income for the period/ Net movement in funds		(82,172)	103,055	20,883
Fund balances at 1 January 2023		453,960	17,863	471,823
Fund balances at 31 March 2024		371,788	120,918	492,706

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.

ACCESS COMMUNITY TRUST

BALANCE SHEET

AS AT 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Fixed assets					
Tangible assets	15		1,538,625		1,570,996
Current assets					
Stocks	16	2,062		5,137	
Debtors	17	175,663		360,531	
Cash at bank and in hand		33,262		152,333	
			210,987		518,001
Creditors: amounts falling due within one year	18	(1,525,193)		(1,553,113)	
Net current liabilities			(1,314,206)		(1,035,112)
Total assets less current liabilities			224,419		535,884
Creditors: amounts falling due after more than one year	19		(6,182)		(43,178)
Net assets			218,237		492,706
The funds of the charity					
Restricted income funds	23	79,502		120,918	
Unrestricted funds	24	138,735		371,788	
			218,237		492,706

The financial statements were approved by the Trustees on 22 December 2025

Mr D Ellis (Honorary Treasurer)
Trustee

Mr B Adnams (Chairman from 3 June 2025)
Trustee

Company registration number 0714266 (England and Wales)

Charity registration number 1135640 (England and Wales)

ACCESS COMMUNITY TRUST

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2025

	Notes	2025 £	£	2024 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	29		(5,234)		159,446
Investing activities					
Purchase of tangible fixed assets		(79,462)		(90,913)	
Proceeds from disposal of tangible fixed assets		-		1,250	
Investment income received		2,621		3,135	
Net cash used in investing activities			(76,841)		(86,528)
Financing activities					
Repayment of bank loans		(36,996)		(46,245)	
Net cash used in financing activities			(36,996)		(46,245)
Net (decrease)/increase in cash and cash equivalents			(119,071)		26,673
Cash and cash equivalents at beginning of year			152,333		125,660
Cash and cash equivalents at end of year			33,262		152,333

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

Charity information

Access Community Trust is a private company limited by guarantee incorporated in England and Wales and a registered charity in England and Wales. The registered office is 132 Bevan Street East, Lowestoft, NR32 2AQ. The company registration number is 07140266. The charity registration number is 1135640.

1.1 Reporting period

The comparative period's financial statements are presented for the period between 01 January 2023 and 31 March 2024, a period of more than one year, due to alignment with funding contracts of which the charity has a large number. Therefore, comparative amounts presented in these financial statements are not entirely comparable.

1.2 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)" (as amended for accounting periods commencing from 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. The principal accounting policies adopted are set out below.

1.3 Going concern

These financial statements are prepared on the going concern basis. However, the Trustees are aware of certain material uncertainties which may cast doubt on the charity's ability to continue as a going concern.

These uncertainties include:

- The reporting of a deficit for the year of £274,469;
- The existence of negative free reserves totalling £1,399,890;
- A position of net current liabilities at the balance sheet date totalling £1,314,206.

The Trustees are continuing to take a number of steps to improve performance, cashflows and reserves, and are confident that these will successfully secure the future of the charity and therefore have a reasonable expectation that the charity will remain a going concern for the 12 months subsequent to the financial statements being authorised for issue.

1.4 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 or grantors 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.

1.5 Incoming resources

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. Where relevant, all amounts are stated after discounts, other sales taxes and VAT.

Income from grants and donations is included when receivable.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

Rental, Housing Related Support, and Management Agreement income is included in full in the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable.

Income from the sale of food and drink at the cafes is recognised at the point of delivery.

Other income is recognised when receivable.

1.6 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, reported as irrecoverable VAT:

Charitable activities includes all costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

1.7 Intangible fixed assets

Intangible assets are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation 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:

Software	over 3 years
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ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

1.8 Tangible fixed assets

Tangible fixed assets with a cost of over £500 are recorded as assets, with amounts under £500 being expensed to the Statement of Financial Activities.

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

Costs relating to building work in respect of improvements to the structure and fabric of the freehold property and the purchase of freehold property are capitalised in the period in which they are incurred at cost. However, if the freehold property is part of a gift then it is recorded at the property value as at the gift date. Ancillary fees for architects, surveyors and ongoing refurbishment costs are written off as incurred.

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:

Freehold land and buildings	not depreciated
Leasehold improvements	over the period of the lease
Fixtures and fittings	over 3 years
Computers	over 3 years
Motor vehicles	over 3 years

Depreciation has not been provided against freehold property as the high level of periodical repair and maintenance ensure the residual value of premises are maintained at no less than current book value and accordingly, any depreciation charge would be immaterial.

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 the Statement of Financial Activities.

1.9 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

There was no impairment loss in the year.

1.10 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell (net realisable value). Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at the lower of replacement cost and cost.

1.11 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.

1.12 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.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

1 Accounting policies

(Continued)

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.

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.

1.13 Employee benefits

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

Where an obligation to make a redundancy or termination payment exists, the costs incurred by the charity are accounted for on an accruals basis and included within employee benefits.

1.14 Retirement benefits

The Trust operates a stakeholder pension scheme through the Pension Trust for employees. The assets of the scheme are held separately and contributions payable are charged to the Statement of Financial Activities.

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

1.15 Leases

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

1.16 Managed properties

The Fyffe Centre, Phoenix House, Haven Court (Lowestoft) and Avenue Mansions are all owned by Orwell Housing Association Limited, John Room House (Thetford) is owned by Breckland District Council, Felixstowe Young Peoples Service is owned by Flagship Housing Group and Elm House is owned by both Broadland Housing Association and Breckland District Council. All are run by the Trust under a management agreement.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2025

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.

The following have been identified as being significant judgements and estimates:

Recognition of income received on contracts

Funding contracts are obtained with performance related conditions. Income is then recognised over the contract length in line with when these performance related conditions have been met, at which point the charity is entitled to the income. This process is subject to estimation uncertainty due to the complex nature of income recognition in line with the Charities SORP.

3 Income from donations and legacies

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Donations and gifts	31,015	563	31,578	98,436	-	98,436
Donated assets	-	-	-	1,112,799	-	1,112,799
	<u>31,015</u>	<u>563</u>	<u>31,578</u>	<u>1,211,235</u>	<u>-</u>	<u>1,211,235</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

4 Income from charitable activities

	2025	2024
	£	£
Housing related support	619,589	748,545
Rent and housing benefit	1,507,564	1,717,621
Grants received	2,671,991	4,140,898
Management Agreements	275,239	327,171
Café income	546,508	405,856
SOLD income	106,379	-
Other income	113,300	162,894
	<u>5,840,570</u>	<u>7,502,985</u>
Analysis by fund		
Unrestricted funds	3,949,593	4,359,015
Restricted funds	1,890,977	3,143,970
	<u>5,840,570</u>	<u>7,502,985</u>

£1,860,760 (2024: £3,311,088) of government grants were received in connection with the activities of the Trust.

5 Income from investments

	Unrestricted funds 2025 £	Unrestricted funds 2024 £
Interest receivable	<u>2,621</u>	<u>3,135</u>

6 Limited by guarantee

The company is limited by guarantee and in the event of the company being wound up, members are required to contribute an amount not exceeding £10.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

7 Expenditure on charitable activities

	Charitable activities 2025 £	Charitable activities 2024 £
Direct costs		
Staff costs	3,182,245	5,024,102
Depreciation and impairment	92,599	71,694
Other employee costs	30,818	87,291
Premises costs	964,269	1,233,861
Travel and transport costs	30,974	56,372
Furniture and equipment costs	46,616	41,660
Food costs	233,254	364,232
Insurance and legal costs	17,566	12,273
Other expenditure	400,540	310,338
Irrecoverable VAT	162,118	171,321
	<u>5,160,999</u>	<u>7,373,144</u>
Share of support and governance costs (see note 8)		
Support	592,476	785,773
Governance	395,763	537,555
	<u>6,149,238</u>	<u>8,696,472</u>
Analysis by fund		
Unrestricted funds	4,388,463	5,381,747
Restricted funds	1,760,775	3,314,725
	<u>6,149,238</u>	<u>8,696,472</u>

Other expenditure includes subscriptions, printing & stationery, consultancy, activity costs, management fees, irrecoverable debt write off and other expenditure directly attributable to delivering charitable activities.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

8 Support costs

	Support costs £	Governance costs £	2025 £	Support costs £	Governance costs £	2024 £
Staff costs	351,970	147,116	499,086	503,194	210,324	713,518
Auditor's remuneration	-	27,000	27,000	-	25,000	25,000
Other employee costs	25,308	13,293	38,601	28,603	15,023	43,626
Premises costs	91,843	69,284	161,127	121,423	91,598	213,021
Travel and transport costs	8,582	6,475	15,057	21,992	16,591	38,583
Other office costs	8,296	39,632	47,928	19,460	92,959	112,419
Bank charges	-	12,530	12,530	-	17,240	17,240
Other expenditure	106,477	80,433	186,910	91,101	68,820	159,921
	<u>592,476</u>	<u>395,763</u>	<u>988,239</u>	<u>785,773</u>	<u>537,555</u>	<u>1,323,328</u>
Analysed between Charitable activities	<u>592,476</u>	<u>395,763</u>	<u>988,239</u>	<u>785,773</u>	<u>537,555</u>	<u>1,323,328</u>

9 Net movement in funds

	2025 £	2024 £
The net movement in funds is stated after charging/(crediting):		
Depreciation of owned tangible fixed assets	111,833	93,696
Amortisation of intangible assets	-	4,957
Operating lease charges	<u>333,564</u>	<u>394,261</u>

10 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

	2025 £	2024 £
Fees payable for the audit of the financial statements	<u>27,000</u>	<u>25,000</u>
Non-audit services		
All other non-audit services	<u>65,518</u>	<u>106,998</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

11 Trustees

None of the Trustees received any remuneration or benefits from the charity during the period (2024: £nil).

Only directly attributable expenses are reimbursed to Trustees and no amounts were paid or waived during the period (2024: £nil).

Trustee insurance of £1,202 (2024: £1,202) was incurred by the charity during the period.

Donations totalling £nil (2024: £nil) were made by the Trustees to the charity during the period.

12 Employees

The average monthly number of employees during the year was:

	2025 Number	2024 Number
Administration/management	11	11
Project workers	88	105
Cleaners	4	6
Cooks	2	2
Relief staff	10	32
Wellbeing staff	48	55
Total	163	211

Employment costs

	2025 £	2024 £
Wages and salaries	3,307,077	5,204,978
Social security costs	276,107	395,849
Other pension costs	98,147	136,795
	3,681,331	5,737,622

There were 5 contractual redundancy or termination payments (2024: 14) during the period totalling £32,124 (2024: £60,570).

The number of employees who received remuneration in the year of more than £60,000 is as follows:

	2025 Number	2024 15 months Number
£60,000 - £70,000	-	2
£70,000 - £80,000	-	1
£80,000 - £90,000	1	-
£90,000 - £100,000	-	1

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

13 Taxation

The charity is exempt from tax on income and gains falling within Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

14 Intangible fixed assets

	Software £
Cost	
At 1 April 2024 and 31 March 2025	19,829
Amortisation and impairment	
At 1 April 2024 and 31 March 2025	19,829
Carrying amount	
At 31 March 2025	-
At 31 March 2024	-

15 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Fixtures and fittings £	Computers £	Motor vehicles £	Total £
Cost						
At 1 April 2024	1,327,624	291,250	66,743	55,096	56,566	1,797,279
Additions	-	11,780	53,955	13,727	-	79,462
Disposals	-	-	-	-	(4,995)	(4,995)
At 31 March 2025	1,327,624	303,030	120,698	68,823	51,571	1,871,746
Depreciation and impairment						
At 1 April 2024	-	139,059	21,448	29,148	36,628	226,283
Depreciation charged in the year	-	30,777	43,911	19,955	17,190	111,833
Eliminated in respect of disposals	-	-	-	-	(4,995)	(4,995)
At 31 March 2025	-	169,836	65,359	49,103	48,823	333,121
Carrying amount						
At 31 March 2025	1,327,624	133,194	55,339	19,720	2,748	1,538,625
At 31 March 2024	1,327,624	152,191	45,295	25,948	19,938	1,570,996

Included within land and buildings is a building with a cost value of £135,553. The property was up for sale at the year end and was sold post year end for a value of £540,000, generating the funding for capital expenditure on other operational buildings.

Also held is a building with a cost value of £289,995. This property is currently up for sale for a value of £380,000.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

16 Stocks

	2025 £	2024 £
Consumable goods	2,062	5,137

17 Debtors

Amounts falling due within one year:	2025 £	2024 £
Trade debtors	71,921	240,425
Other debtors	23,306	27,440
Prepayments and accrued income	80,436	92,666
	175,663	360,531

18 Creditors: amounts falling due within one year

	Notes	2025 £	2024 £
Bank loans	20	37,000	37,000
Trade creditors		545,860	240,464
Other taxation and social security		145,622	83,382
Accruals and deferred income		701,675	1,109,253
Other creditors		95,036	83,014
		1,525,193	1,553,113

Included within other creditors is an amount totalling £19,414 (2024: £21,674) in respect of outstanding pension contributions.

19 Creditors: amounts falling due after more than one year

	Notes	2025 £	2024 £
Bank loans	20	6,182	43,178

20 Loans and overdrafts

	2025 £	2024 £
Bank loans	43,182	80,178
Payable within one year	37,000	37,000
Payable after one year	6,182	43,178

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

20 Loans and overdrafts

(Continued)

Bank loans relate to a Coronavirus Business Interruption Loan (CBIL).

The first instalment was due 13 months after the date on which the loan was drawn and the final instalment is due 72 months after the date on which the loan was drawn.

Interest for the first 12 months was paid by the government, in the form of a Business Interruption Payment (BIP) and charged to an account separate to the loan holder account. Interest was charged at 4.42% p.a. plus the Bank of England Base Rate up until August 2020, at which point it was amended to 2.71% p.a plus Base Rate.

21 Deferred income

	2025 £	2024 £
Deferred income brought forward	720,067	570,743
Released during the year	(720,067)	(570,743)
Deferred during the year	474,205	720,067
Deferred income carried forward	474,205	720,067

Deferred income relates to grants and housing related support funding received in advance for future periods.

22 Retirement benefit schemes

	2025 £	2024 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	98,147	136,795

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

23 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
Accommodation	4,197	204,789	(178,957)	(30,029)	-
Employment	-	417,589	(320,660)	(38,073)	58,856
Health and wellbeing	78,212	1,156,678	(1,154,971)	(73,086)	6,833
Youth services	25,555	112,484	(106,187)	(18,039)	13,813
Cafes	12,954	-	-	(12,954)	-
	120,918	1,891,540	(1,760,775)	(172,181)	79,502

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

23 Restricted funds

(Continued)

Previous period:	At 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Accommodation	2,418	390,048	(228,378)	(159,891)	4,197
Employment	940	463,490	(638,000)	173,570	-
Health and wellbeing	51	2,015,798	(2,049,069)	111,432	78,212
Youth services	2,035	262,134	(387,313)	148,699	25,555
Cafes	12,419	12,500	(11,965)	-	12,954
	<u>17,863</u>	<u>3,143,970</u>	<u>(3,314,725)</u>	<u>273,810</u>	<u>120,918</u>

Accommodation – this theme focuses on our services that provide direct accommodation services i.e. actual bed spaces, as well as projects and services designed to maintain tenancies or to support those needing to access accommodation i.e. rough sleepers.

Employment – under this theme we deliver services and ad-hoc projects designed to offer employment opportunities for those that require support. This might be through the employment of individuals in our own services or through the provision of employment mentors.

Health and Wellbeing – this wide ranging theme offers an umbrella for services that offer direct clinical/ healthcare interventions, therapeutic support, physical activities and emotional wellbeing services.

Youth Services – this theme focuses on all of our direct provision designed for our under 25's. It encompasses traditional youth club services, schools education provision and holiday provision.

Cafés - this theme focuses on social enterprise projects run to support access to employment programmes, supported work opportunities for those with barriers to the work place, safe space for young people to meet and mental health drop-ins.

24 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used.

	At 1 April 2024 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2025 £
General funds	<u>371,788</u>	<u>3,983,229</u>	<u>(4,388,463)</u>	<u>172,181</u>	<u>138,735</u>
Previous period:	At 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
General funds	<u>453,960</u>	<u>5,573,385</u>	<u>(5,381,747)</u>	<u>(273,810)</u>	<u>371,788</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

25 Analysis of net assets between funds

	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £
At 31 March 2025:			
Tangible assets	1,538,625	-	1,538,625
Current assets/(liabilities)	(1,393,708)	79,502	(1,314,206)
Long term liabilities	(6,182)	-	(6,182)
	<u>138,735</u>	<u>79,502</u>	<u>218,237</u>
	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
At 31 March 2024:			
Tangible assets	1,570,996	-	1,570,996
Current assets/(liabilities)	(1,156,030)	120,918	(1,035,112)
Long term liabilities	(43,178)	-	(43,178)
	<u>371,788</u>	<u>120,918</u>	<u>492,706</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

26 Operating lease commitments

	2025 £	2024 £
Within one year	277,638	296,279
Between two and five years	699,305	870,184
In over five years	533,572	659,462
	<u>1,510,515</u>	<u>1,825,925</u>

The operating lease payments represent rentals payable by the charity for certain property and equipment. Leases are negotiated for an average term of five years and rentals are fixed for the period of the current agreement. There are options to extend some of the contracts at the prevailing market rate.

Operating lease expenses for the year total £333,564 (2024: £394,261).

27 Related party transactions

Remuneration of key management personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity.

The total remuneration paid to key management personnel for services provided to the charity is as follows:

	12 months 2025 £	15 months 2024 £
Aggregate compensation	<u>282,372</u>	<u>464,899</u>

There were no other related party transactions requiring disclosure within the current or previous year.

28 Analysis of changes in net debt

	At 1 April 2024 £	Cash flows £	At 31 March 2025 £
Cash at bank and in hand	152,333	(119,071)	33,262
Loans falling due within one year	(37,000)	-	(37,000)
Loans falling due after more than one year	(43,178)	36,996	(6,182)
	<u>72,155</u>	<u>(82,075)</u>	<u>(9,920)</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2025

29	Cash generated from operations	2025 £	2024 £
	(Deficit)/surplus for the year	(274,469)	20,883
	Adjustments for:		
	Investment income recognised in statement of financial activities	(2,621)	(3,135)
	(Gain)/loss on disposal of tangible fixed assets	-	1,544
	Depreciation and amortisation of fixed assets	111,833	98,653
	Donated fixed assets	-	(900,000)
	Movements in working capital:		
	Decrease/(increase) in stocks	3,075	(5,137)
	Decrease in debtors	184,868	390,199
	(Decrease)/increase in creditors	(27,920)	556,439
	Cash (absorbed by)/generated from operations	(5,234)	159,446

Accounts

Charity registration number 1135640

Company registration number 07140266 (England and Wales)

ACCESS COMMUNITY TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 MARCH 2024

ACCESS COMMUNITY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr S Wright (Chairman)	
	Mr D Ellis (Honorary Treasurer)	
	Mrs J Sutton	
	Mr H Tidman	
	Mr B Adnams	
	Mr D Read	(Appointed 21 October 2024)
	Ms G Shemming	(Appointed 21 October 2024)
	Ms S Shevlin	(Appointed 21 October 2024)
Chief Executive Officer	Mrs E Ratzer MBE	
Charity number	1135640	
Company number	07140266	
Principal address	132 Bevan Street East Lowestoft NR32 2AQ	
Registered office	132 Bevan Street East Lowestoft NR32 2AQ	
Auditor	Ensors Accountants LLP Connexions 159 Princes Street Ipswich IP1 1QJ	
Bankers	National Westminster Bank 53 London Road North Lowestoft NR32 1BJ	

ACCESS COMMUNITY TRUST

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ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE PERIOD ENDED 31 MARCH 2024

The Trustees present their annual report and financial statements for the period ended 31 March 2024.

The financial statements have been prepared in accordance with the accounting policies set out in the notes 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)" (as amended for accounting periods commencing from 1 January 2019).

The information contained within the Legal and Administrative Information forms part of this report.

Objectives and activities

The charitable Trust was formed in 1975 and is established to promote social inclusion for community benefit, by preventing people from becoming socially excluded and relieving the needs of those who are socially excluded by assisting them to integrate into society.

In setting our annual programmes, we have regard to both the Charity Commission's general guidance on public benefit and the prevention and relief of poverty for the public benefit. The Trustees always ensure that the projects and services undertaken are in line with our charitable objects and aims.

Through its activities the Trust's ethos of 'supporting individuals to achieve their potential' remains at the heart of everything we do, as we strive to assist people in their time of need. In providing services, the Trust seeks to make real difference by bringing, in the first instance, stability and security to individuals or households' daily life and assisting them to address some of the problems and difficulties they are facing. This will often involve rebuilding self-esteem, facilitating links with other agencies and assistance in acquiring the skills and knowledge necessary for independent living.

In order to achieve its objectives, the Trust needs to ensure that it maintains a high profile in the sector and is well-positioned to influence key stakeholders. The Trust is well represented on key strategy bodies in the area, particularly in respect of its core funding, including Suffolk and Norfolk Housing Related Support (HRS) voluntary sector representation groups, County and District Strategic Partnerships, NHS Trusts, regional and national second-tier umbrella organisations, etc. The Trust proudly nurtures and maintains a highly motivated and well-trained workforce, to deliver quality services to the people it houses and supports within a framework of best practice.

The Trust met its objectives through the operation of the following themes:

Accommodation

Supporting statutory duty, our network continues to operate a number of premises that assist with immediate need for housing in their locality due to individual complexities.

Suffolk:

The Fyffe Centre

Lowestoft (Housing Related Support)

27 unit open access supported accommodation scheme for single homeless people.

Phoenix House

Lowestoft (Housing Related Support)

23 unit open access supported accommodation scheme for single homeless people.

Bostock House

Lowestoft

14 unit self-contained accommodation scheme used for unsupported homeless accommodation.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE PERIOD ENDED 31 MARCH 2024**

Haven Court

Lowestoft (Housing Related Support)
13 unit supported accommodation scheme for young single parents and babies.

Bridge View

Lowestoft
Community space for emergency support and provisions for homeless and vulnerable populations.

Denmark House

Lowestoft (Housing Related Support)
9 unit supported housing for individuals aged 55 years and over.

Beaconsfield House

Lowestoft (Housing Related Support)
23 unit self-contained accommodation scheme for people 18 to 24 years of age.

Avenue Mansions

Lowestoft (Housing Related Support)
8 unit supported accommodation scheme alongside 8 bed Somewhere Safe to Stay Hub - homeless provision.

Maidstone Road

Felixstowe (Housing Related Support)
12 unit supported accommodation scheme.

Norfolk:

John Room House

Thetford – (Housing Related Support)
10 unit self-contained supported accommodation scheme with 12 move on apartments also on site.

Elm House

Thetford
18 self-contained units (mixed occupancy) temporary accommodation complex operated in partnership with Breckland Council.

Elm House

Thetford
5 self-contained RSI homes (one bedroom temporary accommodation) complex operated in partnership with Broadland Housing.

Health and Wellbeing

Dual Diagnosis Service (Waveney District, Suffolk)

Consisting of Mental Health nurses, therapists and highly experienced Senior Support Workers who all have experience and qualifications in providing therapeutic interventions for those suffering with mental health problems including: anxiety, depression, PTSD (Post Traumatic Stress Disorder), Bipolar Affective Disorder, OCD, alcohol/substances.

SWAN Social Prescribing (Beccles, Bungay, Halesworth, Kessingland and Southwold)

Supporting local GP surgeries with facilitators that connect people to activities, groups and services in their community to meet their practical, social and emotional needs.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

STEAM House Cafes (Support/Transform/Educate/Aspire/Motivate)

High street community-based general mental health and crisis support hubs. Centre locations include King's Lynn, Gorleston, Ipswich and Bury St Edmunds. Sites provide up to 12 hours of daily support, 7 days a week, 365 days a year.

Hoarding Support (assisting East Suffolk and Great Yarmouth Borough Council)

Delivering non-judgmental, discreet house clearing and associated wellbeing support to individuals struggling with a hoarding disorder.

BEANS (Belong/Enrich/Adapt/Neurodiversity/Support)

Providing bespoke support to children, young people and their families navigating the journey of neurodiversity. The service area covers East and West Suffolk from bases in Saxmundham and Bury St Edmunds.

LEAF (Lived/Experience/Advisory/Forum)

This independent and coproduced service listens to the voices of those with lived experience of mental health provisions across Waveney and shares these collective views and experiences with commissioners to assist with the design of future services.

Youth Services

YOU (Youth/Outreach/United) Funding by BBC Children in Need, this service supports the personal and social development of young people by providing alternative education, enriching activities and community dining within a safe environment, where they can meet and engage.

PoP (Place of Pride)

Our young persons LGBTQ+ support group. Weekly digital and group in person meetup group

Linden House (Bury St Edmunds)

Delivering education, employment and general support services to young people. Funded by Denbury Homes.

Chantry Youth Project (Ipswich)

Supporting volunteers to operate youth club provision and provide educational support to schools.

The Junction (Lowestoft)

Providing free compassionate mental health and wellbeing support for those aged 11-18. Including 1:2:1 support, workshops, outreach via safer streets and LGBTQi+ groups.

Social Enterprise and Employment

Sams and Enterprise Lounge (Lowestoft) – Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve people's wellbeing.

Building Better Opportunities (Norfolk) - supporting the Norfolk Community College by providing specialist programmes of employment support.

Routes to Work (Lowestoft and Waveney) - supporting East Coast College by providing specialist programmes of employment support.

Skills Connect (East and West Suffolk) - supporting East Coast College by providing specialist programmes of employment support.

The Crossing (Thetford) - providing information, guidance and advice services for the purposes of supporting members of the community with getting back into work.

The Waterways (Great Yarmouth) Café and Boating Lake – Community Café Social Enterprise initiative to provide employment and support to the local community alongside working to maintain a site of significant historical interest.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE PERIOD ENDED 31 MARCH 2024*

Pavilion Café (Woodbridge) - Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve peoples' wellbeing and support the local community working in conjunction with Woodbridge Town Council and other local agencies.

SAMS (Thetford) – Community Café Social Enterprise initiative working in conjunction with The Crossing support services and in partnership with local agencies, statutory and non-statutory.

MIX Bar and Cafe (Ipswich) - working in partnership with the University of Suffolk and its Student Union to start up and provide a safe and welcoming environment for students on campus.

PINK Orange – Community ingredients kit delivery service across Norfolk and Suffolk for Free School Meal children and their families/households plus referrals from county councils for families in additional need.

Sunrise Studios (Lowestoft) - Local Community Production Company established to support young people with interests in the creative arts and film. Operated by young people for young people. Funder of Lowestoft's annual Film Festival.

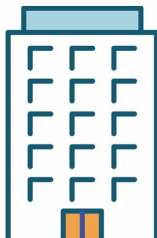
SOLD Studios - Welcomed to Access in 2023. Providing a safe environment, meaningful experiences and learning support for adults with disabilities.

The Olive Centre (formerly Lowestoft's 60+ Club) - Welcomed to Access in 2023, the day centre provides daily meals and a host of enriching social activities for those in later life.

The Waveney Centre (Beccles) - Welcomed to Access in 2023, the day centre provides refreshments and a host of enriching social activities for those in later life.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024



Supported Accommodation

- 217** Network capacity
- 184** New residents
- 146** Successful move ons
- 399** Rough Sleepers assisted

access
Your Community Your Trust

HEADLINES
23/24

Health and Wellbeing Services

- 548** Social Prescribing referrals received
- 543** Social Prescribing positive exits
- 1857** Individuals accessed STEAM Crisis Cafes
- 1365** STEAM Crisis Cafes positive exits
- 47** Lived Experience Forums held
- 12** New Mental Health First Aiders trained



Communities & Employment Pathways

- 81** Ongoing household support for BEANS families
- 27** New clients participating with SOLD services
- 103** People supported into employment



Essential Food & Welfare Provision delivery via PINK Orange network

- 1698** Households engaged
- 4805** Total People supported
- 12,324** Weekly kits delivered
- 3764** Emergency welcome kits provided
- 5356** Meals/Drinks provided for homeless individuals and those struggling financially



Young People (YP) inc. Sunrise Studios events

- 352** Under 18's (weekly support)
- 2k+** YP Film Festival attendees
- 152** Children supported by HAF
- 16** Youth Collective members



New community service developments



ACHIEVED BY

- 199** Fully trained employees
- 42** Engaged volunteers



ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE PERIOD ENDED 31 MARCH 2024*

Achievements and performance

The Trust has continued to face significant challenges due to the financial climate and service commissioners having ever tighter budgets, whilst the cost of living crisis has placed an ever greater need for the charity to support people at a time when its own costs and income streams are under pressure.

The Trust acknowledges that embarking on a change to our financial reporting year from a December to a March year-end was going to be challenging for our staff and would create additional work pressures. It was also decided at the same time to move our accounting system from SAGE to XERO to modernise practices, however in hindsight, these changes should have been done at different times to provide a spread of work. That said, the team have worked admirably and have got through this, and embedded changes and improvements to systems which were necessary. The financial review section of this report reflects on some of the practical challenges arising from the system migration.

To mitigate our reliance on specific streams of income, the Trust remains alert to alternative sources of sustainable income and continues to be successful in applications for funding and bids for contracts. Diversification has been a key strategy over recent years to protect the organisation for the future, and this has proved invaluable, whilst upholding our historic charitable aim of providing accommodation for homeless people. The downside to this success is the increasingly complex fund accounting needs, which remains one of the key focus areas for improving management accounts reporting.

The Board pays tribute to the Chief Executive for her enthusiasm and drive, along with the Directors and wider Management Team. All our staff have remained committed to providing a high level of service. We recognise the very great value our HEART values based approach has had in supporting staff and we give great thanks for their dedication and ability to react positively to change. We particularly want to thank the members of the People, Culture and Wellbeing Committee (PCW) who have driven engagement and positive change across the organisation

Consequential to the challenges referred to above, the accounts for the extended 15-month accounting period show an overall surplus of £21k against income of £8.7million. However, that overall surplus position includes gains in restricted funds from grants received in the period but not yet spent. The underlying position on unrestricted funds was a deficit of £82k, which has reduced our levels of free reserves. The low level of reserves remains a key focus area for the Trust, to strengthen financial resilience and ensure we remain in a strong position to face the many challenges ahead.

Further details of the financial results can be found in the next section of this report.

Restructuring our organisation to make it futureproof and robust regardless of our environment was a key theme for 2023 and 2024 and this work continues. The need for financial resilience is demonstrated in the context of the Government's 2024 Budget, which is expected to have a significant impact on our costs, in particular around the increase in National Insurance contributions for employers. Such an increase will have an impact across the whole organisation and work has been done to understand how we need to respond to this. The Board acknowledges that demand for our services will likely grow more than ever and we stand ready to deliver support to every person we can.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

Financial review

As noted above, the Trust ended the accounting period with an overall surplus of £21k, with an underlying deficit on unrestricted funds of £82k being compensated by a net increase of £103k on restricted funds, which will be carried over to the 2024/25 financial period.

To put the £82k deficit on unrestricted funds into context, the unrestricted income for the period was just over £5.5 million and overall income for the Trust was just over £8.7 million, so it's a modest loss in percentage terms. Nonetheless the loss is significant, in that it has reduced the balance on our unrestricted funds to £372k, and therefore reduces the resilience of the Trust to future financial pressures.

The operations and the funding of the Trust is complex (as evidenced by the long list of projects listed earlier covering accommodation, health and wellbeing, youth services and social enterprise / employment themes). With so many moving parts, it is essential that the Trust's systems can keep track of income and expenditure and produce management reports in real-time that can spot if and where remedial actions are required.

As noted above, the move from Sage to Xero was an ambitious project that clashed with a change in our accounting year, the loss and turnover of staff in the finance team, and an extended audit for the 2022 accounts, which all led to significant delays in having processes in place to monitor overall financial performance, especially the split of any surplus or deficit across restricted and unrestricted funds.

Management actions were taken to address the losses once it was apparent that finances were being stretched, however by this time the ability to turn around losses already incurred was limited. The losses in 2023/24 were due to a combination of factors, including changes to Housing Related Support (impacting many of the larger projects), delayed timing of increases in Housing Benefit rates, unseasonal weather impacting on the Waterways project, costs related to Ofsted regulation impacting our services to 16/17 year olds, the impact of cost-of-living pressures generally, increases in Living Wage rates and salary increases across the Trust as part of a wider structural review.

On the positive side, the overall financial position had been boosted in 2023 through the acquisition of cash and assets from bringing on board the two elderly people's clubs in Lowestoft and Beccles, which has reduced the impact of the extraordinary pressures identified above.

Mitigating actions included a review of all loss-making projects, reviewing staffing rotas and project operating hours, plus seasonal closures of some projects including the Waterways project. Subsequently the Trust has undertaken a large restructuring exercise to reduce the annual wage bill by around £500k, has reduced core costs to match the reduction in project activity, ended a number of leases, and reduced the number of operational properties. In addition, a review of Housing Benefit rates will lead to higher rates being claimed from autumn 2025.

These actions were taken quickly to put the Trust back on a financially stable platform to enable reserves to be rebuilt and address concerns in relation to accounting on a going concern basis.

The organisation continues to respond to opportunities to grow and diversify as part of its broader strategy to mitigate risks from key funding streams, as well as respond to the changing needs of our communities. Further commentary on those projects, our funding streams and the activities and successes in the period are detailed elsewhere in this report.

A breakdown of the financial results is included below:

	£
Increase in restricted funds (i.e. funds that can only be used for particular purposes)	103,055
Deficit on unrestricted funds (monies freely available to spend on any of the Trust's objectives)	(85,307)
Interest income on bank balances	3,135
Total surplus for the period	
20,883	

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE PERIOD ENDED 31 MARCH 2024**

The income from charitable donations, gifts and legacies in the period was £1,211,235 (£40,615 in 2022), which includes the value of assets acquired as part of the consolidation of the two elderly people's clubs in Lowestoft and Beccles. A total of £3,314,725 was spent from Restricted Funds in the 2023/24 accounting period (£2,526,102 in 2022) met from fundraising income plus other grants received.

Income from Housing Related Support (HRS) in the period was £748,545 (2022 - £610,774). HRS now makes up less than 9% of total income compared to six years earlier when it constituted 32% of the Trust's incoming resources.

In respect of other occupancy-dependent income, Housing Benefits and residents' rent made up just under 20% of total income in the period (unchanged from 2022). The reliance on occupancy-related funding continues to be reviewed as part of the Trust's overall risk management processes.

Government grants continue to make up an increasing proportion of total income with £3,311,088 received in 2023/24 compared to £1,942,971 in 2022. The Trust continues to receive core funding from local authorities and the NHS.

Income from management agreements totalled £327,171 (3.8% of total income compared to 4.3% in 2022), and income from our cafes was £405,856 (£261,628 in 2022).

As with previous periods, managing cash-flow remains a key priority for the Trust, especially given the varied and complex nature of the work we do and the variability of the related cashflows. During the period the Trust repaid £46k of its COVID bank loan (outstanding balance at the year end of £80,178) and at the balance sheet date cash balances stood at £152,333, a modest increase in cash levels compared to 2022 (£125,660). However, the increase in cash was mainly influenced by grants received in advance, with deferred income at the balance sheet date of £720k compared to £571k at the end of 2022.

The impact of that deferred income, along with other changes in respect of debtors and creditors, is that the Trust has net current liabilities at the period end of £1.035 million compared to £120k at the end of 2022. This represents a significant shift in the make-up of assets of the Trust, with lower levels of cash but an increase in fixed assets, where the acquisitions in the period have increased the value of tangible property assets from £676k to £1.57 million. Whilst the property holdings are a valuable asset for the Trust, the net current liabilities reflect a liquidity risk that will need to be addressed.

The Trust will continue to aim for growth in cash-backed reserves where conditions allow, to address the liquidity risks highlighted above and to strengthen our resilience to the challenges ahead as part of the prudent financial management of the Trust. The mitigation actions referred to above and the planned sale of one of the Trust's assets in 2025 will start that journey and provide a valuable boost to liquidity, ensuring the Trust remains a going concern for the foreseeable future. For more details on our reserves policy see the next section.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

Reserves Policy

Access Community Trust is required under the Charities SORP to state the level of reserves it holds and the reasons for holding those reserves. Charity Commission guidance comments that the reserves policy should reflect the risks associated with the charity's business model, spending commitments, potential liabilities and financial forecasts, and plans for the maintenance of essential services for beneficiaries, addressing any risks of unplanned closures on beneficiaries, staff and volunteers.

The guidance notes that "if a charity's income is volatile or insecure, or is vulnerable to factors outside of its own control, this may justify holding more reserves. Trustees should also consider if the charity's reserves are sufficient to protect it from the risk of insolvency or serious disruption to its charitable work". Trustees strongly believe that the maintaining of a realistic level of cash reserves is a legitimate objective of the Trust, and constitutes sound and prudent financial management.

The reserves policy assists in strategic planning by considering how new projects or activities will be funded, and informs financial planning and risk management by considering whether reserves need to be used during the financial year or built up for future projects, and by identifying any uncertainty in future income streams.

When considering an appropriate level of reserves, the trustees consider the risks of unforeseen emergencies or other unexpected need for funds, the need to cover for any exceptional operational costs, for example employing temporary staff to cover a long-term sickness absence, any significant fall in income, the Trust's planned commitments, or designations, that cannot be met by future income alone (for example a major capital project) and the need to fund potential deficits in a cash budget, for example where money may need to be spent before a funding grant is received. These risks determine the amount of reserves the Trust targets to hold.

A key factor in the targeted reserves level is the volatility of occupancy-based income and the predominantly fixed nature of expenditure, the largest element being staff costs. This imbalance necessitates the holding of cash reserves to allow for peaks and troughs in cash flows, to ensure the continuity of the Trust's core business and the fulfilment of pay commitments to staff.

Charity Commission guidance defines reserves as 'that part of a charity's unrestricted funds that is freely available to spend on any of the charity's purposes'. It explains that the starting point for calculating the amount of reserves held is the amount of unrestricted funds held by a charity, however as tangible fixed assets used to carry out the charity's activities are not readily available for spending they must be deducted from the reserves calculation. This is because spending those funds may adversely impact on the charity's ability to deliver its aims.

Based on that approach, the free reserves position of the Trust is in a negative balance (£1.199m) as at 31 March 2024. The trust has traditionally targeted reserves based on analysis of the risks above, the likelihood that they may occur, and the amount of funding that would be required if they did. The targeted level of reserves is reviewed as part of the budget-setting process. It is acknowledged that in the short-term the target will need to be focused on getting cash-backed reserves back into positive territory, and once achieved, a target will need to be determined by taking into account the factors described above. This will be a key action for the board of trustees in 2025.

Fundraising

Although the charity makes applications for grants to grant funding charities and accepts donations from local organisations and private individuals, the charity does not run fundraising campaigns or use third parties to raise funds on our behalf. We do not approach individuals in person, by email, telephone, social media or post to seek donations and have not received any complaints regarding fundraising. In an exception to this general policy, in 2025 the Trust is celebrating its 50th anniversary and is holding a gala event with the aim of raising £50,000 to be used to help local people experiencing homelessness and fund mental health crisis support.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

Risk Management

The CEO and senior leadership team at the charity maintain a risk register which is actively reviewed at operational meetings and at the Board of Trustees meetings quarterly, or when necessity arises. The risk register is maintained using a simple scoring system to enable major risks to be identified and action plans created. The trustees review and agree policies, systems, and procedures to mitigate those risks identified.

The main risks arising from the charity's operations are reduction in funding, dependency on funding sources, cash flow risk, and increasing reserves.

Funding Risk

The charity seeks to manage funding risk by continuing to identify and apply for grant funding for new services rather than rely on statutory funding. The charity continues to develop a diverse range of services that produce unrestricted income and support the charity to become more financially sustainable.

Cash flow risk

The charity needs to manage cash-flow in order to meet its debts as they fall due. Management and the trustees therefore consistently monitor this and produce cash-flow forecasts to ensure there are sufficient cash reserves available in the charity.

Reserves Risk

The charity maintains sufficient funds on current account to meet short term demand. Throughout the Trust's transformation plan we are reviewing all aspects of reserves and risk management.

Plans for future periods

Notwithstanding the continuing challenges surrounding our charitable funding environment and increase in social poverty and exclusion, the trustees are keen to expand our community resilience approaches and look for new opportunities.

We are in the middle of a full transformation programme, having moved our financial year from a calendar year basis to an April to March financial year, to align the Trust with the financial years of its primary funders. This means this Trustees Report refers to a 15 month period from 1st January 2023 to 31st March 2024. Our staffing structure is being reviewed alongside our ambition to increase wages and a full succession plan. Our 3 Directors are now in position and are reviewing their teams to make them fit for the ambitions of the Trust. We have also completed the work to move our financial support package from SAGE to XERO.

By linking our challenges to our values we have started the 2024/25 period with a robust framework from which we can build our future organisation.

We ended 2023/2024 with an initial staff-led activity plan:

- Response to Suffolk County Council's HRS decommissioning programme
- Introduction of SPoC within Access framework (HEART)
- Phase 2: Restructure of transformation/restructure plan 2024/2025

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

In conclusion

The year has been challenging for our staff, in particular for the Finance Team, but everyone has embraced the challenges to ensure that the Trust moves forward with a robust framework for monitoring key aspects of financial health. The board of trustees wishes to record its sincere thanks to all staff for their hard work and perseverance through a challenging period of transition.

Trustees remain keen to seize opportunities to strengthen the organisation and to remain an excellent provider of quality services. Our Chief Executive has been leading a large programme of change throughout 2023/24 and this work continues. We will reflect and learn as the transformation continues to bed in, acknowledging there are significant changes impacting on the Trust in 2025 such as contractual and service changes in Suffolk Housing Related Support contracts.

The Board continues to monitor its own knowledge, skills and experience and any areas identified as being weak or in need of further support are being addressed through targeted recruitment of new trustees. Work to review skills and potential recruitment is being led by the re-formed Governance and Scrutiny Committee.

The Trust continues to uphold a strong reputation within the region and this has assisted to raise our profile further afield. We are hugely excited about our next steps in organisational development and community resilience. As noted above, 2025 is our 50th year and event planning and fundraising for this will also feature heavily.

Structure, governance and management

Governing document

Access Community Trust is a company limited by guarantee that has been registered as a charity. The governing document of the organisation is the Memorandum and Articles of Access Community Trust. Over our 49 years we have developed and extended our services in response to the needs of our communities and people. Our offer of accommodation-based services has now diversified into Employment, Education, Health and Wellbeing and thriving social enterprises.

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

Mr S Wright (Chairman)	
Mr G Jermyn (Vice Chairman)	(Resigned 1 April 2023)
Mr D Ellis (Honorary Treasurer)	
Mr A Howell	(Resigned 25 March 2025)
Mrs J Sutton	
Mr N Bird	(Resigned 17 August 2023)
Mr H Tidman	
Mrs T Tye-Hopkins	(Resigned 30 January 2025)
Mr B Adnams	
Mr D Read	(Appointed 21 October 2024)
Ms G Shemming	(Appointed 21 October 2024)
Ms S Shevlin	(Appointed 21 October 2024)

Recruitment and appointment of trustees

Trustees are recruited by direct approaches to individuals either personally by existing Trustees and the Chief Executive or through membership bodies. The Trust has a policy relating to appointment of new Trustees, and all applications are submitted to the Board for a decision. Trustees appointed to fill casual vacancies during the course of the year must offer themselves for election at the next Annual General Meeting.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

Trustee induction and training

Guidance on governance, Trust policies and procedures and the induction and training of Trustees is contained in a comprehensive information pack provided online for Trustees on recruitment.

Organisational structure

Access Community Trust is a Charitable Trust, incorporated as a Company Limited by Guarantee and managed by a Board of Trustees, all of whom are volunteers.

The day to day operations of the Trust's activities are undertaken by a team of managers, support workers and ancillary staff working together under the supervision of a Chief Executive who reports directly to the Board of Trustees. The Trust's strategic aims in the furtherance of its core business are formulated in the Trust's Strategic Plan. The Board of Trustees currently meets at least six times a year to review all matters of the Trust and exercise control over its general management and financial affairs. The Annual General Meeting and two Annual 'Away Days' form part of this meeting structure. The Board has recently re-introduced the Governance and Scrutiny Committee and created a Finance and Admin Committee. These committees will take on specific responsibilities set out in their terms of reference and will meet to complete work between the scheduled full board meetings.

Arrangements for setting pay and remuneration

The previous Remuneration committee has been merged into the new Finance and Admin committee and they are now responsible for meeting annually to discuss the pay for the CEO and discussing any other pay details for staff with the CEO. The group consists of the Treasurer as Chair and 2 other Trustees. Their recommendations are signed off by the Board at the next pre-arranged Board meeting. The CEO is in attendance for the meeting (leaving for the discussion regarding the CEO's remuneration).

Related parties

The Trust has management agreements with Orwell Housing Association regarding Fyffe Centre, Phoenix House and Haven Court, Lowestoft, Suffolk and Breckland District Council for Elm House and John Room House.

Auditor

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

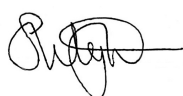
Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report was approved on 3rd June 2025 and signed on behalf of the Board of Trustees by;



Mr S Wright (Chairman)
Trustee



Mr D Ellis (Honorary Treasurer)
Trustee

ACCESS COMMUNITY TRUST

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE PERIOD ENDED 31 MARCH 2024

The Trustees, who are also the directors of Access Community Trust 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 period.

In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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; 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.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Opinion

We have audited the financial statements of Access Community Trust (the 'charity') for the period ended 31 March 2024 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 2024 and of its incoming resources and application of resources, including its income and expenditure, for the period 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.

Material uncertainty related to going concern

We draw attention to Note 1.3 in the financial statements, which indicates the existence of a material uncertainty in relation to going concern. Whilst a number of steps have been taken to improve the charity's financial position, the results of these actions have yet to be seen. In our opinion this constitutes a material uncertainty regarding the ability of the charity to continue for a period of at least 12 months from when the financial statements are authorised for issue.

Our opinion is not modified in respect of this matter.

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.

Other than the matter noted above, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity'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.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual 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.

Opinions on other matters prescribed by the Companies Act 2006

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

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

Matters on which we are required to report by exception

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

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

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

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

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.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

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.

In planning our audit, we identify and assess the risk of material misstatement within the financial statements, whether due to fraud or error. In assessing the risks, consideration is given to the control environment (including Trustees' and management's own processes for identification and risk assessment) as well as the nature of the entity, the sector in which it operates and the underlying performance. Consideration is also given to the attitudes and incentives of management to commit fraud, with specific procedures planned and performed to respond to the risk of inappropriate management override of controls.

We also obtain an understanding of the applicable laws and regulations to which the charity must adhere, through discussions with management and those charged with governance, as well as commercial knowledge of the sector and statutory legislation, in order to determine the key laws and regulations applicable to the charity.

After assessing the risk of fraud, we performed audit procedures to gain assurance regarding fraud and management override as follows:

- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the rationale behind significant transactions outside the normal course of business.
- Assessment of accounting estimates within the financial statements in order to assess their reasonableness to determine whether there is any bias in the estimates.
- Review of meeting minutes of Trustees and management
- Enquiring of management and Trustees as to whether they are aware of any alleged, suspected or actual fraud during the year

We also performed procedures to satisfy ourselves regarding compliance with applicable laws and regulations, including:

- Enquiry of Trustees and management around actual and potential litigation and claims
- Reviewing minutes of meetings of those charged with governance
- Reviewing correspondence with relevant legal authorities
- Reviewing legal expense accounts for any indicators of litigations

All audit team members were made aware of the applicable laws and regulations, as well as potential fraud risks during the planning stage of the audit and this was discussed at the audit team planning meeting. It was therefore determined that team members all had the relevant awareness and competence to identify any instances of non-compliance or fraud.

There are, however, inherent limitations to our above audit procedures. Auditing standards only require us to enquire of the Trustees and management regarding non-compliance with laws and regulations, as well as review regulatory and legal correspondence (if there is any). It is therefore possible that instances of non-compliance could be missed, particularly where the law in itself is far removed from any financial transactions.

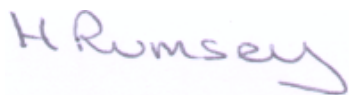
A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Use of our report

This report is made solely to the charitable company's Members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.



Helen Rumsey (Senior Statutory Auditor)
for and on behalf of Ensors Accountants LLP

11/06/2025

.....

Chartered Accountants
Statutory Auditor

Connexions
159 Princes Street
Ipswich
IP1 1QJ

ACCESS COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE PERIOD ENDED 31 MARCH 2024

Current financial period

		Unrestricted funds 2024	Restricted funds 2024	Total 15 months 2024	Total 12 months 2022
	Notes	£	£	£	£
Income from:					
Donations and legacies	3	1,211,235	-	1,211,235	40,615
Income from charitable activities	4	4,359,015	3,143,970	7,502,985	6,286,454
Investments	5	3,135	-	3,135	842
Total income		5,573,385	3,143,970	8,717,355	6,327,911
Expenditure on:					
Charitable activities	7	5,381,747	3,314,725	8,696,472	6,513,944
Net incoming/(outgoing) resources before transfers		191,638	(170,755)	20,883	(186,033)
Gross transfers between funds		(273,810)	273,810	-	-
Net (expenditure)/income for the period/ Net movement in funds		(82,172)	103,055	20,883	(186,033)
Fund balances at 1 January 2023		453,960	17,863	471,823	657,856
Fund balances at 31 March 2024		371,788	120,918	492,706	471,823

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

ACCESS COMMUNITY TRUST

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

FOR THE PERIOD ENDED 31 MARCH 2024

Prior financial year

		Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	40,615	-	40,615
Income from charitable activities	4	3,048,007	3,238,447	6,286,454
Investments	5	842	-	842
Total income		3,089,464	3,238,447	6,327,911
<u>Expenditure on:</u>				
Charitable activities	7	3,987,842	2,526,102	6,513,944
Net incoming/(outgoing) resources before transfers		(898,378)	712,345	(186,033)
Gross transfers between funds		954,011	(954,011)	-
Net (expenditure)/income for the year/ Net movement in funds		55,633	(241,666)	(186,033)
Fund balances at 1 January 2022		398,327	259,529	657,856
Fund balances at 31 December 2022		453,960	17,863	471,823

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

ACCESS COMMUNITY TRUST

BALANCE SHEET

AS AT 31 MARCH 2024

	Notes	31 March 2024	31 December 2022
		£	£
Fixed assets			
Intangible assets	14	-	4,957
Tangible assets	15	1,570,996	676,573
		<u>1,570,996</u>	<u>681,530</u>
Current assets			
Stocks	16	5,137	-
Debtors	17	360,531	750,730
Cash at bank and in hand		152,333	125,660
		<u>518,001</u>	<u>876,390</u>
Creditors: amounts falling due within one year	19	(1,553,113)	(996,676)
Net current liabilities		<u>(1,035,112)</u>	<u>(120,286)</u>
Total assets less current liabilities		<u>535,884</u>	<u>561,244</u>
Creditors: amounts falling due after more than one year	20	(43,178)	(89,421)
Net assets		<u><u>492,706</u></u>	<u><u>471,823</u></u>
The funds of the charity			
Restricted income funds	23	120,918	17,863
Unrestricted funds	24	371,788	453,960
		<u><u>492,706</u></u>	<u><u>471,823</u></u>

The financial statements were approved by the Trustees on 3rd June 2025.

Mr S Wright (Chairman)
Trustee

Mr D Ellis (Honorary Treasurer)
Trustee

Company registration number 07140266 (England and Wales)

Charity registration number 1135640 (England and Wales)

ACCESS COMMUNITY TRUST

STATEMENT OF CASH FLOWS

FOR THE PERIOD ENDED 31 MARCH 2024

	Notes	15 months 2024		12 months 2022	
		£	£	£	£
Cash flows from operating activities					
Cash generated from operations	29		159,446		61,510
Investing activities					
Purchase of tangible fixed assets		(90,913)		(109,267)	
Proceeds from disposal of tangible fixed assets		1,250		-	
Investment income received		3,135		842	
Net cash used in investing activities			(86,528)		(108,425)
Financing activities					
Repayment of bank loans		(46,245)		(36,996)	
Net cash used in financing activities			(46,245)		(36,996)
Net increase/(decrease) in cash and cash equivalents			26,673		(83,911)
Cash and cash equivalents at beginning of period			125,660		209,571
Cash and cash equivalents at end of period			152,333		125,660

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 MARCH 2024

1 Accounting policies

Charity information

Access Community Trust is a private company limited by guarantee incorporated in England and Wales and a registered charity in England and Wales. The registered office is 132 Bevan Street East, Lowestoft, NR32 2AQ. The company registration number is 07140266. The charity registration number is 1135640.

1.1 Reporting period

These financial statements are presented for the period between 01 January 2023 and 31 March 2024, a period of more than one year, due to alignment with funding contracts of which the charity has a large number. Therefore, comparative amounts presented in the financial statements are not entirely comparable.

1.2 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)" (as amended for accounting periods commencing from 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. The principal accounting policies adopted are set out below.

1.3 Going concern

These financial statements are prepared on the going concern basis. However, the Trustees are aware of certain material uncertainties which may cast doubt on the charity's ability to continue as a going concern.

These uncertainties include:

- The reporting of a low surplus for the year which, when adjusted to exclude the impact of recent mergers, results in a significant deficit;
- The existence of negative free reserves totalling £1,199,208;
- A position of net current liabilities at the balance sheet date totalling £1,035,112.

The Trustees are taking a number of steps to improve performance, cashflows and reserves, and are confident that these will successfully secure the future of the charity and therefore have a reasonable expectation that the charity will remain a going concern for the 12 months subsequent to the financial statements being authorised for issue.

1.4 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 or grantors 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.

1.5 Incoming resources

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. Where relevant, all amounts are stated after discounts, other sales taxes and VAT.

Income from grants and donations is included when receivable.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

Rental, Housing Related Support, and Management Agreement income is included in full in the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable.

Income from the sale of food and drink at the cafes is recognised at the point of delivery.

Other income is recognised when receivable.

1.6 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Charitable activities includes all costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

1.7 Intangible fixed assets

Intangible assets are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation 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:

Software	over 3 years
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ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

1.8 Tangible fixed assets

Tangible fixed assets with a cost of over £2,000 are recorded as assets, with amounts under £2,000 being expensed to the Statement of Financial Activities.

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

Costs relating to building work in respect of improvements to the structure and fabric of the freehold property and the purchase of freehold property are capitalised in the period in which they are incurred at cost. However, if the freehold property is part of a gift then it is recorded at the property value as at the gift date. Ancillary fees for architects, surveyors and ongoing refurbishment costs are written off as incurred.

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:

Freehold land and buildings	not depreciated
Leasehold improvements	over the period of the lease
Fixtures and fittings	over 3 years
Computers	over 3 years
Motor vehicles	over 3 years

Depreciation has not been provided against freehold property as the high level of periodical repair and maintenance ensure the residual value of premises are maintained at no less than current book value and accordingly, any depreciation charge would be immaterial.

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 the Statement of Financial Activities.

1.9 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

There was no impairment loss in the year.

1.10 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell (net realisable value). Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at the lower of replacement cost and cost.

1.11 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.

1.12 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.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

1 Accounting policies

(Continued)

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.

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.

1.13 Employee benefits

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

Where an obligation to make a redundancy or termination payment exists, the costs incurred by the charity are accounted for on an accruals basis and included within employee benefits.

1.14 Retirement benefits

The Trust operates a stakeholder pension scheme through the Pension Trust for employees. The assets of the scheme are held separately and contributions payable are charged to the Statement of Financial Activities.

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

1.15 Leases

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

1.16 Managed properties

The Fyffe Centre, Phoenix House, Haven Court (Lowestoft) and Avenue Mansions are all owned by Orwell Housing Association Limited, John Room House (Thetford) is owned by Breckland District Council, Felixstowe Young Peoples Service is owned by Flagship Housing Group and Elm House is owned by both Broadland Housing Association and Breckland District Council. All are run by the Trust under a management agreement.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

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.

The following have been identified as being significant judgements and estimates:

Valuation of freehold properties

Freehold properties acquired in the year are recognised at fair value. Fair value has been estimated based on a report by an independent firm of professional valuers. In preparing this report, a number of judgements are made with respect to local market factors that could influence the valuation of the properties.

Recognition of income received on contracts

Funding contracts are obtained with performance related conditions. Income is then recognised over the contract length in line with when these performance related conditions have been met, at which point the charity is entitled to the income. This process is subject to estimation uncertainty due to the complex nature of income recognition in line with the Charities SORP.

3 Income from donations and legacies

	Unrestricted funds 2024 £	Unrestricted funds 2022 £
Donations and gifts	98,436	40,615
Donated assets	1,112,799	-
	1,211,235	40,615

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

4 Income from charitable activities

	2024	2022
	£	£
Housing related support	748,545	664,373
Rent and housing benefit	1,717,621	1,248,236
Grants received	4,140,898	3,800,743
Management Agreements	327,171	275,320
Café income	405,856	261,628
Other income	162,894	36,153
	<u>7,502,985</u>	<u>6,286,454</u>
Analysis by fund		
Unrestricted funds	4,359,015	3,048,007
Restricted funds	<u>3,143,970</u>	<u>3,238,447</u>
	<u>7,502,985</u>	<u>6,286,454</u>

£3,311,088 (2022: £1,942,971) of government grants were received in connection with the activities of the Trust.

5 Income from investments

	Unrestricted funds 2024 £	Unrestricted funds 2022 £
Interest receivable	<u>3,135</u>	<u>842</u>

6 Limited by guarantee

The company is limited by guarantee and in the event of the company being wound up, members are required to contribute an amount not exceeding £10.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

7 Charitable activities

	2024 £	2022 £
Staff costs	5,024,102	3,425,873
Depreciation and impairment	71,694	60,184
Other employee costs	87,291	111,579
Premises costs	1,233,861	1,101,230
Travel and transport costs	56,372	116,529
Furniture and equipment	41,660	18,526
Food costs	364,232	335,674
Insurance and legal	12,273	47,782
Other expenditure	310,338	408,822
Adjustment to prior year VAT	171,321	-
	<u>7,373,144</u>	<u>5,626,199</u>
Share of support costs (see note 8)	785,773	554,175
Share of governance costs (see note 8)	537,555	333,570
	<u>8,696,472</u>	<u>6,513,944</u>
Analysis by fund		
Unrestricted funds	5,381,747	3,987,842
Restricted funds	3,314,725	2,526,102
	<u>8,696,472</u>	<u>6,513,944</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

8 Support costs

	Support costs £	Governance costs £	2024 £	Support costs £	Governance costs £	2022 £
Staff costs	503,194	210,324	713,518	426,807	178,396	605,203
Auditor's remuneration	-	25,000	25,000	-	14,500	14,500
Other employee costs	28,603	15,023	43,626	16,492	8,662	25,154
Premises costs	121,423	91,598	213,021	65,088	49,100	114,188
Travel and transport costs	21,992	16,591	38,583	16,546	12,483	29,029
Other office costs	19,460	92,959	112,419	9,675	46,217	55,892
Bank charges	-	17,240	17,240	-	9,431	9,431
Other expenditure	91,101	68,820	159,921	19,567	14,781	34,348
	<u>785,773</u>	<u>537,555</u>	<u>1,323,328</u>	<u>554,175</u>	<u>333,570</u>	<u>887,745</u>
Analysed between Charitable activities	<u>785,773</u>	<u>537,555</u>	<u>1,323,328</u>	<u>554,175</u>	<u>333,570</u>	<u>887,745</u>

9 Net movement in funds

	2024 £	2022 £
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	93,696	53,574
Amortisation of intangible assets	4,957	6,610
Operating lease charges	<u>394,261</u>	<u>320,305</u>

10 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

	2024 £	2022 £
Fees payable for the audit of the financial statements	<u>25,000</u>	<u>14,500</u>
Non-audit services		
All other non-audit services	<u>106,998</u>	<u>-</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

11 Trustees

None of the Trustees received any remuneration or benefits from the charity during the period (2022: £nil).

Only directly attributable expenses are reimbursed to Trustees and no amounts were paid or waived during the period (2022: £nil).

Trustee insurance of £1,202 (2022: £1,014) was incurred by the charity during the period.

Donations totalling £nil (2022: £750) were made by the Trustees to the charity during the period.

12 Employees

The average monthly number of employees during the period was:

	2024 Number	2022 Number
Administration/management	11	18
Project workers	105	92
Cleaners	6	5
Cooks	2	2
Relief staff	32	30
Wellbeing staff	55	51
Total	211	198

Employment costs

	2024 £	2022 £
Wages and salaries	5,204,978	3,641,470
Social security costs	395,849	291,898
Other pension costs	136,795	97,708
	5,737,622	4,031,076

There were 14 contractual redundancy or termination payments (2022: 1) during the period totalling £60,570 (2022: £4,149).

The number of employees who received remuneration in the 15 month period of more than £60,000 is as follows:

	2024 Number	2022 Number
£60,000 - £70,000	2	-
£70,000 - £80,000	1	1
£90,000 - £100,000	1	-

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

13 Taxation

The charity is exempt from tax on income and gains falling within Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

14 Intangible fixed assets

	Software £
Cost	
At 1 January 2023 and 31 March 2024	19,829
Amortisation and impairment	
At 1 January 2023	14,872
Amortisation charged for the period	4,957
At 31 March 2024	19,829
Carrying amount	
At 31 March 2024	-
At 31 December 2022	4,957

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2024

15 Tangible fixed assets

	Freehold land and buildings	Leasehold improvements	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£	£	£
Cost						
At 1 January 2023	427,624	268,044	26,697	32,225	61,761	816,351
Additions	900,000	23,206	44,836	22,871	-	990,913
Disposals	-	-	(4,790)	-	(5,195)	(9,985)
At 31 March 2024	1,327,624	291,250	66,743	55,096	56,566	1,797,279
Depreciation and impairment						
At 1 January 2023	-	103,043	4,675	13,113	18,947	139,778
Depreciation charged in the period	-	36,016	18,769	16,035	22,876	93,696
Eliminated in respect of disposals	-	-	(1,996)	-	(5,195)	(7,191)
At 31 March 2024	-	139,059	21,448	29,148	36,628	226,283
Carrying amount						
At 31 March 2024	1,327,624	152,191	45,295	25,948	19,938	1,570,996
At 31 December 2022	427,624	165,001	22,022	19,112	42,814	676,573

Included within brought forward freehold land and buildings is a building with a cost value of £135,553. The property is currently up for sale for a value of £515,000.

In addition, within freehold land and buildings additions are two properties acquired in the period at a combined fair value of £900,000.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

16 Stocks

	2024 £	2022 £
Consumable goods	5,137	-

Stock of £5,455 was sat within other debtors in the prior year.

17 Debtors

	2024 £	2022 £
Amounts falling due within one year:		
Trade debtors	240,425	484,851
Other debtors	27,440	26,008
Prepayments and accrued income	92,666	239,871
	360,531	750,730

18 Loans and overdrafts

	2024 £	2022 £
Bank loans	80,178	126,423
Payable within one year	37,000	37,002
Payable after one year	43,178	89,421

Bank loans relate to a Coronavirus Business Interruption Loan (CBIL).

The first instalment was due 13 months after the date on which the loan was drawn and the final instalment is due 72 months after the date on which the loan was drawn.

Interest for the first 12 months was paid by the government, in the form of a Business Interruption Payment (BIP) and charged to an account separate to the loan holder account. Interest was charged at 4.42% p.a. plus the Bank of England Base Rate up until August 2020, at which point it was amended to 2.71% p.a plus Base Rate.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

19 Creditors: amounts falling due within one year

		2024	2022
	Notes	£	£
Bank loans	18	37,000	37,002
Trade creditors		240,464	155,853
Other taxation and social security		83,382	75,836
Accruals and deferred income		1,109,253	710,418
Other creditors		83,014	17,567
		<u>1,553,113</u>	<u>996,676</u>

Included within other creditors is an amount totalling £21,674 (2022: £14,111) in respect of outstanding pension contributions.

20 Creditors: amounts falling due after more than one year

		2024	2022
	Notes	£	£
Bank loans	18	<u>43,178</u>	<u>89,421</u>

21 Deferred income

	2024	2022
	£	£
Deferred income brought forward	570,743	391,826
Released during the year	(570,743)	(391,826)
Deferred during the year	<u>720,067</u>	<u>570,743</u>
Deferred income carried forward	<u>720,067</u>	<u>570,743</u>

Deferred income relates to grants and housing related support funding received in advance for future periods.

22 Retirement benefit schemes

	2024	2022
	£	£
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	<u>136,795</u>	<u>97,708</u>

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

23 Restricted funds

The restricted funds of the charity comprise the unexpended balances of donations and grants held on trust subject to specific conditions by donors as to how they may be used.

	At 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
Accommodation	2,418	390,048	(228,378)	(159,891)	4,197
Employment	940	463,490	(638,000)	173,570	-
Health and wellbeing	51	2,015,798	(2,049,069)	111,432	78,212
Youth services	2,035	262,134	(387,313)	148,699	25,555
Cafes	12,419	12,500	(11,965)	-	12,954
	<u>17,863</u>	<u>3,143,970</u>	<u>(3,314,725)</u>	<u>273,810</u>	<u>120,918</u>
Previous year:	At 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 December 2022 £
Accommodation	24,198	415,683	(392,614)	(44,849)	2,418
Employment	28,421	213,898	(205,958)	(35,421)	940
Health and wellbeing	104,751	2,118,334	(1,438,947)	(784,087)	51
Youth services	102,159	471,343	(483,105)	(88,362)	2,035
Cafes	-	19,189	(5,478)	(1,292)	12,419
	<u>259,529</u>	<u>3,238,447</u>	<u>(2,526,102)</u>	<u>(954,011)</u>	<u>17,863</u>

Accommodation – this theme focuses on our services that provide direct accommodation services i.e. actual bed spaces, as well as projects and services designed to maintain tenancies or to support those needing to access accommodation i.e. rough sleepers.

Employment – under this theme we deliver services and ad-hoc projects designed to offer employment opportunities for those that require support. This might be through the employment of individuals in our own services or through the provision of employment mentors.

Health and Wellbeing – this wide ranging theme offers an umbrella for services that offer direct clinical/ healthcare interventions, therapeutic support, physical activities and emotional wellbeing services.

Youth Services – this theme focuses on all of our direct provision designed for our under 25's. It encompasses traditional youth club services, schools education provision and holiday provision.

Cafés - this theme focuses on social enterprise projects run to support access to employment programmes, supported work opportunities for those with barriers to the work place, safe space for young people to meet and mental health drop-ins.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 MARCH 2024

24 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used.

	At 1 January 2023 £	Incoming resources £	Resources expended £	Transfers £	At 31 March 2024 £
General funds	453,960	5,573,385	(5,381,747)	(273,810)	371,788
Previous year:	At 1 January 2022 £	Incoming resources £	Resources expended £	Transfers £	At 31 December 2022 £
General funds	398,327	3,089,464	(3,987,842)	954,011	453,960

25 Analysis of net assets between funds

	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £	Unrestricted funds 2022 £	Restricted funds 2022 £	Total 2022 £
Fund balances at 31 March 2024 are represented by:						
Intangible fixed assets	-	-	-	4,957	-	4,957
Tangible assets	1,570,996	-	1,570,996	676,573	-	676,573
Current assets/(liabilities)	(1,156,030)	120,918	(1,035,112)	(138,149)	17,863	(120,286)
Long term liabilities	(43,178)	-	(43,178)	(89,421)	-	(89,421)
	371,788	120,918	492,706	453,960	17,863	471,823

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

26 Operating lease commitments

	2024 £	2022 £
Within one year	296,279	221,888
Between two and five years	870,184	628,432
In over five years	659,462	617,784
	<u>1,825,925</u>	<u>1,468,104</u>

The operating lease payments represent rentals payable by the charity for certain property and equipment. Leases are negotiated for an average term of five years and rentals are fixed for the period of the current agreement. There are options to extend some of the contracts at the prevailing market rate.

Operating lease expenses for the year total £394,261 (2022: £320,305).

27 Related party transactions

Remuneration of key management personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity.

The total remuneration paid to key management personnel for services provided to the charity is as follows:

	15 months 2024 £	12 months 2022 £
Aggregate compensation	<u>464,899</u>	<u>399,299</u>

There were no other related party transactions requiring disclosure within the current or previous year.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2024

28 Analysis of changes in net funds/(debt)

	At 1 January 2023 £	Cash flows £	At 31 March 2024 £
Cash at bank and in hand	125,660	26,673	152,333
Loans falling due within one year	(37,002)	2	(37,000)
Loans falling due after more than one year	(89,421)	46,243	(43,178)
	<u>(763)</u>	<u>72,918</u>	<u>72,155</u>

29 Cash generated from operations

	2024 £	2022 £
Surplus/(deficit) for the period	20,883	(186,033)
Adjustments for:		
Investment income recognised in statement of financial activities	(3,135)	(842)
Loss on disposal of tangible fixed assets	1,544	-
Depreciation and amortisation of fixed assets	98,653	60,185
Donated fixed assets	(900,000)	-
Movements in working capital:		
(Increase) in stocks	(5,137)	-
Decrease/(increase) in debtors	390,199	(52,584)
Increase in creditors	556,439	240,784
Cash generated from operations	<u>159,446</u>	<u>61,510</u>

Accounts

Charity registration number 1135640

Company registration number 07140266 (England and Wales)

ACCESS COMMUNITY TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

ACCESS COMMUNITY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr S Wright (Chairman)	
	Mr G Jermyn	(Resigned 01 April 2023)
	Mr D Ellis	
	Mr A Howell	
	Mrs J Sutton	
	Mr H Tidman	
	Mrs T Tye-Hopkins	
	Mr B Adnams	
	Mrs S Cunningham	(Resigned 13 September 2022)
	Mrs K Hughes	(Resigned 01 November 2022)
	Mr N Bird	(Resigned 17 August 2023)
Chief Executive Officer	Mrs E Ratzer MBE	
Charity number	1135640	
Company number	07140266	
Principal address	132 Bevan Street East Lowestoft NR32 2AQ	
Registered office	132 Bevan Street East Lowestoft NR32 2AQ	
Auditor	Ensors Accountants LLP Connexions 159 Princes Street Ipswich IP1 1QJ	
Bankers	National Westminster Bank 53 London Road North Lowestoft NR32 1BJ	

ACCESS COMMUNITY TRUST

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ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees present their annual report and financial statements for the year ended 31 December 2022.

The financial statements have been prepared in accordance with the accounting policies set out in the notes 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)" (as amended for accounting periods commencing from 1 January 2019).

The information contained within the Legal and Administrative Information forms part of this report.

Objectives and activities

The charitable Trust was formed in 1975 and is established to promote social inclusion for community benefit, by preventing people from becoming socially excluded and relieving the needs of those who are socially excluded by assisting them to integrate into society.

In setting our annual programmes, we have regard to both the Charity Commission's general guidance on public benefit and the prevention and relief of poverty for the public benefit. The Trustees always ensure that the projects and services undertaken are in line with our charitable objects and aims.

Through its activities the Trust's ethos of 'supporting individuals to achieve their potential' remains at the heart of everything we do, as we strive to assist people in their time of need. In providing services, the Trust seeks to make real difference by bringing, in the first instance, stability and security to individuals or households' daily life and assisting them to address some of the problems and difficulties they are facing. This will often involve rebuilding self-esteem, facilitating links with other agencies and assistance in acquiring the skills and knowledge necessary for independent living.

In order to achieve its objectives, the Trust needs to ensure that it maintains a high profile in the sector and is well-positioned to influence key stakeholders. The Trust is well represented on key strategy bodies in the county, particularly in respect of its core funding, including Suffolk and Norfolk Housing Related Support (HRS) voluntary sector representation groups, County and District Strategic Partnerships, NHS Trusts, regional and national second-tier umbrella organisations, etc. The Trust proudly nurtures and maintain a highly motivated and well-trained workforce, to deliver quality services to the people it houses and supports within a framework of best practice.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

The Trust met its objectives through the operation of the following themes:

Accommodation

Supporting statutory duty, our network continues to operate a number of premises that assist with immediate need for housing in their locality due to individual complexities.

Suffolk:

The Fyffe Centre

Lowestoft (Housing Related Support)

27 unit open access supported accommodation scheme for single homeless people.

Phoenix House

Lowestoft (Housing Related Support)

23 unit open access supported accommodation scheme for single homeless people.

Bostock House

Lowestoft

14 unit self-contained accommodation scheme used for unsupported homeless accommodation.

Haven Court

Lowestoft (Housing Related Support)

13 unit supported accommodation scheme for young single parents and babies.

Bridge View

Lowestoft

Community space for emergency support and provisions for homeless and vulnerable populations.

Denmark House

Lowestoft (Housing Related Support)

8 unit supported housing for individuals aged 55 years and over.

Beaconsfield House

Lowestoft (Housing Related Support)

19 unit self-contained accommodation scheme for people 18 to 24 years of age.

Avenue Mansions

Lowestoft (Housing Related Support)

8 unit supported accommodation scheme alongside 8 bed Somewhere Safe to Say Hub - homeless provision.

Maidstone Road

Felixstowe (Housing Related Support)

12 unit supported accommodation scheme. (Housing Related Support).

Norfolk:

John Room House

Thetford – (Housing Related Support)

10 unit self-contained supported accommodation scheme with 12 move on apartments also on site.

Elm House

Thetford (opened Spring 2022)

18 unit temporary accommodation complex operated in partnership with Breckland Council.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Health and Wellbeing

Dual Diagnosis Service (Waveney District, Suffolk)

Consisting of Mental Health nurses, therapists and highly experienced Senior Support Workers who all have experience and qualifications in providing therapeutic interventions for those suffering with mental health problems including: anxiety, depression, PTSD (Post Traumatic Stress Disorder), Bipolar Affective Disorder, OCD, alcohol/substances.

SWAN Social Prescribing (Beccles, Bungay, Halesworth, Kessingland and Southwold)

Supporting local GP surgeries with facilitators that connect people to activities, groups and services in their community to meet their practical, social and emotional needs.

Connect for Health Social Prescribing (Felixstowe, Saxmundham and North East Suffolk)

Supporting local GP surgeries with facilitators to support patients with many things that affect health that can't be treated by doctors or medicine alone. (Contract completion June 2022)

STEAM House Cafes (Support/Transformation/Education/Ambition/Motivation)

High street community-based general mental health and crisis support hubs. Centre locations include King's Lynn, Gorleston, Thetford, and from October 2022 Ipswich and Bury St Edmunds. Sites provide up to 12 hours of daily support, 7 days a week, 365 days a year.

Hoarding Support (assisting East Suffolk and Great Yarmouth Borough Council)

Delivering non-judgmental, discreet house clearing and associated wellbeing support to individuals struggling with a hoarding disorder.

BEANS (Belong/Enrich/Adapt/Neurodiversity/Support)

Providing bespoke support to children, young people and their families navigating the journey of neurodiversity. The service area covers East and West Suffolk from bases in Saxmundham and Bury St Edmunds.

LEAF (Lived/Experience/Advisory/Forum)

This independent and coproduced service listens to the voices of those with lived experience of mental health provisions across Waveney and shares these collective views and experiences with commissioners to assist with the design of future services.

Youth Services

YOU (Youth/Outreach/United) Funding by BBC Children in Need, this service supports the personal and social development of young people by providing alternative education, enriching activities and community dining within a safe environment, where they can meet and engage.

PoP (Place of Pride)

Our young persons LGBTQ+ support group. Weekly digital and group in person meetup group

Linden House (Bury St Edmunds)

Delivering education, employment and general support services to young people. Funded by Denbury Homes

Chantry Youth Project (Ipswich)

Supporting volunteers to operate youth club provision and provide educational support to schools

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Social Enterprise and Employment

Sams and Enterprise Lounge (Lowestoft) – Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve people's wellbeing.

Building Better Opportunities (Norfolk) - supporting the Norfolk Community College by providing specialist programmes of employment support.

The Crossing (Thetford) - providing information, guidance and advice services for the purposes of supporting members of the community with getting back into work.

The Waterways (Great Yarmouth) Café and Boating Lake – Community Café Social Enterprise initiative to provide employment and support to the local community alongside working to maintain a site of significant historical interest.

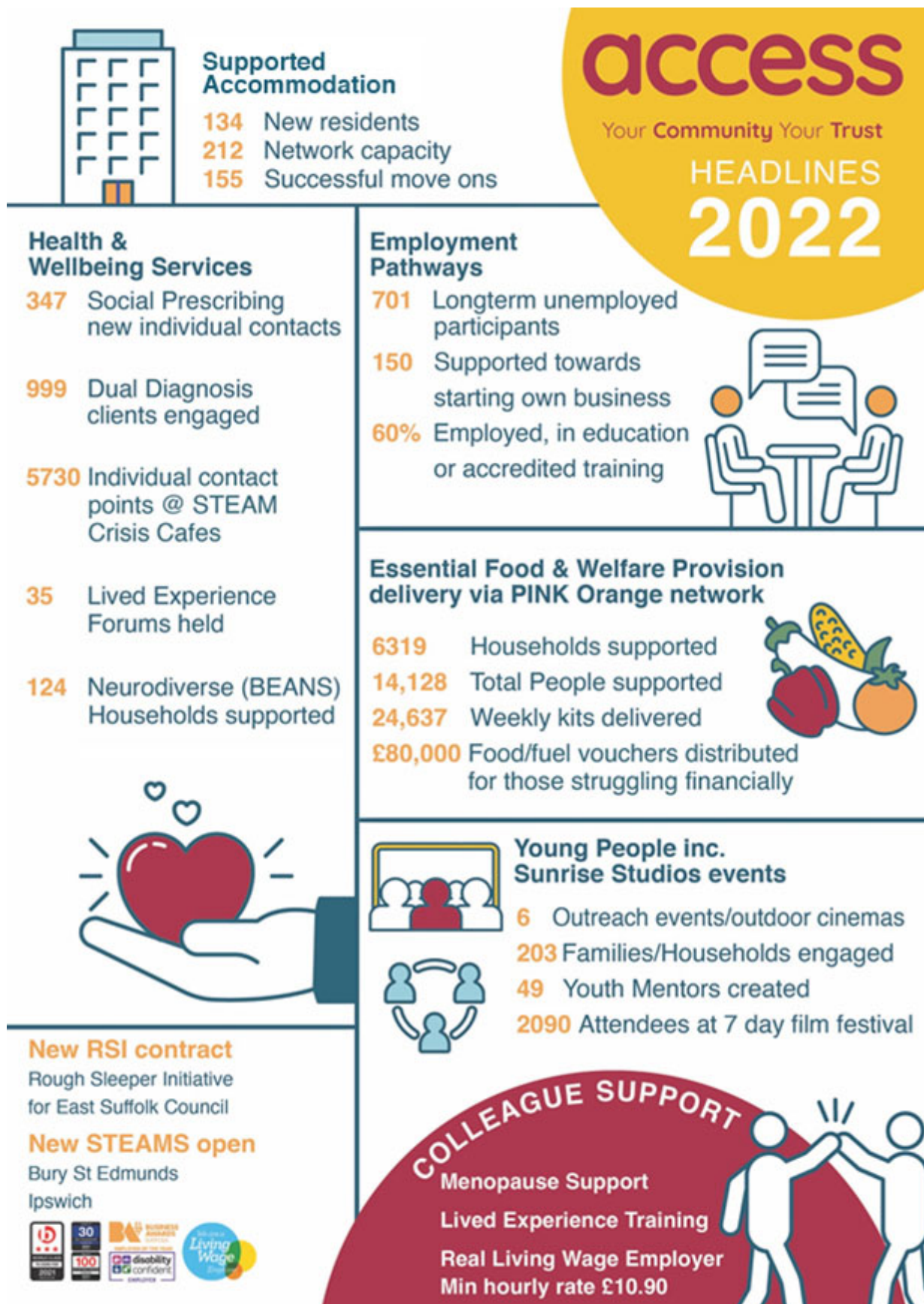
Pavilion Café (Woodbridge) - Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve peoples' wellbeing and support the local community working in conjunction with Woodbridge Town Council and other local agencies.

SamsThetford – Community Café Social Enterprise initiative working in conjunction with The Crossing support services and in partnership with local agencies, statutory and non-statutory.

PINK Orange – Community ingredients kit delivery service across Norfolk and Suffolk for Free School Meal children and their families/households plus referrals from county councils for families in additional need.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022



ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Achievements and performance

The Trust has continued to face the challenges that have lingered after two years of Pandemic and financial implications of lockdowns.

The Trust acknowledges that after substantial growth during 2020 and 2021, 2022 was always going to be a year to take stock and review our continued resilience strategies and activities. The charitable environment continues to be hit with funding cuts, increasing demand and the need to 'do different', and the financial results for the year reflect the overall impact of these pressures.

To mitigate these risks the Trust continues to seek alternative sources of sustainable income and continues to be successful in applications for funding and bids for contracts. Diversification has been a key strategy to protecting the organisation for the future so we are not reliant on any one particular funding stream and we have done this whilst upholding our historic charitable aim of providing accommodation for homeless people.

The Board pays tribute to the Chief Executive for her continued enthusiasm and passion, along with the Senior Management Team and all the staff who have remained robust and committed at all times. We recognise the very great value our #wearefamily approach has had in supporting staff and we give great thanks for their dedication and ability to react positively to change.

2022 saw the launch of our new People Culture and Wellbeing Committee, which is led by frontline workers and does much to ensure our organisational values run like a golden thread through all that we do. We have refreshed our values for 2022 and beyond; Respect; Excellence, Ambition, Creativity and Honesty.

Noting the challenges referred to above, the accounts for the year show an overall deficit of £186,033 against our record-breaking turnover of £6.33 million. The position on unrestricted funds after transfers was nonetheless a small surplus of £55,633, with the main loss for the year representing a £242k reduction in the level of restricted funds brought forward from the previous year. The level of reserves remains a key focus area for the Trust, to strengthen financial resilience and ensure we remain in a strong position to face the many challenges ahead.

Further details of the financial results can be found in the next section of this report.

Restructuring our organisation to make it futureproof and robust regardless of our environment will be the key theme for 2023 and 2024. Whilst writing our 2021 report we made reference to the Cost-of-Living Crisis which was dominant in the media and predictably had an impact on the number of people who need our help. Towards the end of 2022 we had begun to see the startling realities of this continuing crisis with increases in rough sleeping, food poverty and family breakdowns. The board acknowledges that now is a time to reflect, learn and focus on 5 key themes that have been identified for the years ahead; Workforce; License to operate; diversify funding; delivering customer value and cost vs demand.

Going Concern

The trustees regularly monitor the performance of the trust and take close interest in the financial position to ensure we remain operationally stable. There have been challenges throughout 2022 which have been addressed head on with our new structure being implemented to address some of these now in 2023. At the time of writing the report, the newly appointed directors have provided and implemented plans for overall cost reductions through efficiencies, rota changes and property rationalisation, all without reducing services. The property review identified moves that could generate savings through the rental of alternative spaces and properties that we own that will need investment in time that could be sold and reinvest in more modern property to prevent costs over the coming years. Our switch to Xero has assisted our finance team to identify any variances quicker and allow us to correct any issues early to avoid long delays we have previously experienced. This in turn helps with cash flow and it is key that this work continues to ensure money is used efficiently, and will do so throughout 23/24. With all this and our plans for the year ahead, the board are content that we can continue to operate on a going concern basis.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Financial review

As noted above, the Trust ended the year with an overall deficit of £186,033, with a surplus on unrestricted funds of £55,633 being mitigated by a draw on restricted funds carried over from the previous year of £241,666.

To put those results into context, the unrestricted income for the year was just over £3 million and overall turnover for the Trust was just over £6.3 million; a record amount for the Trust, and an increase of 9.4% on the previous year, which itself was a record high.

Whilst the overall level of reserves remains a key focus point for trustees, the modest increase in the year in unrestricted funds is a positive outcome and contributes towards the overall sustainability and financial resilience of the charity to deal with the challenges ahead. It's also worth noting that unrestricted funds remain higher than they were before the start of the Pandemic.

The organisation continues to grow and diversify as part of its strategy to mitigate risks from key funding streams, as well as respond to the changing needs of our communities. Further commentary on those projects, our funding streams and the activities and successes in the year are detailed elsewhere in this report.

A breakdown of the financial results for the year is included below:

	£
Reduction in restricted funds (i.e. funds that can only be used for particular purposes)	(241,666)
Surplus on unrestricted funds (monies freely available to spend on any of the Trust's objectives)	54,791
Interest income on bank balances	842
Total deficit for the year	(186,033)

The income from charitable donations, gifts and legacies in the year was £40,615 (£36,064 in 2021), providing important additional funding over and above the specific grants obtained to support the Trust's projects. A total of £2,526,102 was spent from Restricted Funds in the year (£2,822,181 in 2021) met from fundraising income plus other grants received.

Income from Housing Related Support in the year was £664,374 – a rise over the previous year (£610,774) but making up just over 10% of total income compared to five years earlier when it constituted 32% of the Trust's incoming resources.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 DECEMBER 2022**

In respect of other occupancy-dependent income, Housing Benefits and residents' rent made up just under 20% of total income in the year (22% in 2021). The reliance on occupancy-related funding continues to be reviewed as part of the Trusts' overall risk management processes.

Government grants continue to make up an increasing proportion of total income with £1,942,971 received in 2022 compared to £1,423,914 in 2021. The Trust continues to receive core funding from local authorities and the NHS.

Income from management agreements increased in the year to £275,320 (4.3% of total income compared to 2.8% in 2021), and income from our cafes remained relatively constant at £261,628 (£265,737 in 2021). In addition, the Trust continues to receive funding from East Suffolk Council through grants and contracted work as well as annual funding for the Dual Diagnosis project via the local NHS Trust.

As with previous years, managing cash-flow remains a key priority for the Trust, especially given the varied and complex nature of the work we do and the variability of the related cashflows. During the year the Trust repaid £37k of its COVID bank loan (outstanding balance at the year end of £126,423) and at the end of 2022 cash balances stood at £125,660, a reduction in cash levels compared to 2021 (£209,571).

The closing balance sheet shows the Trust has net current liabilities at the year end of £120k compared with a net current asset of £152k at the end of 2021. This reflects the decrease in cash noted above, and an increase in money owed to the trust (debtors) compared to the previous year.

The Trust will continue to aim for growth in cash-backed reserves where conditions allow, in order to strengthen our resilience to the challenges ahead, and as part of the prudent financial management of the Trust. For more details on our reserves policy see the next section.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Reserves Policy

Access Community Trust is required under the Charities SORP to state the level of reserves it holds and the reasons for holding those reserves. Charity Commission guidance comments that the reserves policy should reflect the risks associated with the charity's business model, spending commitments and financial forecasts, and plans for the maintenance of essential services for beneficiaries, addressing any risks of unplanned closures on beneficiaries, staff and volunteers.

The guidance notes that "if a charity's income is volatile or insecure, or is vulnerable to factors outside of its own control, this may justify holding more reserves. Trustees should also consider if the charity's reserves are sufficient to protect it from the risk of insolvency or serious disruption to its charitable work". Trustees strongly believe that the maintaining of a realistic level of cash reserves is a legitimate objective of the Trust, and constitutes sound and prudent financial management.

The reserves policy assists in strategic planning by considering how new projects or activities will be funded, and informs financial planning and risk management by considering whether reserves need to be used during the financial year or built up for future projects, and by identifying any uncertainty in future income streams.

When considering an appropriate level of reserves, the trustees consider the risks of unforeseen emergencies or other unexpected need for funds, the need to cover for any exceptional operational costs, for example employing temporary staff to cover a long-term sickness absence, any significant fall in income, the Trust's planned commitments, or designations, that cannot be met by future income alone (for example a major capital project) and the need to fund potential deficits in a cash budget, for example where money may need to be spent before a funding grant is received. These risks determine the amount of reserves the Trust targets to hold.

A key factor in the targeted reserves level is the volatility of occupancy-based income and the predominantly fixed nature of expenditure, the largest element being staff costs. This imbalance necessitates the holding of cash reserves to allow for peaks and troughs in cash flows, to ensure the continuity of the Trust's core business and the fulfilment of pay commitments to staff.

The target reserves level for 2022 was based on analysis of the points above, the likelihood that they may occur, and the amount of funding that would be required if they did. The level of reserves is reviewed and agreed on an annual basis as part of the budget-setting plan. For 2022 the Trust's unrestricted cash-backed reserves target was £108k. The calculation of our reserves target and action plan that sits alongside that is part of our organisational review of 2023/24.

As at 31 December 2022 the level of unrestricted reserves stood at £454k, however this is held in the form of tangible fixed assets used for delivery of services, and therefore not freely available to spend. Tangible fixed assets are therefore excluded from the operational reserves target above. Because of this shortfall, it remains an ambition of the Trust to strengthen the level of reserves over the longer term to provide improved resilience and protection from risk, so the level of cash-backed unrestricted reserves will remain a key risk area for the Trust to monitor and manage. As part of that journey, in 2023 the Trust took possession of property assets and cash balances from its consolidation of Lowestoft Over 60s Club into the work of the Trust and this will be supplemented with additional assets from the Beccles Over 55s Club in the near future. The trustees acknowledge the significant challenges of increasing cash-backed free reserves at a time of massive change and financial pressure on the charity and public sector, but remain focused on the need to be financially resilient and will therefore continue to look for opportunities to strengthen reserves as part of its medium to longer term planning processes.

Fundraising

Although the charity makes applications for grants to grant funding charities and accepts donations from local organisations and private individuals, the charity does not run fundraising campaigns or use third parties to raise funds on our behalf. We do not approach individuals in person, by email, telephone, social media or post to seek donations and have not received any complaints regarding fundraising.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 DECEMBER 2022***

Risk Management

The CEO and senior management team at the charity maintain a risk register which is actively reviewed at operational meetings and at the Board of Trustees meetings quarterly, or when necessity arises. The risk register is maintained using a simple scoring system to enable major risks to be identified and action plans created. The trustees review and agree policies, systems, and procedures to mitigate those risks identified.

The main risks arising from the charity's operations are reduction in funding, dependency on funding sources, cash flow risk, and increasing reserves.

Funding Risk

The charity seeks to manage funding risk by continuing to identify and apply for grant funding for new services rather than rely on statutory funding. The charity continues to develop a diverse range of services that produce unrestricted income and support the charity to become more financially sustainable.

Cash flow risk

The charity needs to manage cash-flow in order to meet its debts as they fall due. Management and the trustees therefore consistently monitor this and produce cash-flow forecasts to ensure there are sufficient cash reserves available in the charity.

Reserves Risk

The charity maintains sufficient funds on current account to meet short term demand. Throughout our 2023/24 transformation plan we are reviewing all aspects of reserves and risk management.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Plans for future periods

Notwithstanding the continuing challenges surrounding our charitable funding environment and increase in social poverty and exclusion, the trustees are keen to expand our community resilience approaches and look for new opportunities. One area we have already discussed with a local Lowestoft organisation is the potential for a merger, thus safeguarding community assets, support and employment.

We plan a full transformation programme for 2023 and 2024, moving our current financial year from a calendar year basis to an April to March financial year, to align the Trust with the financial years of its primary funders. This will mean our 2023 accounting year is extended to March 31st 2024. Our staffing structure will be reviewed alongside our ambition to increase wages and a full succession plan will be completed. We will be moving our current financial support package from SAGE to XERO.

By linking our challenges to our values we will start 2023 with a robust framework from which we can build our future organisation.

We ended 2022 with an initial staff led activity plan:

- Respect – Workforce e.g. Increase volunteer sign ups by 20% year on year
- Excellence – License to operate e.g. We have a robust governance process
- Ambition – Diversify Funding e.g. Increase number of donors by 100% within 12 months
- Creativity – Deliver Customer Value e.g. 90% of our customers rate our services as valuable and exceeding expectations
- Honesty – Costs vs Demand e.g. Cap operating costs to current levels + 10% for next 2 years

In conclusion

The year has felt like a natural break in our traditional ways of working whilst reflecting on our recovery from the response to the Pandemic emergency. Trustees remain keen to seize opportunities to expand the organisation and to be an excellent provider of quality services. Our Chief Executive is leading a large programme of change for 2023 and beyond, which we will reflect and learn from this year, taking into account changes we know are on the horizon such as a change in Suffolk Housing Related Support contracts.

The Board continues to monitor its own knowledge, skills and experience and any areas identified as being weak or in need of further support are being addressed through targeted recruitment of new trustees.

The Trust continues to enjoy a strong reputation within the region and this has helped to raise our profile further afield. We are hugely excited about our next steps in organisational development and community resilience. 2025 is our 50th year and event planning and fundraising for this will also feature in our plans for 2023/24.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

Structure, governance and management

Governing document

The governing document of the organisation is the Memorandum and Articles of Access Community Trust. Over the history of the Trust we have developed and extended our services in response to the needs of our communities and people. Our offer of accommodation-based services has now diversified into Employment, Education, Health and Wellbeing and thriving social enterprises..

Recruitment and appointment of trustees

Trustees are recruited by direct approaches to individuals either personally by existing Trustees and the Chief Executive or through membership bodies. The Trust has a policy relating to appointment of new trustees, and all applications are submitted to the Board for a decision. Trustees appointed to fill casual vacancies during the course of the year must offer themselves for election at the next Annual General Meeting.

Trustee induction and training

Guidance on governance, Trust policies and procedures and the induction and training of Trustees is contained in a comprehensive information pack provided online for Trustees on recruitment.

Organisational structure

Access Community Trust is a Charitable Trust, incorporated as a Company Limited by Guarantee and managed by a Board of Trustees, all of whom are volunteers.

The day to day running of the Trust's activities is undertaken by a team of managers, support workers and ancillary staff working together under the supervision of a Chief Executive who reports directly to the Board of Trustees. The Trust's strategic aims in the furtherance of its core business are formulated in the Trust's Strategic Plan. The Board of Trustees currently meets at least six times a year to review all matters of the Trust and exercise control over its general management and financial affairs. The Annual General Meeting and two Annual 'Away Days' form part of this meeting structure.

Arrangements for setting pay and remuneration

Access Community Trust Remuneration group meets annually to discuss the pay for the CEO and sets any other pay details for staff. The group consists of the Vice-Chair, Treasurer and another Trustee and any changes are signed off by the Board at the next pre-arranged Board meeting. The CEO is in attendance for the meeting (leaving for the discussion regarding the CEO's remuneration).

The main responsibilities of the group are to:-

- Review the salary of the CEO against performance and financial performance and make sure amendments are appropriate to ensure that salaries remain competitive.
- Approve any consolidated pay awards and staff salary increases outside of the annual review process as recommended from time to time by the Chief Executive.
- Determine pension arrangements and ensure that contractual terms on termination are fair to the individual and the charity, that poor performance is not rewarded and a duty to mitigate loss is recognised.

The objective of the policy is to ensure that the Chief Executive and staff team are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the Charity.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 DECEMBER 2022***

Related parties

The Trust has management agreements with Orwell Housing Association regarding Fyffe Centre, Phoenix House and Haven Court, Lowestoft, Suffolk and Breckland District Council for Elm House and John Room House.

Auditor

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

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

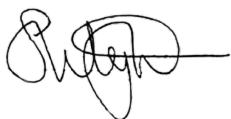
Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report was approved on 30/01/2024..... and signed on behalf of the Board of Trustees by;



Mr S Wright (Chairman)
Trustee



Mr D Ellis (Honorary Treasurer)
Trustee

ACCESS COMMUNITY TRUST

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2022

The Trustees, who are also the directors of Access Community Trust 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.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Opinion

We have audited the financial statements of Access Community Trust (the 'charity') for the year ended 31 December 2022 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 December 2022 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 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

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 charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual 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.

Opinions on other matters prescribed by the Companies Act 2006

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

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

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Matters on which we are required to report by exception

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

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

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

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

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.

In planning our audit, we identify and assess the risk of material misstatement within the financial statements, whether due to fraud or error. In assessing the risks, consideration is given to the control environment (including Trustees' and management's own processes for identification and risk assessment) as well as the nature of the entity, the sector in which it operates and the underlying performance. Consideration is also given to the attitudes and incentives of management to commit fraud, with specific procedures planned and performed to respond to the risk of inappropriate management override of controls.

We also obtain an understanding of the applicable laws and regulations to which the charity must adhere, through discussions with management and those charged with governance, as well as commercial knowledge of the sector and statutory legislation, in order to determine the key laws and regulations applicable to the charity.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

After assessing the risk of fraud, we performed audit procedures to gain assurance regarding fraud and management override as follows:

- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the rationale behind significant transactions outside the normal course of business.
- Assessment of accounting estimates within the financial statements in order to assess their reasonableness to determine whether there is any bias in the estimates.
- Review of meeting minutes of Trustees and management
- Enquiring of management and Trustees as to whether they are aware of any alleged, suspected or actual fraud during the year

We also performed procedures to satisfy ourselves regarding compliance with applicable laws and regulations, including:

- Enquiry of Trustees and management around actual and potential litigation and claims
- Reviewing minutes of meetings of those charged with governance
- Reviewing correspondence with relevant legal authorities
- Reviewing legal expense accounts for any indicators of litigations

All audit team members were made aware of the applicable laws and regulations, as well as potential fraud risks during the planning stage of the audit and this was discussed at the audit team planning meeting. It was therefore determined that team members all had the relevant awareness and competence to identify any instances of non-compliance or fraud.

There are, however, inherent limitations to our above audit procedures. Auditing standards only require us to enquire of the Trustees and management regarding non-compliance with laws and regulations, as well as review regulatory and legal correspondence (if there is any). It is therefore possible that instances of non-compliance could be missed, particularly where the law in itself is far removed from any financial transactions.

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.

Use of our report

This report is made solely to the charitable company's Members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 the charitable company's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Helen Rumsey (Senior Statutory Auditor)
for and on behalf of Ensors Accountants LLP

.....30/01/2024.....

Chartered Accountants
Statutory Auditor

Connexions
159 Princes Street
Ipswich
IP1 1QJ

ACCESS COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2022

Current financial year

		Unrestricted funds 2022	Restricted funds 2022	Total 2022	Total 2021 As restated
	Notes	£	£	£	£
Income from:					
Donations and legacies	3	40,615	-	40,615	36,064
Income from charitable activities	4	3,048,007	3,238,447	6,286,454	5,747,364
Investments	5	842	-	842	42
Total income		3,089,464	3,238,447	6,327,911	5,783,470
Expenditure on:					
Charitable activities	7	3,987,842	2,526,102	6,513,944	5,691,241
Net (outgoing)/incoming resources before transfers		(898,378)	712,345	(186,033)	92,229
Gross transfers between funds		954,011	(954,011)	-	-
Net (expenditure)/income for the year/ Net movement in funds		55,633	(241,666)	(186,033)	92,229
Fund balances at 1 January 2022		398,327	259,529	657,856	565,627
Fund balances at 31 December 2022		453,960	17,863	471,823	657,856

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.

ACCESS COMMUNITY TRUST

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

FOR THE YEAR ENDED 31 DECEMBER 2022

Prior financial year (As restated)

		Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	36,064	-	36,064
Income from charitable activities	4	2,779,935	2,967,429	5,747,364
Investments	5	42	-	42
Total income		2,816,041	2,967,429	5,783,470
<u>Expenditure on:</u>				
Charitable activities	7	2,869,060	2,822,181	5,691,241
Net (outgoing)/incoming resources before transfers		(53,019)	145,248	92,229
Gross transfers between funds		23,070	(23,070)	-
Net (expenditure)/income for the year/ Net movement in funds		(29,949)	122,178	92,229
Fund balances at 1 January 2021		428,276	137,351	565,627
Fund balances at 31 December 2021		398,327	259,529	657,856

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.

ACCESS COMMUNITY TRUST

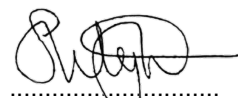
BALANCE SHEET

AS AT 31 DECEMBER 2022

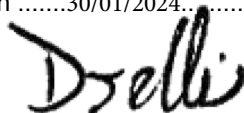
		2022		2021 as restated	
	Notes	£	£	£	£
Fixed assets					
Intangible assets	14		4,957		11,567
Tangible assets	15		676,573		620,880
			<u>681,530</u>		<u>632,447</u>
Current assets					
Debtors	16	750,730		698,147	
Cash at bank and in hand		125,660		209,571	
		<u>876,390</u>		<u>907,718</u>	
Creditors: amounts falling due within one year	18	(996,676)		(755,892)	
Net current (liabilities)/assets			<u>(120,286)</u>		<u>151,826</u>
Total assets less current liabilities			561,244		784,273
Creditors: amounts falling due after more than one year	19		(89,421)		(126,417)
Net assets			<u>471,823</u>		<u>657,856</u>
Income funds					
Restricted funds	22		17,863		259,529
Unrestricted funds			453,960		398,327
			<u>471,823</u>		<u>657,856</u>

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 30/01/2024.....



Mr S Wright (Chairman)
Trustee



Mr D Ellis (Honorary Treasurer)
Trustee

Company Registration No. 07140266

Charity Registration No. 1135640

ACCESS COMMUNITY TRUST

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	2022 £	£	2021 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	26		61,510		(539,886)
Investing activities					
Purchase of tangible fixed assets		(109,267)		(64,116)	
Investment income received		842		42	
Net cash used in investing activities			(108,425)		(64,074)
Financing activities					
Repayment of bank loans		(36,996)		(21,581)	
Net cash used in financing activities			(36,996)		(21,581)
Net decrease in cash and cash equivalents			(83,911)		(625,541)
Cash and cash equivalents at beginning of year			209,571		835,112
Cash and cash equivalents at end of year			125,660		209,571

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

Charity information

Access Community Trust is a private company limited by guarantee incorporated in England and Wales and a registered charity in England and Wales. The registered office is 132 Bevan Street East, Lowestoft, NR32 2AQ. The company registration number is 07140266. The charity registration number is 1135640.

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)" (as amended for accounting periods commencing from 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. 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.

They have made an assessment of this on page 6 within the Trustees report.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Designated funds comprise unrestricted funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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.

1.4 Incoming resources

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. Where relevant, all amounts are stated after discounts, other sales taxes and VAT.

Income from grants and donations is included when receivable.

Rental Income and Housing Related Support Income is included in full in the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable.

Income from the sale of food and drink at the cafes is recognised at the point of delivery.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.

Charitable activities includes all costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

1.6 Intangible fixed assets

Intangible assets are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation 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:

Software	over 3 years
----------	--------------

1.7 Tangible fixed assets

Tangible fixed assets with a cost of over £2,000 are recorded as assets, with amounts under £2,000 being expensed to the Statement of Financial Activities.

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

Costs relating to building work in respect of improvements to the structure and fabric of the freehold property and the purchase of freehold property are capitalised in the period in which they are incurred at cost. However, if the freehold property is part of a gift then it is recorded at the property value as at the gift date. Ancillary fees for architects, surveyors and ongoing refurbishment costs are written off as incurred.

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:

Freehold land and buildings	not depreciated
Leasehold improvements	over the period of the lease
Fixtures and fittings	over 3 years
Computers	over 3 years
Motor vehicles	over 3 years

Depreciation has not been provided against freehold property as the high level of periodical repair and maintenance ensure the residual value of premises are maintained at no less than current book value and accordingly, any depreciation charge would be immaterial.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

(Continued)

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 the Statement of Financial Activities.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

There was no impairment loss in the year.

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

1.10 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.

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.

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.

1.11 Employee benefits

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

Where an obligation to make a redundancy or termination payment exists, the costs incurred by the charity are accounted for on an accruals basis and included within employee benefits.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

1 Accounting policies

(Continued)

1.12 Retirement benefits

The Trust operates a stakeholder pension scheme through the Pension Trust for employees. The assets of the scheme are held separately and contributions payable are charged to the Statement of Financial Activities.

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

1.13 Leases

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

1.14 Managed properties

The Fyffe Centre, Phoenix House and Haven Court (Lowestoft) are owned by Orwell Housing Association Limited, John Room House (Thetford) is owned by Breckland District Council, Felixstowe Young Peoples Service is owned by Flagship Housing Group and Avenue Mansions is owned by Orwell Housing Association Limited. All are run by the Trust under a management agreement.

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	Unrestricted funds
	2022	2021
	£	£
Donations and gifts	40,615	36,064

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

4 Income from charitable activities

	2022	2021 As restated
	£	£
Housing related support	664,374	610,774
Rent and housing benefit	1,248,236	1,264,374
Grants received	3,800,743	3,393,999
Management Agreements	275,320	164,631
Café income	261,628	265,737
Other income	36,153	47,849
	<u>6,286,454</u>	<u>5,747,364</u>
Analysis by fund		
Unrestricted funds	3,048,007	2,779,935
Restricted funds	3,238,447	2,967,429
	<u>6,286,454</u>	<u>5,747,364</u>

£1,942,971 (2021: £1,423,914) of government grants were received in connection with the activities of the Trust. Other grants received include Housing Related Support income and funding from East Suffolk Council and the NHS.

5 Investments

	Unrestricted funds	Unrestricted funds
	2022 £	2021 £
Interest receivable	<u>842</u>	<u>42</u>

6 Limited by guarantee

The company is limited by guarantee and in the event of the company being wound up, members are required to contribute an amount not exceeding £10.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

7 Charitable activities

	2022 £	2021 £
Staff costs	3,425,873	2,815,576
Depreciation and impairment	60,184	36,831
Other employee costs	111,579	185,893
Premises costs	1,101,230	819,103
Travel and transport costs	116,529	142,882
Furniture and equipment	18,526	35,796
Food costs	335,674	473,116
Insurance and legal	47,782	42,498
Other expenditure	408,822	416,960
	<u>5,626,199</u>	<u>4,968,655</u>
Share of support costs (see note 8)	554,175	448,365
Share of governance costs (see note 8)	333,570	274,221
	<u>6,513,944</u>	<u>5,691,241</u>
Analysis by fund		
Unrestricted funds	3,987,842	2,869,060
Restricted funds	2,526,102	2,822,181
	<u>6,513,944</u>	<u>5,691,241</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

8 Support costs

	Support costs £	Governance costs £	2022 £	Support costs £	Governance costs £	2021 £
Staff costs	426,807	178,396	605,203	342,294	143,071	485,365
Auditor's remuneration	-	14,500	14,500	-	9,900	9,900
Other employee costs	16,492	8,662	25,154	17,244	9,057	26,301
Premises costs	65,088	49,100	114,188	51,337	38,727	90,064
Travel and transport costs	16,546	12,483	29,029	16,237	12,250	28,487
Other office costs	9,675	46,217	55,892	9,743	46,542	56,285
Bank charges	-	9,431	9,431	-	5,979	5,979
Other expenditure	19,567	14,781	34,348	11,510	8,695	20,205
	<u>554,175</u>	<u>333,570</u>	<u>887,745</u>	<u>448,365</u>	<u>274,221</u>	<u>722,586</u>
Analysed between Charitable activities	<u>554,175</u>	<u>333,570</u>	<u>887,745</u>	<u>448,365</u>	<u>274,221</u>	<u>722,586</u>

9 Net movement in funds

	2022 £	2021 £
Net movement in funds is stated after charging/(crediting)		
Fees payable to the company's auditor for the audit of the company's financial statements	14,500	9,900
Depreciation of owned tangible fixed assets	53,574	30,221
Amortisation of intangible assets	6,610	6,610
Operating lease charges	<u>320,305</u>	<u>215,534</u>

10 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

	2022 £	2021 £
Fees payable for the audit of the financial statements	<u>14,500</u>	<u>9,900</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

11 Trustees

None of the Trustees received any remuneration or benefits from the charity during the year (2021: £nil).

Only directly attributable expenses are reimbursed to Trustees and no amounts were paid or waived during the period (2021: £nil).

Trustee insurance £1,014 (2021: £1,014) was incurred by the charity during the year.

Donations totalling £750 (2021: £nil) were made by the Trustees to the charity during the year.

12 Employees

The average monthly number of employees during the year was:

	2022 Number	2021 Number
Administration/management	18	13
Project workers	92	91
Cleaners	5	4
Cooks	2	2
Relief staff	30	32
Wellbeing staff	51	31
Total	198	173

Employment costs

	2022 £	2021 £
Wages and salaries	3,641,470	2,995,413
Social security costs	291,898	224,668
Other pension costs	97,708	80,860
	4,031,076	3,300,941

There was 1 contractual redundancy or termination payment (2021: 3) during the year totalling £4,149 (2021: £11,071).

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2022 Number	2021 Number
£70,000 - £80,000	1	1

13 Taxation

The charity is exempt from tax on income and gains falling within Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

14 Intangible fixed assets

	Software £
Cost	
At 1 January 2022 and 31 December 2022	19,829
Amortisation and impairment	
At 1 January 2022	8,262
Amortisation charged for the year	6,610
At 31 December 2022	14,872
Carrying amount	
At 31 December 2022	4,957
At 31 December 2021	11,567

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2022

15 Tangible fixed assets

	Freehold land and buildings	Leasehold improvements	Fixtures and fittings	Computers	Motor vehicles	Total
	£	£	£	£	£	£
Cost						
At 1 January 2022	427,624	257,386	-	11,884	10,190	707,084
Additions	-	10,658	26,697	20,341	51,571	109,267
	<u>427,624</u>	<u>268,044</u>	<u>26,697</u>	<u>32,225</u>	<u>61,761</u>	<u>816,351</u>
At 31 December 2022	427,624	268,044	26,697	32,225	61,761	816,351
Depreciation and impairment						
At 1 January 2022	-	74,869	-	5,929	5,406	86,204
Depreciation charged in the year	-	28,174	4,675	7,184	13,541	53,574
	<u>-</u>	<u>103,043</u>	<u>4,675</u>	<u>13,113</u>	<u>18,947</u>	<u>139,778</u>
At 31 December 2022	-	103,043	4,675	13,113	18,947	139,778
Carrying amount						
At 31 December 2022	<u>427,624</u>	<u>165,001</u>	<u>22,022</u>	<u>19,112</u>	<u>42,814</u>	<u>676,573</u>
At 31 December 2021	<u>427,624</u>	<u>182,517</u>	<u>-</u>	<u>5,955</u>	<u>4,784</u>	<u>620,880</u>

Included within freehold land and buildings is a building with a cost value of £135,553. The property was valued during March 2020 and a value of £750,000 determined as the fair value of the building. The valuation was performed by Steel & Co (East Anglia) Limited, a commercial property firm based in Lowestoft.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

16 Debtors

	2022	2021 As restated
	£	£
Amounts falling due within one year:		
Trade debtors	484,851	340,741
Prepayments and accrued income	239,871	351,048
Other debtors	26,008	6,358
	<u>750,730</u>	<u>698,147</u>

17 Loans and overdrafts

	2022	2021
	£	£
Bank loans	126,423	163,419
	<u>126,423</u>	<u>163,419</u>
Payable within one year	37,002	37,002
Payable after one year	89,421	126,417
	<u>126,423</u>	<u>126,417</u>

The total balance relates to a Coronavirus Business Interruption Loan (CBIL).

The first instalment was due 13 months after the date on which the loan was drawn and the final instalment is due 72 months after the date on which the loan was drawn.

Interest for the first 12 months was paid by the government, in the form of a Business Interruption Payment (BIP) and charged to an account separate to the loan holder account. Interest was charged at 4.42% p.a. plus the Bank of England Base Rate up until August 2020, at which point it was amended to 2.71% p.a plus Base Rate.

18 Creditors: amounts falling due within one year

		2022	2021 As restated
	Notes	£	£
Bank loans	17	37,002	37,002
Trade creditors		155,853	100,860
Other taxation and social security		75,836	61,859
Accruals and deferred income		710,418	531,573
Other creditors		17,567	24,598
		<u>996,676</u>	<u>755,892</u>

Included within other creditors is an amount totalling £14,111 (2021: £23,460) in respect of outstanding pension contributions.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

19 Creditors: amounts falling due after more than one year

	Notes	2022 £	2021 £
Bank loans	17	89,421	126,417

20 Deferred income

	2022 £	As restated 2021 £
Deferred income brought forward	391,826	709,050
Released during the year	(391,826)	(709,050)
Deferred during the year	570,743	391,826
Deferred income carried forward	570,743	391,826

Deferred income relates to grants and housing related support funding received in advance for future periods.

21 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The amount recognised in the Statement of Financial Activities as an expense in respect of defined contribution schemes was £97,708 (2021: 80,860)

22 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:

Restricted funds year ended 31 December 2022

	Restated Balance at 1 January 2022 £	Incoming resources £	Movement in funds		Balance at 31 December 2022 £
			Resources expended £	Transfers £	
Accommodation	24,198	415,683	(392,614)	(44,849)	2,418
Employment	28,421	213,898	(205,958)	(35,421)	940
Health and wellbeing	104,751	2,118,334	(1,438,947)	(784,087)	51
Youth services	102,159	471,343	(483,105)	(88,362)	2,035
Cafes	-	19,189	(5,478)	(1,292)	12,419
	259,529	3,238,447	(2,526,102)	(954,011)	17,863

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

22 Restricted funds

(Continued)

Restricted funds year ended 31 December 2021 (As restated)

	Balance at 1 January 2021	Incoming resources	Movement in funds		Balance at 31 December 2021
	£	£	Resources expended	Transfers	£
Accommodation	14,443	387,460	(338,459)	(39,246)	24,198
Employment	25,037	464,348	(441,073)	(19,891)	28,421
Health and wellbeing	105,724	928,580	(934,156)	4,603	104,751
Youth services	(7,853)	1,187,041	(1,108,493)	31,464	102,159
	137,351	2,967,429	(2,822,181)	(23,070)	259,529

Accommodation – this theme focuses on our services that provide direct accommodation services i.e. actual bed spaces, as well as projects and services designed to maintain tenancies or to support those needing to access accommodation i.e. rough sleepers.

Employment – under this theme we deliver services and ad-hoc projects designed to offer employment opportunities for those that require support. This might be through the employment of individuals in our own services or through the provision of employment mentors.

Health and Wellbeing – this wide ranging theme offers an umbrella for services that offer direct clinical/healthcare interventions, therapeutic support, physical activities and emotional wellbeing services.

Youth Services – this theme focuses on all of our direct provision designed for our under 25's. It encompasses traditional youth club services, schools education provision and holiday provision.

Cafés - this theme focuses on social enterprise projects run to support access to employment programmes, supported work opportunities for those with barriers to the work place, safe space for young people to meet and mental health drop-ins.

23 Analysis of net assets between funds

	Unrestricted funds 2022	Restricted funds 2022	Total 2022	Unrestricted funds 2021 As restated	Restricted funds 2021 As restated	Total 2021 As restated
	£	£	£	£	£	£
Fund balances at 31 December 2022 are represented by:						
Intangible fixed assets	4,957	-	4,957	11,567	-	11,567
Tangible assets	676,573	-	676,573	620,880	-	620,880
Current assets/(liabilities)	(138,148)	17,863	(120,285)	(107,703)	259,529	151,826
Long term liabilities	(89,421)	-	(89,421)	(126,417)	-	(126,417)
	453,961	17,863	471,824	398,327	259,529	657,856

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

24 Operating lease commitments

	2022 £	2021 £
Within one year	221,888	265,305
Between two and five years	628,432	726,087
In over five years	617,784	748,674
	<u>1,468,104</u>	<u>1,740,066</u>

The operating lease payments represent rentals payable by the charity for certain property and equipment. Leases are negotiated for an average term of five years and rentals are fixed for the period of the current agreement. There are options to extend some of the contracts at the prevailing market rate.

Operating lease expenses for the year total £320,305 (2021: £215,534).

25 Related party transactions

Remuneration of key management personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity.

The total remuneration paid to key management personnel for services provided to the charity is as follows:

	2022 £	2021 £
Aggregate compensation	<u>399,299</u>	<u>393,390</u>

Employment of Trustee relatives

Immediate family members of A Howell (Trustee) were employed by the charity in the prior year. The remuneration paid to these individuals was on the same basis as for other employees and totalled £14,817 for 2021. This was £nil for the current year.

There were no other related party transactions requiring disclosure within the current or previous year.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

26	Cash generated from operations	2022	2021
		£	As restated £
	(Deficit)/surplus for the year	(186,033)	92,229
	Adjustments for:		
	Investment income recognised in statement of financial activities	(842)	(42)
	Depreciation and impairment of tangible fixed assets	60,184	36,831
	Movements in working capital:		
	(Increase) in debtors	(52,584)	(342,205)
	Increase/(decrease) in creditors	240,785	(326,699)
	Cash generated from/(absorbed by) operations	61,510	(539,886)
27	Analysis of changes in net debt	At 1 January 2022	Cash flows At 31 December 2022
		£	£
	Cash at bank and in hand	209,571	(83,911) 125,660
	Loans falling due within one year	(37,002)	- (37,002)
	Loans falling due after more than one year	(126,417)	36,996 (89,421)
		<u>46,152</u>	<u>(46,915)</u> <u>(763)</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2022

28 Prior period adjustment

Changes to the balance sheet

	At 31 December 2021		
	As previously reported	Adjustment	As restated
	£	£	£
Current assets			
Debtors due within one year	664,817	33,330	698,147
Creditors due within one year	(789,222)	33,330	(755,892)
	<u> </u>	<u> </u>	<u> </u>
Capital funds			
Income funds			
Restricted funds	192,869	66,660	259,529
Unrestricted funds	398,327	-	398,327
	<u> </u>	<u> </u>	<u> </u>
Total funds	591,196	66,660	657,856
	<u> </u>	<u> </u>	<u> </u>

Changes to the profit and loss account

	Period ended 31 December 2021		
	As previously reported	Adjustment	As restated
	£	£	£
Income from charitable activities	5,680,704	66,660	5,747,364
	<u> </u>	<u> </u>	<u> </u>
Net movement in funds	25,569	66,660	92,229
	<u> </u>	<u> </u>	<u> </u>

A prior period adjustment has been made in respect of restricted funds previously recognised in the incorrect period.

Accounts

Charity registration number 1135640

Company registration number 07140266 (England and Wales)

ACCESS COMMUNITY TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

ACCESS COMMUNITY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr S Wright (Chairman) Mr G Jermyn (Vice Chairman) Mr D Ellis (Honorary Treasurer) Mr A Howell Mrs J Sutton Mr N Bird Mr H Tidman Mrs T Tye-Hopkins Mr B Adnams Mrs K Hughes Mrs P Walker Mrs S Cunningham	(Appointed 3 September 2021) (Resigned 28 October 2021) (Appointed 3 September 2021) (Resigned 13 September 2022)
Chief Executive Officer	Mrs E Ratzer MBE	
Charity number	1135640	
Company number	07140266	
Principal address	132 Bevan Street East Lowestoft NR32 2AQ	
Registered office	132 Bevan Street East Lowestoft NR32 2AQ	
Auditor	Ensors Accountants LLP Connexions 159 Princes Street Ipswich IP1 1QJ	
Bankers	National Westminster Bank 53 London Road North Lowestoft NR32 1BJ	

ACCESS COMMUNITY TRUST

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ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees present their annual report and financial statements for the year ended 31 December 2021.

The financial statements have been prepared in accordance with the accounting policies set out in the notes 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)" (as amended for accounting periods commencing from 1 January 2019).

The information contained within the Legal and Administrative Information forms part of this report.

Objectives and activities

The Trust is established to promote social inclusion for community benefit, by preventing people from becoming socially excluded, relieving the needs of those who are socially excluded and assisting them to integrate into society.

In setting our programme each year we have regard to both the Charity Commission's general guidance on public benefit and the prevention and relief of poverty for the public benefit. The Trustees always ensure that the programmes and activities we undertake are in line with our charitable objects and aims.

Through its activities the Trust's ethos of 'supporting individuals to achieve their potential' remains at the heart of everything we do, as we strive to be there for people in their time of need. In providing services the Trust seeks to make a difference by bringing, in the first instance, stability and security to people's lives and assisting them to address some of the problems and difficulties they have faced. This will often involve rebuilding self-esteem, facilitating links with other agencies and assistance to acquire the skills and knowledge necessary for independent living.

In order to achieve its objectives, the Trust needs to ensure that it maintains a high profile in the sector and is well positioned to influence key stakeholders. The Trust is well represented on key strategy bodies in the county, particularly in respect of its core funding, including Suffolk and Norfolk HRS and voluntary sector representation groups, County and District Strategic Partnerships, NHS Trusts, regional and national second-tier umbrella organisations, etc. The Trust strives to maintain a highly motivated and well-trained workforce to deliver quality services to the people it houses and supports within a framework of best practice.

ACCESS COMMUNITY TRUST

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

The Trust met its objectives through the operation of the following themes:

Accommodation

- The Fyffe Centre, Lowestoft - 27 unit open access supported accommodation scheme for single homeless people. (Housing Related Support).
- Phoenix House, Lowestoft - 21 unit open access supported accommodation scheme for single homeless people. (Housing Related Support).
- Bascule House, Lowestoft - 15 unit self-contained accommodation scheme used for unsupported homeless accommodation.
- Haven Court, Lowestoft - 12 unit supported accommodation scheme for young single parents and babies. (Housing Related Support).
- Bridge View, Lowestoft – community space for emergency support and provisions for our homeless and vulnerable populations.
- John Room House, Thetford – 10 unit self-contained supported accommodation scheme with 12 move on flats also on site. (Housing Related Support).
- Denmark House, Lowestoft – 8 unit supported housing scheme for people aged 55 years and over.
- Beaconsfield House, Lowestoft – 24 unit self-contained accommodation scheme for people 18 to 24 years of age. (Housing Related Support).
- Avenue Mansions, Lowestoft – 8 unit supported accommodation scheme. (Housing Related Support), plus 8 bed Somewhere Safe to Stay Hub, homeless provision
- Felixstowe Young Peoples Service – 13 unit supported accommodation scheme. (Housing Related Support).

Health and Wellbeing

- The Anchor, Dual Diagnosis Service consisting of Mental Health nurses, therapists and highly experienced Senior Support Workers who all have experience and qualifications in providing therapeutic interventions for those suffering with mental health problems including: anxiety, depression, PTSD (Post Traumatic Stress Disorder), Bipolar Affective Disorder, OCD.
- SWAN Social Prescribing Service, covers the 5 GP surgeries across the locality Beccles, Bungay, Halesworth, Kessingland and Southwold.
- Connect for Health Social Prescribing Service, covering Felixstowe, Saxmundham and North East Suffolk.
- STEAM (Support Transformation Eat/Education Ambition Motivation) Gorleston and Kings Lynn, safe haven and mental health crisis cafes offering 12 hour a day, 7 days a week, 364 days a year service

Youth Services

- YOU (Youth Outreach United) is funded by BBC Children In Need as we support the personal and social development of young people, by offering them alternative education, activities, community dining and just as importantly, a safe, grown-up environment where they can meet with their friends and make new ones too.
- SWITCH school holiday events held across 7 locations in Suffolk that offered engaging daily activities, lunch and a take home meal kit from PINK Orange for young people eligible for free school meals. Funded by Suffolk County Council.

ACCESS COMMUNITY TRUST

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

- MINT (Mentor, Inspire, Nurture, Thrive). Mentoring young people on the verge of NEET. Funded by the Police and Crime Commissioner and involved working with schools in Suffolk to support young people who struggle to engage in education.
- Community Events including 2 family fun days in Woodbridge, Ipswich engagement events and outdoor cinema screenings funded by local councils.
- Thunderdome outreach. Targeted outreach funded by Ipswich Borough Council in 3 priority zones in Ipswich based on social deprivation and vulnerability. Across 3 evenings, the popup youth provision engaged with young people and captured voices for future provisions, opportunities and barriers to engagement.

Social Enterprise

- Sams and Enterprise Lounge, Lowestoft – Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve peoples' wellbeing. This closed in line with pandemic restrictions in March 2020, however the Café continued to offer a community meals service as part of our COVID-19 response throughout Waveney.
- Sams at Marram Green, Kessingland - Community Café Social Enterprise initiative to develop community cohesion. (Closed due to pandemic restrictions).
- Building Better Opportunities Norfolk, supporting the Norfolk Community College by providing specialist programmes of employment support.
- The Crossing, Thetford - providing information, guidance and advice services for the purposes of supporting members of the community with getting back into work.
- The Waterways - Cafe and Boating Lake – Community Café Social Enterprise initiative, working in partnership with Great Yarmouth Borough Council to provide employment and support to the local community alongside working to maintain a site of significant historical interest. (This closed during lockdown restrictions).
- Pavilion Café, Woodbridge - Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve peoples' wellbeing and support the local community working in conjunction with Woodbridge Town Council and other local agencies
- Sax'cess House – redevelopment of a former bank and the attached garden into a warm and inviting space for support, advice, information and guidance for local people in Saxmundham and the surrounding areas, as a base for the wide array of advice and support services Access Community Trust already offers elsewhere. The site offers additional community space for regular events and enrichment activities. (This building closed to the general public during the 2020 lockdown period, however the site continued to operate a food parcel collection point and telephone mentoring services for those in need).
- Sams, Thetford – Community Café Social Enterprise initiative working in conjunction with The Crossing support services and in partnership with local agencies, statutory and non-statutory. (This closed during lockdown restrictions).
- PINK Orange – Community ingredients kit delivery service across Norfolk and Suffolk for FSM children and their families/households.
- Vision and Voice Suffolk, a partnership of 5 organisations that is governed by a Memorandum of Understanding and seeks to deliver a range of specialist youth support programmes. In 2020 this included the Schools Emotional Wellbeing Programme which delivered in 4 Suffolk schools. The partners are Access Community Trust, Volunteering Matters, Green Light Trust, ISCRE, The Mix and Community Praxis.

ACCESS COMMUNITY TRUST

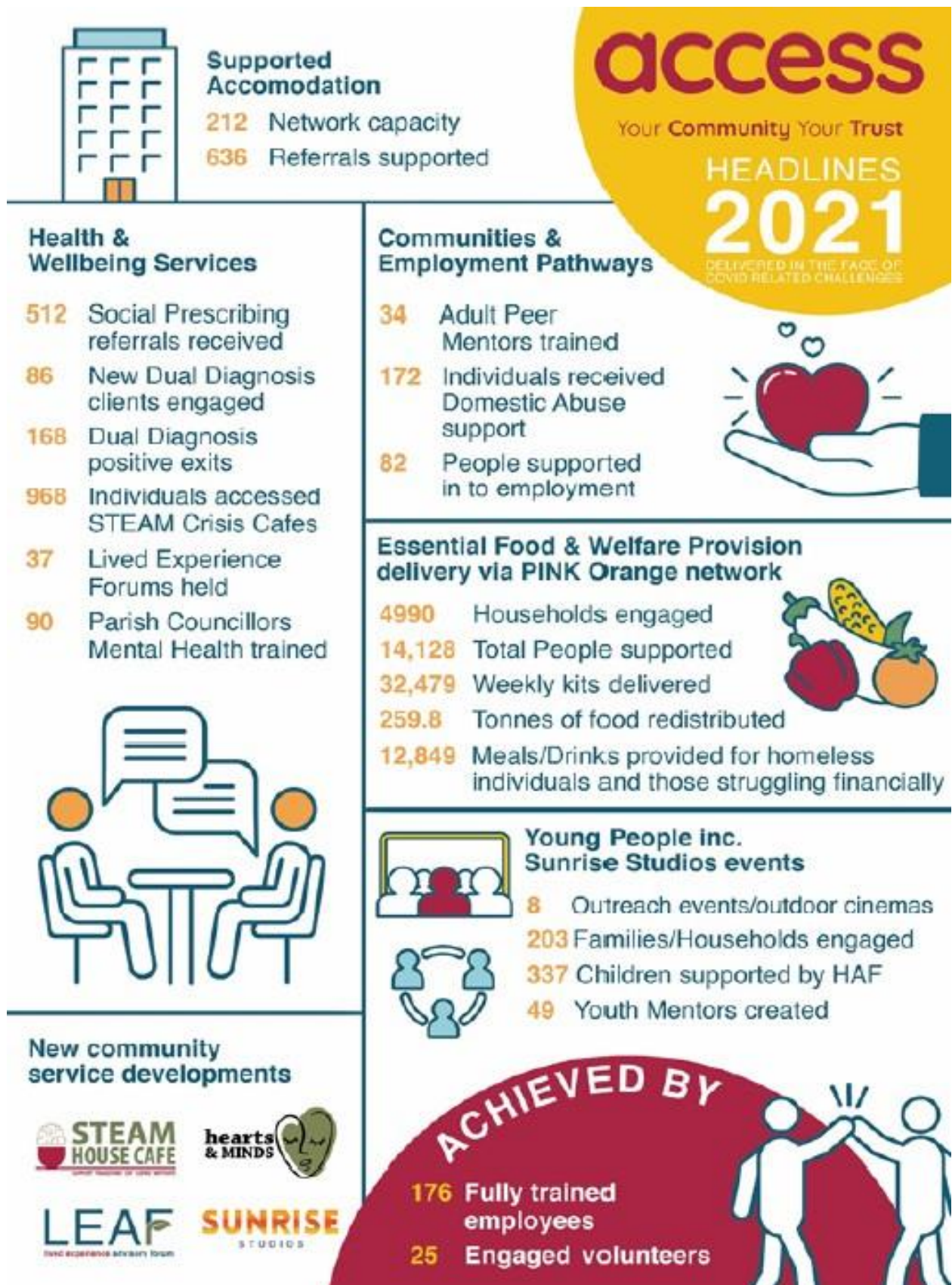
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) ***FOR THE YEAR ENDED 31 DECEMBER 2021***

Customers through the provision of an agreed support plan, are linked into training, education and employment schemes/initiatives and other enabling activities. Ultimately, individuals are assisted towards accessing appropriate accommodation in the community and, on moving into their new house or flat, receive resettlement support until they are able to live independently. Clients who are not resident in any of the projects are able to receive advice, support and training which will help them achieve their full potential.

Regardless of the pandemic, our proactive stance to assist other like minded organisations and local authorities that required support remained resolute, by delivering Peer to Peer support and the provision of tailored third party employee wellbeing care packages that promoted continuing positive mental and physical health whilst working remotely.

ACCESS COMMUNITY TRUST

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



ACCESS COMMUNITY TRUST

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

Achievements and performance

The Trust has continued to face the challenges of the Pandemic and the end of the lockdowns with gusto in 2021. The global pandemic continued to present opportunities for alternative working and new schemes to support the most vulnerable in our society across East Anglia. Trustees continue to acknowledge the incredible work carried out by the Chief Executive, the Senior Management Team and every member of our staff who have all responded excellently to the changing situations and new ventures throughout this year.

The Trust continues to be receptive to change and has adapted to circumstances dynamically throughout 2021. The trust is proactive in identifying and submitting bids for funding, although it acknowledges that funding has been, and will continue to be, a huge challenge.

We were pleased to end 2020 with a surplus despite the inherent challenges of the Pandemic, and in 2021 the trust has followed up with another small surplus, however the overall £25,569 surplus was mainly due to restricted fund income received in the year that was unspent at the year end and is carried forward to 2022. The position on unrestricted funds was a modest deficit of £29,949 (against unrestricted income for the year of over £2.8 million). The level of reserves remains a key focus area for the Trust, to strengthen financial resilience and ensure we remain in a strong position to face the challenges ahead. Further details of the financial results can be found in the next section of this report.

This year saw some great achievements, awards and accolades for the Trust:

- Accredited triple star 'World Class Employer' status - Best Companies
- Special recognition award 'Employer Wellbeing' – Best Companies
- Finalist 'Employer of the Year' Suffolk Business Awards
- Three BBC 'Make a Difference' Awards for individual services
- Stars of Norfolk and Waveney Finalist – Team/Community Group of the Year
- Green Flag Award – Outdoor Community Park (Waterways Social Enterprise)
- Best Service Delivery Innovation – Highly Commended (PINK Orange) Third Sector Awards

Funding within the charitable sector remains challenging and local government contracts continue to be squeezed. In response to this, the Trust continues to seek alternative sources of sustainable income and has been successful in many applications for funding and bids for contracts. The Trust is aware of other organisations that are withdrawing from these areas of provision but our strategy remains strong in grasping opportunities to grow, where this is the correct thing to pursue both financially and within the objectives of the organisation. Diversification has been key to protecting the organisation for the future so we are not reliant on any one particular funding stream.

The Board pays tribute to the Chief Executive for her forward thinking and willingness to diversify, along with the Senior Management Team and all the staff who have rolled up their sleeves and done their absolute best without question to positively charter this unprecedented crisis. We simply could not and would not have performed so well without their dedication and commitment.

Although 2021 has been a difficult year at times, it has also been a great time to demonstrate to our staff that they are valued, that we have listened to them and want them to be a driving force for change. They are the people who day to day support the Trust's clients and the outcomes from their work this year have proved their dedication. It has been a year to reassess what we do, how we do it and why we do it, and in particular to learn from the previous difficult years.

Building a modern workplace post-COVID will be a big theme for 2022 along with renewing HRS contracts and the continuous diversification both to support the Trust financially and to help capture more people across the region who need our support. At the time of writing this report, the Cost-of-Living Crisis is dominant in the media and will have an impact on the number of people who need our help. The board acknowledges that now is a time to grow, support more people and to develop new services which is what the CEO has planned for the year ahead. We are delighted to come out of what is hopefully an end to the COVID pandemic in a stronger position than we started it.

ACCESS COMMUNITY TRUST

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

Financial review

As acknowledged above, despite the very real potential for significant losses due to the impact of COVID on staffing costs and service income, the Trust has ended the year with an overall surplus of £25,569. That overall surplus position reflects a gain on restricted income funds (monies received in the year but carried over to 2022) combined with a modest deficit on unrestricted funds of £29,949. Whilst any deficit on unrestricted funds is not ideal, to put that figure into perspective, the unrestricted income for the year was more than £2.8 million, and overall turnover was a record £5.7 million, almost £1.5 million higher than the previous year. Whilst unrestricted funds have dipped slightly in the year, they remain higher than they were before the Pandemic arrived. The Trust continues to aim for healthy levels of reserves to improve financial resilience and strengthen its position to deal with the challenges ahead.

It continues to be evident from the ever-increasing list of our projects that the organisation continues to grow and diversify as part of its strategy to mitigate the risks from key funding streams, but also to respond to the changing needs of our communities. Further commentary on those projects, our funding streams and the activities and successes in the year are detailed elsewhere in this report.

As stated above, in the year to 31 December 2021 the Trust made an overall surplus of £25,569, with an underlying loss on our unrestricted funds of £29,949. The financial results are broken down as follows:

	£
Gain in restricted funds (i.e. funds that can only be used for particular purposes)	55,518
Deficit on unrestricted funds (monies freely available to spend on any of the Trust's objectives)	(29,991)
Interest income on bank balances	42
Total surplus for the year	25,569

The income from charitable donations, gifts and legacies in the year was £36,064 (£40,646 in 2020), providing important additional funding over and above the specific grants obtained to support the Trust's projects. A total of £2,822,181 was spent from Restricted Funds in the year (£1,261,445 in 2020) met from fundraising income plus other grants received.

The general reduction in Housing Related Support income has continued in 2021 with HRS income falling from £662,812 in 2020 to £610,774 in 2021, so now making up less than 11% of total Trust income, whereas four years earlier it constituted 32% of total income.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) **FOR THE YEAR ENDED 31 DECEMBER 2021**

In respect of other occupancy-dependent income, Housing Benefits and residents' rent made up 22% of total income in the year (31% in 2020). The reliance on occupancy-related funding continues to be reviewed as part of the Trusts' overall risk management processes.

Government grants made up an even more significant income stream in 2021, in part due to the various support grants received in relation to COVID. Government grant income in 2021 was £1,423,914 compared to £933,281 in 2020. The Trust continues to receive core funding from local authorities and the NHS.

Income from management agreements made up 2.9% of total income (3.9% in 2020). In addition, the Trust continues to receive funding from East Suffolk Council through grants and contracted work, with total funding of £602,916 in the year (2020 - £649,412).

As with previous years, managing cash-flow remains a key priority for the Trust, especially given the potential impact that COVID could have had on the organisation. Following the temporary increase at the end of 2020 due to receipt of the bank loan and other timing issues, cash balances have returned to nearer normal levels, and at 31 December 2021 the Trust's cash holding was £209,571, a significant decrease on the opening balance for the year of £835,112, however still above the pre-Pandemic levels reported at the end of 2019.

The timing of receipts and payments around the year-end period can have a significant impact on the reported cash levels at 31 December each year, and will naturally vary. At the end of 2021 the amounts owed to the Trust (debtors) had increased from £346k in 2020 to £665k in 2021, and the amounts owed by the Trust (including accruals and deferred income received in advance) had decreased from £1,067k at 31 December 2020 to £789k at the end of 2021. Overall it is pleasing to report that the latest balance sheet continues to show a position of net current assets (£85k), albeit this position excludes the longer-term liabilities of £126k for the bank loan payments due beyond one year.

The Trust will continue to aim for growth in cash-backed reserves where conditions allow, in order to strengthen our resilience to the challenges ahead, and as part of the prudent financial management of the Trust. For more details on our reserves policy see the next section.

ACCESS COMMUNITY TRUST

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

Reserves Policy

Access Community Trust is required under the Charities SORP to state the level of reserves it holds and the reasons for holding those reserves. Charity Commission guidance comments that the reserves policy should reflect the risks associated with the charity's business model, spending commitments and financial forecasts, and plans for the maintenance of essential services for beneficiaries, addressing any risks of unplanned closures on beneficiaries, staff and volunteers.

The guidance notes that "if a charity's income is volatile or insecure, or is vulnerable to factors outside of its own control, this may justify holding more reserves. Trustees should also consider if the charity's reserves are sufficient to protect it from the risk of insolvency or serious disruption to its charitable work". Trustees strongly believe that the maintaining of a realistic level of cash reserves is a legitimate objective of the Trust, and constitutes sound and prudent financial management.

The reserves policy assists in strategic planning by considering how new projects or activities will be funded, and informs financial planning and risk management by considering whether reserves need to be used during the financial year or built up for future projects, and by identifying any uncertainty in future income streams.

When considering an appropriate level of reserves, the trustees consider the risks of unforeseen emergencies or other unexpected need for funds, the needs to cover for any exceptional operational costs, for example employing temporary staff to cover a long-term sickness absence, any significant fall in income, the Trust's planned commitments, or designations, that cannot be met by future income alone (for example a major capital project) and the need to fund potential deficits in a cash budget, for example where money may need to be spent before a funding grant is received. These risks determine the amount of reserves the Trust targets to hold. The COVID pandemic has of course provided a reminder of why such planning and risk assessment is required.

A key factor in the targeted reserves level is the volatility of occupancy-based income and the predominantly fixed nature of expenditure, the largest element being staff costs. This imbalance necessitates the holding of cash reserves to allow for peaks and troughs in cash flows, to ensure the continuity of the Trust's core business and the fulfilment of pay commitments to staff.

The target reserves level for 2021 was based on analysis of the points above, the likelihood that they may occur, and the amount of funding that would be required if they did. The level of reserves is reviewed and agreed on an annual basis as part of the budget-setting plan. For 2021 the Trust's unrestricted cash-backed reserves target was £108k.

As at 31 December 2021 the level of unrestricted reserves stood at £398k, however much of this is held in the form of tangible fixed assets used for delivery of services, and therefore not freely available to spend. Tangible fixed assets are therefore excluded from the operational reserves target above. Because of this shortfall, it remains an ambition of the Trust to strengthen the level of reserves over the longer term to provide improved resilience and protection from risk, so the level of cash-backed unrestricted reserves will remain a key risk area for the Trust to monitor and manage.

Fundraising

Although the charity makes applications for grants to grant funding charities and accepts donations from local organisations and private individuals, the charity does not run fundraising campaigns or use third parties to raise funds on our behalf. We do not approach individuals in person, by email, telephone, social media or post to seek donations and have not received any complaints regarding fundraising.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2021*

Covid-19 Pandemic & Going Concern

The Government's COVID-19 pandemic emergency response and lock-down arrangements continue to have a significant impact on the work of the Trust and its finances, requiring ongoing assessment of the developing situation and the impact on our various projects. A primary focus has, of course, been on mitigating the health and safety risks to staff and our customers.

The pandemic forced the closure of a number of areas of our work, which impacted on both our finances and staffing. Staff resources were also impacted through the need for people to self-isolate, and all face-to-face services funded by the NHS/CCG ceased delivery, with support being provided through telephone / Skype, etc.

The Trust's action plan centred on refocusing efforts and activities to prioritise the safety of staff whilst maintaining essential service provision, especially given many of our customers fall within high risk / vulnerable groups (such as the elderly and those with high needs) plus redeployment of staff to provide flexibility and support. Support work swiftly moved online where possible.

The increased staff cover required at our projects, plus covering for those off sick or self-isolating, combined with the closure of our community café projects and income-generating activities, all had a significant financial impact in 2020 and into 2021, depending on how long the lock-down and social distancing rules were in place.

Many of the Government's responses to the pandemic impacted on our projects – for example the mandatory housing of all rough sleepers forced the closure of the Hub project at short notice, with Trust staff involved in assisting the local council with moving individuals, providing food parcels, bedding, etc. Despite the many challenges, throughout 2021 we were able to maintain all of our housing support services and didn't lose any bed spaces due to the pandemic. The furlough scheme was accessed for our hospitality staff.

The risks were mitigated by assurances that Housing Benefit would be paid for up to 13 weeks even where a resident was elsewhere self-isolating, and our HRS contracts continued to be paid throughout this time. In addition, various national bodies lobbied for financial assistance to charities such as Access who work at the frontline of care.

Our risk management activities facilitated an early discussion with our bank to access finance under the Government's Business Continuity Loans scheme, and a loan facility of £185k was agreed in 2020. The loan facility, combined with the ongoing risk management activities and the mitigations above provided additional assurance to trustees that the 2021 accounts could be prepared on a Going Concern basis.

ACCESS COMMUNITY TRUST

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

Risk Management

The executive management team at the charity maintains a risk register which is actively reviewed at operational meetings and at the Board of Trustees quarterly meetings, or when necessity arises. The risk register is maintained using a simple scoring system to enable major risks to be identified and action plans created. The trustees review and agree policies, systems, and procedures to mitigate those risks identified.

The main risks arising from the charity's operations are reduction in funding, dependency on funding sources, cash flow risk, and increasing reserves.

Funding Risk

The charity seeks to manage funding risk by continuing to identify and apply for grant funding for new services rather than rely on statutory funding. The charity continues to develop a diverse range of services that produce unrestricted income and support the charity to become more financially sustainable.

Cash flow risk

The charity needs to manage cash-flow in order to meet its debts as they fall due. Management and the trustees therefore consistently monitor this and produce cash-flow forecasts to ensure there are sufficient cash reserves available in the charity.

Reserves Risk

The charity maintains sufficient funds on current account to meet short term demand. An action plan is in place to ensure the reserves target is achieved however due to the current uncertainty around contract renewal periods this is likely to be a long term plan rather than anything more immediate.

Plans for future periods

Notwithstanding the continuing challenges from COVID-19, the trustees are keen to expand and diversify the trust's services and always look for new opportunities. Social enterprise options continue to be high on the agenda to answer problems in society. Government and local council grants will continue to be difficult to obtain and with very tight margins due to years of austerity, and the impact of the COVID-19 pandemic on local authority funding and cash-flows, there is no sign of any change to this position.

The trustees will conduct a review of property owned by the Trust and have made a strategic decision to aim for property ownership where achievable rather than renting from others.

In conclusion

The year has been a challenge in many ways, largely driven by the need to respond to the ongoing Pandemic emergency, and yet at the same time being alert to new opportunities to expand and broaden the work of the Trust and mitigate the potential funding risks. Trustees remain keen to seize opportunities to expand the organisation and to do the right thing to support those in need in our society. Our Chief Executive is adept at seeking out these new opportunities and being adventurous with diversification; this has continued to pay dividends and has helped the trust to be less reliant on HRS funding.

The Board continues to monitor its own knowledge, skills and experience and any areas identified as being weak or in need of further support are being addressed through targeted recruitment of new trustees.

It is testament to the hard work of staff at all levels in the Trust who have worked tirelessly to ensure debts are recovered and expenditure is effectively controlled, helping to provide us with a more stable financial footing. This is borne out in the financial results for the year, as reported above. The Trust continues to enjoy a strong reputation within the region and this has helped to raise our profile further afield. We look forward to our 47th year with continued enthusiasm and drive to make a difference to our communities across Norfolk and Suffolk.

ACCESS COMMUNITY TRUST

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

Structure, governance and management

Governing document

The governing document of the organisation is the Memorandum and Articles of Access Community Trust. Over our 47 years we have developed and extended our services in response to the needs of our communities and people. Our offer of accommodation-based services has now diversified into Employment, Education, Health and Wellbeing and thriving social enterprises.

Recruitment and appointment of trustees

Trustees are recruited by direct approaches to individuals either personally by existing Trustees and the Chief Executive or through membership bodies. The Trust has a policy relating to appointment of new trustees, and all applications are submitted to the Board for a decision. Trustees appointed to fill casual vacancies during the course of the year must offer themselves for election at the next Annual General Meeting.

Trustee induction and training

Guidance on governance, Trust policies and procedures and the induction and training of Trustees is contained in a comprehensive information pack provided online for Trustees on recruitment.

Organisational structure

Access Community Trust is a Charitable Trust, incorporated as a Company Limited by Guarantee and managed by a Board of Trustees, all of whom are volunteers.

The day to day running of the Trust's activities is undertaken by a team of managers, support workers and ancillary staff working together under the supervision of a Chief Executive who reports directly to the Board of Trustees. The Trust's strategic aims in the furtherance of its core business are formulated in the Trust's Strategic Plan. The Board of Trustees currently meets at least six times a year to review all matters of the Trust and exercise control over its general management and financial affairs. The Annual General Meeting and two Annual 'Away Days' form part of this meeting structure.

Arrangements for setting pay and remuneration

Access Community Trust Remuneration group meets annually to discuss the pay for the CEO and sets any other pay details for staff. The group consists of the Vice-Chair, Treasurer and another Trustee and any changes are signed off by the Board at the next pre-arranged Board meeting. The CEO is in attendance for the meeting (leaving for the discussion regarding the CEO's remuneration).

The main responsibilities of the group are to:-

- Review the salary of the CEO against performance and financial performance and make sure amendments are appropriate to ensure that salaries remain competitive.
- Approve any consolidated pay awards and staff salary increases outside of the annual review process as recommended from time to time by the Chief Executive.
- Determine pension arrangements and ensure that contractual terms on termination are fair to the individual and the charity, that poor performance is not rewarded and a duty to mitigate loss is recognised.

The objective of the policy is to ensure that the Chief Executive and staff team are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the Charity.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2021*

Related parties

The Trust has management agreements with Orwell Housing Association regarding Fyffe Centre, Phoenix House and Haven Court, Lowestoft, Suffolk.

Auditor

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

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 DECEMBER 2021*

Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report was approved on 26/09/2022 and signed on behalf of the Board of Trustees by;



Mr S Wright (Chairman)
Trustee



Mr D Ellis (Honorary Treasurer)
Trustee

ACCESS COMMUNITY TRUST

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2021

The Trustees, who are also the directors of Access Community Trust 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Opinion

We have audited the financial statements of Access Community Trust (the 'charity') for the year ended 31 December 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 December 2021 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 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

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 charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual 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.

Opinions on other matters prescribed by the Companies Act 2006

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

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

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Matters on which we are required to report by exception

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

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

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

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

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.

The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

In planning our audit, we identify and assess the risk of material misstatement within the financial statements, whether due to fraud or error. In assessing the risks, consideration is given to the control environment (including Trustees' and management's own processes for identification and risk assessment) as well as the nature of the entity, the industry in which it operates and the underlying performance. Consideration is also given to the attitudes and incentives of management to commit fraud, with specific procedures planned and performed to respond to the risk of inappropriate management override of controls.

We also obtained an understanding of the applicable laws and regulations to which the charity must adhere, through discussions with management and those charged with governance, as well as commercial knowledge of the sector and statutory legislation, in order to determine the key laws and regulations applicable to the charity.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

After assessing the risk of fraud, we performed audit procedures to gain assurance regarding fraud and management override as follows:

- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the rationale behind significant transactions outside the normal course of business.
- Assessment of accounting estimates within the financial statements in order to assess their reasonableness to determine whether there is any bias in the estimates.
- Review of meeting minutes of Trustees and management
- Enquiring of management and Trustees as to whether they are aware of any alleged, suspected or actual fraud during the year

We also performed procedures to satisfy ourselves regarding compliance with applicable laws and regulations, including:

- Enquiry of Trustees and management around actual and potential litigation and claims
- Reviewing minutes of meetings of those charged with governance
- Reviewing correspondence with relevant legal authorities
- Reviewing legal expense accounts for any indicators of litigations

All audit team members were made aware of the applicable laws and regulations, as well as potential fraud risks during the planning stage of the audit and this was discussed at the audit team planning meeting. It was therefore determined that team members all had the relevant awareness and competence to identify any instances of non-compliance or fraud.

There are, however, inherent limitations to our above audit procedures. Auditing standards only require us to enquire of the Trustees and management regarding non-compliance with laws and regulations, as well as review regulatory and legal correspondence (if there is any). It is therefore possible that instances of non-compliance could be missed, particularly where the law in itself is far removed from any financial transactions.

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.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Helen Rumsey (Senior Statutory Auditor)
for and on behalf of Ensors Accountants LLP

29 September 2022

Chartered Accountants
Statutory Auditor

Connexions
159 Princes Street
Ipswich
IP1 1QJ

ACCESS COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

Current financial year

	Notes	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Total 2020 £
<u>Income from:</u>					
Donations and legacies	3	36,064	-	36,064	40,646
Income from charitable activities	4	2,779,935	2,900,769	5,680,704	4,231,043
Investments	5	42	-	42	255
Total income		2,816,041	2,900,769	5,716,810	4,271,944
<u>Expenditure on:</u>					
Charitable activities	7	2,869,060	2,822,181	5,691,241	4,180,696
Net (outgoing)/incoming resources before transfers		(53,019)	78,588	25,569	91,248
Gross transfers between funds		23,070	(23,070)	-	-
Net (expenditure)/income for the year/ Net movement in funds		(29,949)	55,518	25,569	91,248
Fund balances at 1 January 2021		428,276	137,351	565,627	474,379
Fund balances at 31 December 2021		398,327	192,869	591,196	565,627

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.

ACCESS COMMUNITY TRUST

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

FOR THE YEAR ENDED 31 DECEMBER 2021

Prior financial year

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
	Notes			
<u>Income from:</u>				
Donations and legacies	3	40,646	-	40,646
Income from charitable activities	4	2,929,909	1,301,134	4,231,043
Investments	5	255	-	255
Total income		2,970,810	1,301,134	4,271,944
<u>Expenditure on:</u>				
Charitable activities	7	2,919,251	1,261,445	4,180,696
Net (outgoing)/incoming resources before transfers		51,559	39,689	91,248
Gross transfers between funds		6,437	(6,437)	-
Net (expenditure)/income for the year/ Net movement in funds		57,996	33,252	91,248
Fund balances at 1 January 2020		370,280	104,099	474,379
Fund balances at 31 December 2020		428,276	137,351	565,627

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.

ACCESS COMMUNITY TRUST

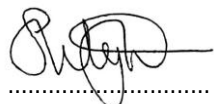
BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
Fixed assets					
Intangible assets	14		11,567		18,177
Tangible assets	15		620,880		586,985
			<u>632,447</u>		<u>605,162</u>
Current assets					
Stocks	16	-		9,608	
Debtors	17	664,817		346,334	
Cash at bank and in hand		209,571		835,112	
			<u>874,388</u>	<u>1,191,054</u>	
Creditors: amounts falling due within one year	19	(789,222)		(1,067,172)	
			<u></u>	<u></u>	
Net current assets			85,166		123,882
Total assets less current liabilities			717,613		729,044
Creditors: amounts falling due after more than one year	20		(126,417)		(163,417)
			<u></u>	<u></u>	
Net assets			<u>591,196</u>		<u>565,627</u>
Income funds					
Restricted funds	23		192,869		137,351
Unrestricted funds			398,327		428,276
			<u>591,196</u>		<u>565,627</u>

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 26/09/2022



Mr S Wright (Chairman)
Trustee



Mr D Ellis (Honorary Treasurer)

Company Registration No. 07140266

Charity Registration No. 1135640

ACCESS COMMUNITY TRUST

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	27		(539,886)		598,548
Investing activities					
Purchase of intangible assets		-		(19,829)	
Purchase of tangible fixed assets		(64,116)		(101,778)	
Proceeds from disposal of tangible fixed assets		-		12,329	
Investment income received		42		255	
Net cash used in investing activities			(64,074)		(109,023)
Financing activities					
Repayment of bank loans		(21,581)		185,000	
Net cash (used in)/generated from financing activities			(21,581)		185,000
Net (decrease)/increase in cash and cash equivalents			(625,541)		674,525
Cash and cash equivalents at beginning of year			835,112		160,587
Cash and cash equivalents at end of year			209,571		835,112

ACCESS COMMUNITY TRUST

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

1 Accounting policies

Charity information

Access Community Trust is a private company limited by guarantee incorporated in England and Wales and a registered charity in England and Wales. The registered office is 132 Bevan Street East, Lowestoft, NR32 2AQ. The company registration number is 07140266. The charity registration number is 1135640.

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)" (as amended for accounting periods commencing from 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. 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.

Designated funds comprise unrestricted funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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.

1.4 Incoming resources

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. Where relevant, all amounts are stated after discounts, other sales taxes and VAT.

Income from grants and donations is included when receivable.

Rental Income and Housing Related Support Income is included in full in the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable.

Income from the sale of food and drink at the cafes is recognised at the point of delivery.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.

Charitable activities includes all costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

1.6 Intangible fixed assets other than goodwill

Intangible assets are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation 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:

Software	over 3 years
----------	--------------

1.7 Tangible fixed assets

Tangible fixed assets with a cost of over £2,000 are recorded as assets, with amounts under £2,000 being expensed to the Statement of Financial Activities.

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

Costs relating to building work in respect of improvements to the structure and fabric of the freehold property and the purchase of freehold property are capitalised in the period in which they are incurred at cost. However, if the freehold property is part of a gift then it is recorded at the property value as at the gift date. Ancillary fees for architects, surveyors and ongoing refurbishment costs are written off as incurred.

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:

Freehold land and buildings	not depreciated
Leasehold improvements	over the period of the lease
Computers	over 3 years
Motor vehicles	over 3 years

Depreciation has not been provided against freehold property as the high level of periodical repair and maintenance ensure the residual value of premises are maintained at no less than current book value and accordingly, any depreciation charge would be immaterial.

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 the statement of financial activities.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

There was no impairment loss in the year.

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell (net realisable value). Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at the lower of replacement cost and cost.

1.10 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.

1.11 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.

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.

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.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

1 Accounting policies

(Continued)

1.12 Employee benefits

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

Where an obligation to make a redundancy or termination payment exists, the costs incurred by the charity are accounted for on an accruals basis and included within employee benefits.

1.13 Retirement benefits

The Trust operates a stakeholder pension scheme through the Pension Trust for employees. The assets of the scheme are held separately and contributions payable are charged to the Statement of Financial Activities.

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

1.14 Leases

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

1.15 Managed properties

The Fyffe Centre, Phoenix House and Haven Court (Lowestoft) are owned by Orwell Housing Association Limited, John Room House (Thetford) is owned by Breckland District Council, Felixstowe Young Peoples Service are owned by Flagship Housing Group and Avenue Mansions is owned by Orwell Housing Association Limited. All are run by the Trust under a management agreement.

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	Unrestricted funds
	2021	2020
	£	£
Donations and gifts	36,064	40,646

ACCESS COMMUNITY TRUST

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

4 Income from charitable activities

	2021 £	2020 £
Housing related support	610,774	662,812
Rent and housing benefit	1,264,374	1,311,437
Grants Received	3,327,339	1,851,444
Management Agreements	164,631	168,254
Café Income	265,737	181,550
Other Income	47,849	55,546
	<u>5,680,704</u>	<u>4,231,043</u>
Analysis by fund		
Unrestricted funds	2,779,935	2,929,909
Restricted funds	2,900,769	1,301,134
	<u>5,680,704</u>	<u>4,231,043</u>

£1,423,914 (2020: £933,281) of government grants were received in connection with the activities of the Trust. Other grants received include Housing Related Support income and funding from East Suffolk Council and the NHS.

5 Investments

	Unrestricted funds	Unrestricted funds
	2021 £	2020 £
Interest receivable	<u>42</u>	<u>255</u>

6 Limited by guarantee

The company is limited by guarantee and in the event of the company being wound up, members are required to contribute an amount not exceeding £10.

ACCESS COMMUNITY TRUST

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

7 Charitable activities

	2021 £	2020 £
Staff costs	2,815,576	2,349,077
Other employee costs	185,893	87,799
Premises costs	819,103	554,976
Travel and transport costs	142,882	52,629
Furniture and equipment	35,796	9,571
Food costs	473,116	163,212
Insurance and legal	42,498	30,531
Other expenditure	453,791	321,184
	<u>4,968,655</u>	<u>3,568,979</u>
Share of support costs (see note 8)	448,365	380,165
Share of governance costs (see note 8)	274,221	231,552
	<u>5,691,241</u>	<u>4,180,696</u>
Analysis by fund		
Unrestricted funds	2,869,060	2,919,251
Restricted funds	2,822,181	1,261,445
	<u>5,691,241</u>	<u>4,180,696</u>

ACCESS COMMUNITY TRUST

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

8 Support costs

	Support costs £	Governance costs £	2021 Support costs £	Governance costs £	2020 £
Staff costs	342,294	143,071	485,365	281,909	399,741
Auditor's remuneration	-	9,900	9,900	-	15,520
Other employee costs	17,244	9,057	26,301	18,928	28,870
Premises costs	51,337	38,727	90,064	60,691	106,474
Travel and transport costs	16,237	12,250	28,487	12,113	21,252
Other office costs	9,743	46,542	56,285	6,500	37,549
Bank charges	-	5,979	5,979	-	2,269
Other expenditure	11,510	8,695	20,205	24	42
	<u>448,365</u>	<u>274,221</u>	<u>722,586</u>	<u>380,165</u>	<u>611,717</u>
Analysed between Charitable activities	<u>448,365</u>	<u>274,221</u>	<u>722,586</u>	<u>380,165</u>	<u>611,717</u>

9 Net movement in funds

	2021 £	2020 £
Net movement in funds is stated after charging/(crediting)		
Fees payable to the company's auditor for the audit of the company's financial statements	9,900	8,250
Depreciation of owned tangible fixed assets	30,221	11,972
Amortisation of intangible assets	6,610	1,652
Operating lease charges	<u>215,534</u>	<u>251,531</u>

10 Auditor's remuneration

Fees payable to the charity's auditor and associates:

	2021 £	2020 £
Audit of the charity's annual accounts	<u>9,900</u>	<u>8,250</u>
Non-audit services		
Audit-related assurance services	<u>-</u>	<u>6,270</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

11 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2020: £nil).

Only directly attributable expenses are reimbursed to Trustees and no amounts were paid or waived during the period (2020: £nil).

Trustee insurance of £1,014 (2020: £1,014) was incurred by the charity during the year.

Donations totalling £nil (2020: £20) were made by the Trustees to the charity during the year

12 Employees

The average monthly number of employees during the year was:

	2021 Number	2020 Number
Administration/management	13	12
Project workers	91	81
Cleaners	4	4
Cooks	2	3
Dual Diagnosis	-	18
Relief staff	32	30
Wellbeing staff	31	-
Total	173	148

Employment costs

	2021 £	2020 £
Wages and salaries	2,995,414	2,510,659
Social security costs	224,668	182,490
Other pension costs	80,860	55,669
	3,300,942	2,748,818

There were 3 contractual redundancies or termination payments (2020: 1) during the year totalling £11,071 (2020: £1,204).

The number of employees whose annual remuneration was more than £60,000 is as follows:

	2021 Number	2020 Number
£70,000 - £80,000	1	1

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

13 Taxation

The charity is exempt from tax on income and gains falling within Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

14 Intangible fixed assets

	Software £
Cost	
At 1 January 2021 and 31 December 2021	19,829
Amortisation and impairment	
At 1 January 2021	1,652
Amortisation charged for the year	6,610
At 31 December 2021	8,262
Carrying amount	
At 31 December 2021	11,567
At 31 December 2020	18,177

15 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Computers £	Motor vehicles £	Total £
Cost					
At 1 January 2021	427,624	193,270	11,884	10,190	642,968
Additions	-	64,116	-	-	64,116
At 31 December 2021	427,624	257,386	11,884	10,190	707,084
Depreciation and impairment					
At 1 January 2021	-	52,006	1,968	2,009	55,983
Depreciation charged in the year	-	22,863	3,961	3,397	30,221
At 31 December 2021	-	74,869	5,929	5,406	86,204
Carrying amount					
At 31 December 2021	427,624	182,517	5,955	4,784	620,880
At 31 December 2020	427,624	141,264	9,916	8,181	586,985

Included within freehold land and buildings is a building with a cost value of £135,553. The property was valued during March 2020 and a value of £750,000 determined as the fair value of the building. The valuation was performed by Steel & Co (East Anglia) Limited, a commercial property firm based in Lowestoft.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

16 Stocks

	2021 £	2020 £
Finished goods and goods for resale	-	9,608

17 Debtors

	2021 £	2020 £
Amounts falling due within one year:		
Trade debtors	340,741	272,150
Prepayments and accrued income	317,718	73,535
Other debtors	6,358	649
	<u>664,817</u>	<u>346,334</u>

18 Loans and overdrafts

	2021 £	2020 £
Bank loans	<u>163,419</u>	<u>185,000</u>
Payable within one year	37,002	21,583
Payable after one year	<u>126,417</u>	<u>163,417</u>
Amounts included above which fall due after five years:		
Payable by instalments	<u>-</u>	<u>15,417</u>

The total balance relates to a Coronavirus Business Interruption Loan (CBIL).

The first instalment was due 13 months after the date on which the loan was drawn and the final instalment is due 72 months after the date on which the loan was drawn.

Interest for the first 12 months was paid by the government, in the form of a Business Interruption Payment (BIP) and charged to an account separate to the loan holder account. Interest was charged at 4.42% p.a. plus the Bank of England Base Rate up until August 2020, at which point it was amended to 2.71% p.a plus Base Rate.

ACCESS COMMUNITY TRUST

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

19 Creditors: amounts falling due within one year

	Notes	2021 £	2020 £
Bank loans	18	37,002	21,583
Trade creditors		100,860	120,331
Other taxation and social security		61,859	96,304
Accruals and deferred income		564,903	819,608
Other creditors		24,598	9,346
		<u>789,222</u>	<u>1,067,172</u>

Included within other creditors is an amount totalling £23,460 (2020: £8,517) in respect of outstanding pension contributions.

20 Creditors: amounts falling due after more than one year

	Notes	2021 £	2020 £
Bank loans	18	126,417	163,417
		<u>126,417</u>	<u>163,417</u>

21 Deferred income

	2021 £	2020 £
Deferred income brought forward	709,050	386,963
Released during the year	(709,050)	(386,963)
Deferred during the year	425,156	709,050
	<u>425,156</u>	<u>709,050</u>
Deferred income carried forward	425,156	709,050

Deferred income relates to grants and housing related support funding received in advance for future periods.

22 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The amount recognised in the Statement of Financial Activities as an expense in respect of defined contribution schemes was £80,860 (2020: 55,669)

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

23 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				Movement in funds				
	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers	Balance at 1 January 2021	Incoming resources	Resources expended	Transfers	Balance at 31 December 2021
	£	£	£	£	£	£	£	£	£
Accommodation	12,333	342,715	(351,376)	10,771	14,443	387,460	(338,459)	(39,246)	24,198
Employment	9,408	276,304	(258,176)	(2,499)	25,037	464,348	(441,073)	(19,891)	28,421
Health and wellbeing	60,437	479,511	(427,123)	(7,101)	105,724	861,920	(934,156)	4,603	38,091
Youth services	21,921	195,624	(222,790)	(2,608)	(7,853)	1,187,041	(1,108,493)	31,464	102,159
Cafes	-	6,980	(1,980)	(5,000)	-	-	-	-	-
	104,099	1,301,134	(1,261,445)	(6,437)	137,351	2,900,769	(2,822,181)	(23,070)	192,869

Accommodation – this theme focuses on our services that provide direct accommodation services i.e. actual bed spaces, as well as projects and services designed to maintain tenancies or to support those needing to access accommodation i.e. rough sleepers.

Employment – under this theme we deliver services and ad-hoc projects designed to offer employment opportunities for those that require support. This might be through the employment of individuals in our own services or through the provision of employment mentors.

Health and Wellbeing – this wide ranging theme offers an umbrella for services that offer direct clinical/healthcare interventions, therapeutic support, physical activities and emotional wellbeing services.

Youth Services – this theme focuses on all of our direct provision designed for our under 25's. It encompasses traditional youth club services, schools education provision and holiday provision.

Cafés - this theme focuses on social enterprise projects run to support access to employment programmes, supported work opportunities for those with barriers to the work place, safe space for young people to meet and mental health drop-ins.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

24 Analysis of net assets between funds

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total 2021 £	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £
Fund balances at 31 December 2021 are represented by:						
Intangible fixed assets	11,567	-	11,567	18,177	-	18,177
Tangible assets	620,880	-	620,880	586,985	-	586,985
Current assets/(liabilities)	(107,703)	192,869	85,166	(13,469)	137,351	123,882
Long term liabilities	(126,417)	-	(126,417)	(163,417)	-	(163,417)
	<u>398,327</u>	<u>192,869</u>	<u>591,196</u>	<u>428,276</u>	<u>137,351</u>	<u>565,627</u>

25 Operating lease commitments

	2021 £	2020 £
Within one year	265,305	215,534
Between two and five years	726,087	530,444
In over five years	748,674	787,064
	<u>1,740,066</u>	<u>1,533,042</u>

The operating lease payments represent rentals payable by the charity for certain property and equipment. Leases are negotiated for an average term of five years and rentals are fixed for the period of the current agreement. There are options to extend some of the contracts at the prevailing market rate.

Operating lease expenses for the year total £215,534 (2020: £251,531).

26 Related party transactions

Remuneration of key management personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity.

The total remuneration paid to key management personnel for services provided to the charity is as follows:

	2021 £	2020 £
Aggregate compensation	<u>393,390</u>	<u>347,620</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

26 Related party transactions

(Continued)

Employment of Trustee relatives

Immediate family members of A Howell (Trustee) were employed by the charity during the current year. The remuneration paid to these individuals was on the same basis as for other employees and totalled £14,817 for the year (2020: £0), none of which was outstanding at the year end.

There were no other related party transactions requiring disclosure within the current or previous year.

27	Cash generated from operations	2021 £	2020 £
	Surplus for the year	25,569	91,248
	Adjustments for:		
	Investment income recognised in statement of financial activities	(42)	(255)
	Depreciation and impairment of tangible fixed assets	36,831	13,624
	Movements in working capital:		
	Decrease/(increase) in stocks	9,608	(9,608)
	(Increase)/decrease in debtors	(318,483)	18,556
	(Decrease)/increase in creditors	(293,369)	484,983
	Cash (absorbed by)/generated from operations	(539,886)	598,548

28 Analysis of changes in net funds

	At 1 January 2021 £	Cash flows £	At 31 December 2021 £
Cash at bank and in hand	835,112	(625,541)	209,571
Loans falling due within one year	(21,583)	(15,419)	(37,002)
Loans falling due after more than one year	(163,417)	37,000	(126,417)
	<u>650,112</u>	<u>(603,960)</u>	<u>46,152</u>

Accounts

Charity Registration No. 1135640

Company Registration No. 07140266 (England and Wales)

ACCESS COMMUNITY TRUST
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2020

ACCESS COMMUNITY TRUST

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Mr S Wright (Chairman)	
	Mr G Jermyn (Vice Chairman)	
	Mr D Ellis (Honorary Treasurer)	
	Mrs J Sutton	
	Mr D Steel	(resigned 19 May 2020)
	Mrs P Walker	
	Mr A Howell	
	Mr H Tidman	
	Mr B Adnams	(appointed 15 June 2020)
	Mr N Bird	(appointed 22 May 2020)
	Mrs T Tye-Hopkins	(appointed 8 June 2020)
Nominated observer	Phil Aves	Lowestoft Rising
Chief Executive Officer	Mrs E Ratzer MBE	
Charity number	1135640	
Company number	07140266	
Principal and registered office	28 Gordon Road Lowestoft Suffolk NR32 1NL	
Auditor	Ensors Accountants LLP Connexions 159 Princes Street Ipswich Suffolk IP1 1QJ	
Bankers	National Westminster Bank 53 London Road North Lowestoft Suffolk NR32 1BJ	

ACCESS COMMUNITY TRUST

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ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in the notes 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)" (as amended for accounting periods commencing from 1 January 2019)

Objectives and activities

The Trust is established to promote social inclusion for community benefit, by preventing people from becoming socially excluded, relieving the needs of those who are socially excluded and assisting them to integrate into society.

In setting our programme each year we have regard to both the Charity Commission's general guidance on public benefit and the prevention and relief of poverty for the public benefit. The Trustees always ensure that the programmes and activities we undertake are in line with our charitable objects and aims.

Through its activities the Trust's ethos of 'supporting individuals to achieve their potential' remains at the heart of everything we do, as we strive to be there for people in their time of need. In providing services the Trust seeks to make a difference by bringing, in the first instance, stability and security to people's lives and assisting them to address some of the problems and difficulties they have faced. This will often involve rebuilding self-esteem, facilitating links with other agencies and assistance to acquire the skills and knowledge necessary for independent living.

In order to achieve its objectives the Trust needs to ensure that it maintains a high profile in the sector and is well positioned to influence key stakeholders. The Trust is well represented on key strategy bodies in the county, particularly in respect of its core funding, including Suffolk and Norfolk HRS and voluntary sector representation groups, local Strategic Partnerships, the local authority homelessness strategy, Lowestoft Rising, NHS Trusts, regional and national second-tier umbrella organisations, etc. The Trust strives to maintain a highly motivated and well-trained workforce to deliver quality services to the people it houses and supports within a framework of best practice.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

The Trust met its objectives through the operation of the following themes:

Accommodation

- The Fyffe Centre, Lowestoft - 27 unit open access supported accommodation scheme for single homeless people. (Housing Related Support).
- Phoenix House, Lowestoft - 21 unit open access supported accommodation scheme for single homeless people. (Housing Related Support).
- Bascule House, Lowestoft - 15 unit self-contained accommodation scheme used as a semi-independent house working towards resettlement in the community.
- Haven Court, Lowestoft - 12 unit supported accommodation scheme for young single parents and babies. (Housing Related Support).
- Bridge View, Lowestoft - information, advice and guidance drop-in centre operating from our premises at Bascule House until September 2019. From September 16th 2019 this property delivers the Safe Stay Hub service (capacity 8 beds at one time) as part of a Government-led initiative to eliminate all rough sleeping. Customers who present as homeless or at risk of imminently becoming homeless are assessed that day and provided with short term dormitory type accommodation, food and clothing etc. for up to 14 days. This service continued to operate throughout the pandemic, however it was relocated to a site that was able to offer self-contained accommodation in line with social distancing requirements.
- John Room House, Thetford – 10 unit self-contained supported accommodation scheme with 12 move on flats also on site. (Housing Related Support).
- Denmark House, Lowestoft – 8 unit supported housing scheme for people aged 55 years and over.
- Beaconsfield House, Lowestoft – 24 unit self-contained accommodation scheme for people 18 to 24 years of age. (Housing Related Support).
- Avenue Mansions, Lowestoft – 8 unit supported accommodation scheme. (Housing Related Support).
- Felixstowe Young Peoples Service – 13 unit supported accommodation scheme. (Housing Related Support).

Health and Wellbeing

- The Anchor, Dual Diagnosis Service consisting of Mental Health nurses, therapists and highly experienced Senior Support Workers who all have experience and qualifications in providing therapeutic interventions for those suffering with mental health problems including: anxiety, depression, PTSD (Post Traumatic Stress Disorder), Bipolar Affective Disorder, OCD.
- SWAN Social Prescribing Service, covers the 5 GP surgeries across the locality Beccles, Bungay, Halesworth, Kessingland and Southwold.
- Connect for Health Social Prescribing Service, covering Felixstowe, Saxmundham and North East Suffolk.

Education

- YOU (Youth Outreach United) is funded by BBC Children In Need as we support the personal and social development of young people, by offering them alternative education, activities, community dining and just as importantly, a safe, grown-up environment where they can meet with their friends and make new ones too.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Social Enterprise

- Sams and Enterprise Lounge, Lowestoft – Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve peoples' wellbeing. This closed in line with pandemic restrictions in March 2020, however the Café continued to offer a community meals service as part of our COVID-19 response throughout Waveney.
- Sams at Marram Green, Kessingland - Community Café Social Enterprise initiative to develop community cohesion. (Closed due to pandemic restrictions).
- Building Better Opportunities Norfolk, supporting the Norfolk Community College by providing specialist programmes of employment support.
- The Crossing, Thetford - providing information, guidance and advice services for the purposes of supporting members of the community with getting back into work.
- The Waterways - Cafe and Boating Lake – Community Café Social Enterprise initiative, working in partnership with Great Yarmouth Borough Council to provide employment and support to the local community alongside working to maintain a site of significant historical interest. (This closed during lockdown restrictions).
- Pavilion Café, Woodbridge - Community Café Social Enterprise initiative to develop community cohesion and provide space for initiatives that improve peoples' wellbeing and support the local community working in conjunction with Woodbridge Town Council and other local agencies
- Sax'cess House – redevelopment of a former bank and the attached garden into a warm and inviting space for support, advice, information and guidance for local people in Saxmundham and the surrounding areas, as a base for the wide array of advice and support services Access Community Trust already offers elsewhere. The site offers additional community space for regular events and enrichment activities. (This building closed to the general public during the 2020 lockdown period, however the site continued to operate a food parcel collection point and telephone mentoring services for those in need).
- Sams, Thetford – Community Café Social Enterprise initiative working in conjunction with The Crossing support services and in partnership with local agencies, statutory and non-statutory. (This closed during lockdown restrictions).
- PINK Orange – Community ingredients kit delivery service across Norfolk and Suffolk for FSM children and their families/households.
- Vision and Voice Suffolk, a partnership of 5 organisations that is governed by a Memorandum of Understanding and seeks to deliver a range of specialist youth support programmes. In 2020 this included the Schools Emotional Wellbeing Programme which delivered in 4 Suffolk schools. The partners are Access Community Trust, Volunteering Matters, Green Light Trust, ISCRE, The Mix and Community Praxis.

Customers through the provision of an agreed support plan, are linked into training, education and employment schemes/initiatives and other enabling activities. Ultimately, individuals are assisted towards accessing appropriate accommodation in the community and, on moving into their new house or flat, receive resettlement support until they are able to live independently. Clients who are not resident in any of the projects are able to receive advice, support and training which will help them achieve their full potential.

Regardless of the pandemic, our proactive stance to assist other like minded organisations and local authorities that required support remained resolute, by delivering Peer to Peer support and the provision of tailored third party employee wellbeing care packages that promoted continuing positive mental and physical health whilst working remotely.

ACCESS COMMUNITY TRUST

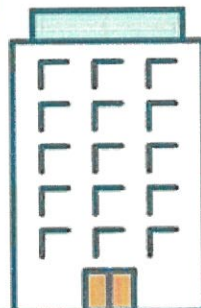
TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

access

Your Community Your Trust

HEADLINES 2020

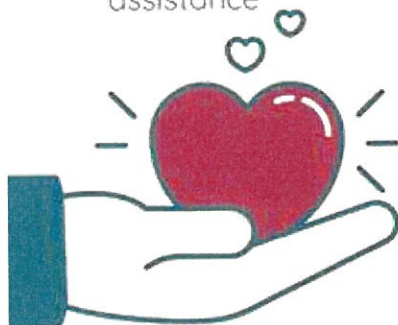


Supported Accommodation

- 212 Network capacity
- 76 Progressed to independent living
- 93 New individuals housed in network
- 79% Accessing our Dual Diagnosis support

Communities & Employment Pathways

- 9774 Total positive outcomes
- 1455 Emergency welfare packs distributed
- 782 Housing support advice provided
- 614 Ongoing mentoring (<25 years)
- 545 Domestic abuse support received
- 452 Employability outcomes
- 276 Youth outreach assistance



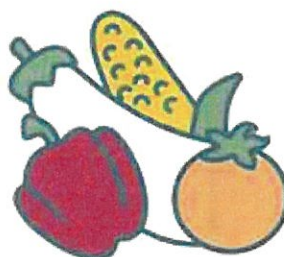
Health & Wellbeing Services

- 684 Social Prescribing referrals received
- 528 Successful intervention
- 105 Virtual mindfulness sessions completed
- 186 Successful Dual Diagnosis outcomes



Essential Food Provision via PINK Orange

- 22000 Children received holiday food support
- 7236 Households helped over Suffolk/Norfolk
- 120 tonnes of ingredients delivered



Achieved By

- 165 Fully trained employees
- 24 Engaged volunteers



ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Achievements and performance

The Trust has continued to be very active in 2020 despite the global pandemic, and trustees wish to acknowledge the excellent work carried out by the Chief Executive, the Senior Management Team and all members of the staff in responding to the changing situation and taking prompt actions to ensure the year was a successful one.

The Trust continues to be receptive to change and has had to adapt to some unique circumstances throughout 2020. The trust is proactive in identifying and submitting bids for funding, although it acknowledges that funding has been, and will continue to be, a huge challenge.

After a couple of years with significant losses, we were pleased to end 2019 with a surplus, and in 2020 the trust has followed up with another healthy surplus (for further details of the financial results see the next section of this report). The improvement in the level of reserves over the past two years has strengthened the trust's financial resilience and put the organisation in a much stronger position to face the challenges ahead

This year saw some great achievements, awards and accolades for the Trust:

- Accredited as a Sunday Times Top 100 Employer (34th)
- Sams Café – Highly commended in Enterprise category – Third Sector Awards
- CEO of the Year – Third Sector Awards
- Island at Waterways – Great Community Contribution – Spirit of Enterprise Awards
- The Anchor – Final 3 shortlist – Road to Recovery - High Sheriff Awards
- Sax'cess House – Final 3 shortlist – Strengthen your Community - High Sheriff Awards
- UK Business Hero Award – Chamber of Commerce
- BBC Make a difference awards for Access Community Trust / Sax'cess House / PINK Orange

Funding within the charitable sector remains challenging and local government contracts continue to be squeezed by austerity. In response to this, the Trust continues to seek alternative sources of sustainable income and has been successful in many applications for funding and bids for contracts. The Trust is aware of other organisations that are withdrawing from these areas of provision but our strategy remains strong in grasping opportunities to grow, where this is the correct thing to pursue both financially and within the objectives of the organisation. An example of this was the rapid introduction of the PINK Orange project, which was swiftly developed out of a need to provide food provision to children, whilst learning from home and during school holidays throughout the pandemic. The Trust was approached for support to deliver this with an initial investment of £93k from Suffolk County Council. After a massive effort from all of the organisation's staff, the project has developed considerably into a larger project, that has continued to deliver food provision and innovative add on products across Norfolk and Suffolk.

Initial thoughts surrounding the COVID-19 pandemic were that it could devastate the Trust's finances. Preliminary modelled worst-case scenario suggested that without any direct support from the Government or Local Authority, the Trust could potentially suffer a loss £185k. Thanks to a Government backed loan, this sum was drawn from NatWest Bank to protect the organisation and provide longer-term security. Fortunately, as Government support schemes became clear, the Trust was able to seek assistance from the Furlough scheme (to protect staff salaries from projects required to close under the Government restrictions), grants to social enterprise cafes and other specialist grants that were project specific. In addition to this with the introduction of PINK Orange, some employees were diverted to this project and the Trust has concluded the year in a much more positive and stronger position from expectations formed at the beginning of the initial lockdown in March 2020.

The Board pays tribute to the Chief Executive for her forward thinking and willingness to diversify, along with the Senior Management Team and all of the staff who have rolled up their sleeves and done their absolute best without question to positively charter this unprecedented crisis. We simply could not and would not have achieved such a remarkable turnaround without their dedication and commitment.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Financial review

As acknowledged above, despite the very real potential for a significant loss in 2020 due to the impact of COVID on staffing costs and service income, the Trust has ended the year with a healthy surplus of £91,248. Whilst some of that surplus is due to restricted income funds received in 2020 but not yet spent, our unrestricted funds confirm a surplus in 2020 of £57,996. That surplus, coming on the back of a £36k surplus on unrestricted funds in 2019, has greatly improved the financial resilience of the Trust after a couple of years of heavy losses.

It continues to be evident from the ever-increasing list of our projects that the organisation continues to grow and diversify as part of its strategy to mitigate the risks from key funding streams, but also to respond to the changing needs of our communities. Further commentary on those projects, our funding streams and the activities and successes in the year are detailed elsewhere in this report.

In the year to 31 December 2020 the Trust made an overall surplus of £91,248, with an underlying surplus on our unrestricted funds of £57,996. This is broken down as follows:

	£
Gain in restricted funds (i.e. funds that can only be used for particular purposes)	33,252
Surplus on unrestricted funds (monies freely available to spend on any of the Trust's objectives)	57,741
Interest income on bank balances	255
Total surplus for the year	91,248

The income from charitable donations, gifts and legacies in the year was £40,646 (£22,453 in 2019), providing important additional funding over and above the specific grants obtained to support the Trust's projects. A total of £1,261,445 was spent from Restricted Funds in the year (£994,499 in 2019) met from fundraising income plus other grants received.

The general reduction in Housing Related Support income has continued in 2020 with HRS income falling from £707,184 in 2019 to £662,812 in 2020, so now making up less than 16% of total Trust income, whereas four years earlier it constituted 32% of total income.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

In respect of other occupancy-dependent income, Housing Benefits and residents' rent made up 31% of total income in the year (35% in 2019). The reliance on occupancy-related funding continues to be reviewed as part of the Trusts' overall risk management processes.

Government grants made up an even more significant income stream in 2020, in part due to the various support grants received in relation to COVID. Government grant income in 2020 was £1,763,361 compared to £1,263,403 in 2019. The Trust continues to receive core funding from local authorities and the NHS.

Income from management agreements made up 3.9% of total income (5.6% in 2019). Big Lottery funding streams made up a less significant element of income, with total income of £6,896 (2019 - £99,439) reflected in the Statement of Financial Activities. In addition, the Trust continues to receive funding from East Suffolk Council through grants and contracted work, with total funding of £649,412 in the year (2019 - £338,510). Annual funding for the Dual Diagnosis project via the NHS Trust totalled £119,803 (2019 - £116,872).

As with previous years, managing cash-flow remains a key priority for the Trust, especially given the potential impact that COVID could have had on the organisation. However in contrast to earlier expectations, cash levels at the end of 2020 were much improved on previous years, in part due to the £185k bank loan, but also due to the timing of cashflows, with significant sums being received in 2020 that will be spent in 2021. At 31 December 2020 the Trust's cash holding was £835,112, a significant increase on the opening balance for the year of £160,587.

The receipt of monies in advance is also reflected in a much higher creditors figure showing in the accounts, with accruals and deferred income rising from £419k at 31 December 2019 to £820k at the end of 2020. Nevertheless, it is pleasing to report that the latest balance sheet shows a position of net current assets for the first time since 2016, with a positive current asset balance of £123,882 compared to net current liabilities of £35,129 a year earlier, albeit the 2020 figure excludes the repayments falling due on the bank loan beyond one year.

The Trust will continue to aim for growth in cash-backed reserves where conditions allow, in order to strengthen our resilience to the challenges ahead, and as part of the prudent financial management of the Trust. For more details on our reserves policy see the next section.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

Reserves Policy

Access Community Trust is required under the Charities SORP to state the level of reserves it holds and the reasons for holding those reserves. Charity Commission guidance comments that the reserves policy should reflect the risks associated with the charity's business model, spending commitments and financial forecasts, and plans for the maintenance of essential services for beneficiaries, addressing any risks of unplanned closures on beneficiaries, staff and volunteers.

The guidance notes that "if a charity's income is volatile or insecure, or is vulnerable to factors outside of its own control, this may justify holding more reserves. Trustees should also consider if the charity's reserves are sufficient to protect it from the risk of insolvency or serious disruption to its charitable work". Trustees strongly believe that the maintaining of a realistic level of cash reserves is a legitimate objective of the Trust, and constitutes sound and prudent financial management.

The reserves policy assists in strategic planning by considering how new projects or activities will be funded, and informs financial planning and risk management by considering whether reserves need to be used during the financial year or built up for future projects, and by identifying any uncertainty in future income streams.

When considering an appropriate level of reserves, the trustees consider the risks of unforeseen emergencies or other unexpected need for funds, the needs to cover for any exceptional operational costs, for example employing temporary staff to cover a long-term sickness absence, any significant fall in income, the Trust's planned commitments, or designations, that cannot be met by future income alone (for example a major capital project) and the need to fund potential deficits in a cash budget, for example where money may need to be spent before a funding grant is received. These risks determine the amount of reserves the Trust targets to hold. The COVID pandemic has of course provided a reminder of why such planning and risk assessment is required.

A key factor in the targeted reserves level is the volatility of occupancy-based income and the predominantly fixed nature of expenditure, the largest element being staff costs. This imbalance necessitates the holding of cash reserves to allow for peaks and troughs in cash flows, to ensure the continuity of the Trust's core business and the fulfilment of pay commitments to staff.

The target reserves level for 2020 was based on analysis of the points above, the likelihood that they may occur, and the amount of funding that would be required if they did. The level of reserves is reviewed and agreed on an annual basis as part of the budget-setting plan. For 2020 the Trust's unrestricted cash-backed reserves target was £108k.

As at 31 December 2020 the level of unrestricted reserves stood at £428,276, however much of this is held in the form of tangible fixed assets used for delivery of services, and therefore not freely available to spend. Tangible fixed assets are therefore excluded from the operational reserves target above. Because of this shortfall, it remains an ambition of the Trust to strengthen the level of reserves over the longer term to provide improved resilience and protection from risk, so the level of cash-backed unrestricted reserves will remain a key risk area for the Trust to monitor and manage

Fundraising

Although the charity makes applications for grants to grant funding charities and accepts donations from local organisations and private individuals, the charity does not run fundraising campaigns or use third parties to raise funds on our behalf. We do not approach individuals in person, by email, telephone, social media or post to seek donations and have not received any complaints regarding fundraising.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Covid-19 Pandemic & Going Concern

The Government's COVID-19 pandemic emergency response and lock-down arrangements continue to have a significant impact on the work of the Trust and its finances, requiring ongoing assessment of the developing situation and the impact on our various projects. A primary focus has, of course, been on mitigating the health and safety risks to staff and our customers.

The pandemic forced the closure of a number of areas of our work, which impacted on both our finances and staffing. Staff resources were also impacted through the need for people to self-isolate, and all face-to-face services funded by the NHS/CCG ceased delivery, with support being provided through telephone / Skype, etc.

The Trust's action plan centred on refocusing efforts and activities to prioritise the safety of staff whilst maintaining essential service provision, especially given many of our customers fall within high risk / vulnerable groups (such as the elderly and those with high needs) plus redeployment of staff to provide flexibility and support. Support work swiftly moved online where possible.

The increased staff cover required at our projects, plus covering for those off sick or self-isolating, combined with the closure of our community café projects and income-generating activities, all had a significant financial impact in 2020, depending on how long the lock-down and social distancing rules were in place.

Many of the Government's responses to the pandemic impacted on our projects – for example the mandatory housing of all rough sleepers forced the closure of the Hub project at short notice, with Trust staff involved in assisting the local council with moving individuals, providing food parcels, bedding, etc. Despite the many challenges, throughout 2020 we were able to maintain all of our housing support services and didn't lose any bed spaces due to the pandemic. The furlough scheme was accessed for our hospitality staff however we remained paying 100% of salaries for all of 2020.

The risks were mitigated by assurances that Housing Benefit would be paid for up to 13 weeks even where a resident was elsewhere self-isolating, and our HRS contracts continued to be paid throughout this time. In addition, various national bodies lobbied for financial assistance to charities such as Access who work at the frontline of care.

Our risk management activities facilitated a discussion early in the year with our bank to access finance under the Government's Business Continuity Loans scheme, and a loan facility of £185k was agreed. The loan facility, combined with the ongoing risk management activities and the mitigations above provided additional assurance to trustees that the 2020 accounts could be prepared on a Going Concern basis.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Risk Management

The executive management team at the charity maintains a risk register which is actively reviewed at operational meetings and at the Board of Trustees quarterly, or when necessity arises. The risk register is maintained using a simple scoring system to enable major risks to be identified and action plans created. The trustees review and agree policies, systems, and procedures to mitigate those risks identified.

The main risks arising from the charity's operations are reduction in funding, dependency on funding sources, cash flow risk, and increasing reserves.

Funding Risk

The charity seeks to manage funding risk by continuing to identify and apply for grant funding for new services rather than rely on statutory funding. The charity continues to develop a diverse range of services that produce unrestricted income and support the charity to become more financially sustainable.

Cash flow risk

The charity needs to manage cash-flow in order to meet its debts as they fall due. Management and the trustees therefore consistently monitor this and produce cash-flow forecasts to ensure there are sufficient cash reserves available in the charity.

Reserves Risk

The charity maintains sufficient funds on current account to meet short term demand. An action plan is in place to ensure the reserves target is achieved however due to the current uncertainty around contract renewal periods this is likely to be a long term plan rather than anything more immediate.

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Plans for future periods

Notwithstanding the continuing challenges from COVID-19, the trustees are keen to expand and diversify the trust's services and always look for new opportunities. Social enterprise options continue to be high on the agenda to answer problems in society. Government and local council grants will continue to be difficult to obtain and with very tight margins due to years of austerity, and the impact of the COVID-19 pandemic on local authority funding and cash-flows, there is no sign of any change to this position.

The trustees will conduct a review of property owned by the Trust and have made a strategic decision to aim for property ownership where achievable rather than renting from others.

In conclusion

The year has been a challenge in many ways, largely driven by the need to respond to the ongoing Pandemic emergency, and yet at the same time being alert to new opportunities to expand and broaden the work of the Trust and mitigate the potential funding risks. Trustees remain keen to seize opportunities to expand the organisation and to do the right thing to support those in need in our society. Our Chief Executive is adept at seeking out these new opportunities and being adventurous with diversification; this has continued to pay dividends and has helped the trust to be less reliant on HRS funding.

The Board continues to monitor its own knowledge, skills and experience and any areas identified as being weak or in need of further support are being addressed through targeted recruitment of new trustees. A review is currently under way by an external consultant to look at creativity and innovation both within the trust and with the board.

It is testament to the hard work of staff at all levels in the Trust who have worked tirelessly to ensure debts are recovered and expenditure is effectively controlled, helping to provide us with a more stable financial footing. This is borne out in the financial results for the year, as reported above. The Trust continues to enjoy a strong reputation within the region and this has helped to raise our profile further afield. We want to celebrate the achievements of turning around a difficult situation in 2020 and entering our 46th year with renewed excitement that the future is challenging, changing and rewarding for everyone involved.

Structure, governance and management

Governing document

The governing document of the organisation is the Memorandum and Articles of Access Community Trust. Over our 45 years we have developed and extended our services in response to the needs of our communities and people. Our offer of accommodation-based services has now diversified into Employment, Education, Health and Wellbeing and thriving social enterprises.

Recruitment and appointment of trustees

Trustees are recruited by direct approaches to individuals either personally by existing Trustees and the Chief Executive or through membership bodies. The Trust has a policy relating to appointment of new trustees, and all applications are submitted to the Board for a decision. Trustees appointed to fill casual vacancies during the course of the year must offer themselves for election at the next Annual General Meeting.

Trustee induction and training

Guidance on governance, Trust policies and procedures and the induction and training of Trustees is contained in a comprehensive information pack provided online for Trustees on recruitment

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

Organisational structure

Access Community Trust is a Charitable Trust, incorporated as a Company Limited by Guarantee and managed by a Board of Trustees, all of whom are volunteers.

The day to day running of the Trust's activities is undertaken by a team of managers, support workers and ancillary staff working together under the supervision of a Chief Executive who reports directly to the Board of Trustees. The Trust's strategic aims in the furtherance of its core business are formulated in the Trust's Strategic Plan. The Board of Trustees currently meets at least six times a year to review all matters of the Trust and exercise control over its general management and financial affairs. The Annual General Meeting and two Annual 'Away Days' form part of this meeting structure.

Arrangements for setting pay and remuneration

Access Community Trust Remuneration group meets annually to discuss the pay for the CEO and sets any other pay details for staff. The group consists of the Chair, Vice-Chair and Treasurer and any changes are signed off by the Board at the next pre-arranged Board meeting. The CEO is in attendance for the meeting (leaving for the discussion regarding the CEO's remuneration).

The main responsibilities of the group are to:-

- Review the salary of the CEO against performance, financial performance and an agreed independent market benchmarking tool (currently CCH Charity Salary survey) and make sure amendments are appropriate to ensure that salaries remain competitive.
- Approve the annual percentage increase in the payroll for all staff (which can be zero) taking into account RPI as at 31 December for the previous year. As a Living Wage Employer, Access abides by the annual increase set by this agreement.
- Approve any consolidated pay awards and staff salary increases outside of the annual review process as recommended from time to time by the Chief Executive.
- Determine pension arrangements and ensure that contractual terms on termination are fair to the individual and the charity, that poor performance is not rewarded and a duty to mitigate loss is recognised.

The objective of the policy is to ensure that the Chief Executive and staff team are provided with appropriate incentives to encourage enhanced performance and are, in a fair and responsible manner, rewarded for their individual contributions to the success of the Charity.

Related parties

The Trust has management agreements with Orwell Housing Association regarding Fyffe Centre, Phoenix House and Haven Court, Lowestoft, Suffolk.

Auditor

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

ACCESS COMMUNITY TRUST

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

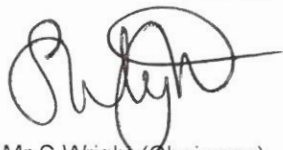
Small company provisions

This report has been prepared taking advantage of the small companies' exemption of section 415A of the Companies Act 2006.

Disclosure of information to auditor

Each of the Trustees has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditor is aware of such information.

The Trustees' report was approved on 29 June 2021 and signed on behalf of the Board of Trustees by;



Mr S Wright (Chairman)
Trustee



Mr D Ellis (Honorary Treasurer)
Trustee

ACCESS COMMUNITY TRUST

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 DECEMBER 2020

The Trustees, who are also the directors of Access Community Trust 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;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; 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.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Opinion

We have audited the financial statements of Access Community Trust (the 'charity') for the year ended 31 December 2020 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 December 2020 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

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 charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

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

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The Trustees are responsible for the other information contained within the annual 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.

Opinions on other matters prescribed by the Companies Act 2006

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

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

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Matters on which we are required to report by exception

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

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

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

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

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.

In planning our audit, we identify and assess the risk of material misstatement within the financial statements, whether due to fraud or error. In assessing the risks, consideration is given to the control environment (including Trustees' and management's own processes for identification and risk assessment) as well as the nature of the entity, the industry in which it operates and the underlying performance. Consideration is also given to the attitudes and incentives of management to commit fraud, with specific procedures planned and performed to respond to the risk of inappropriate management override of controls.

We also obtained an understanding of the applicable laws and regulations to which the charity must adhere, through discussions with management and those charged with governance, as well as commercial knowledge of the sector and statutory legislation, in order to determine the key laws and regulations applicable to the charity.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

After assessing the risk of fraud, we performed audit procedures to gain assurance regarding fraud and management override as follows:

- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness, and evaluating the rationale behind significant transactions outside the normal course of business.
- Assessment of key accounting estimates within the financial statements in order to assess their reasonableness to determine whether there is any bias in the estimates.
- Review of meeting minutes of Trustees and management
- Enquiring of management and Trustees as to whether they are aware of any alleged, suspected or actual fraud during the year

We also performed procedures to satisfy ourselves regarding compliance with applicable laws and regulations, including:

- Enquiry of Trustees, management and the entity's solicitors around actual and potential litigation and claims
- Reviewing minutes of meetings of those charged with governance.
- Reviewing correspondence with relevant legal authorities
- Reviewing legal expense accounts for any indicators of litigations

All audit team members were made aware of the applicable laws and regulations, as well as potential fraud risks during the planning stage of the audit and this was discussed at the audit team planning meeting. It was therefore determined that team members all had the relevant awareness and competence to identify any instances of non-compliance or fraud.

There are, however, inherent limitations to our above audit procedures. Auditing standards only require us to enquire of the Trustees and management regarding non-compliance with laws and regulations, as well as review regulatory and legal correspondence (if there is any). It is therefore possible that instances of non-compliance could be missed, particularly where the law in itself is far removed from any financial transactions.

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.

ACCESS COMMUNITY TRUST

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF ACCESS COMMUNITY TRUST

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Helen Rumsey (Senior Statutory Auditor)
for and on behalf of Ensors Accountants LLP

29 September 2021

Chartered Accountants
Statutory Auditor

Connexions
159 Princes Street
Ipswich
Suffolk
IP1 1QJ

ACCESS COMMUNITY TRUST

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

Current financial year

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
<u>Income and endowments from:</u>					
Donations and legacies	2	40,646	-	40,646	22,453
Charitable activities	3	2,929,909	1,301,134	4,231,043	3,686,059
Fundraising Income	5	-	-	-	939
Investments	4	255	-	255	315
Other income	7	-	-	-	91,966
Total income		2,970,810	1,301,134	4,271,944	3,801,732
<u>Expenditure on:</u>					
Raising funds	8	-	-	-	687
Charitable activities	9	2,919,251	1,261,445	4,180,696	3,729,984
Total resources expended		2,919,251	1,261,445	4,180,696	3,730,671
Net incoming resources before transfers		51,559	39,689	91,248	71,061
Gross transfers between funds		6,437	(6,437)	-	-
Net income for the year/ Net movement in funds		57,996	33,252	91,248	71,061
Fund balances at 1 January 2020		370,280	104,099	474,379	403,318
Fund balances at 31 December 2020		428,276	137,351	565,627	474,379

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.

ACCESS COMMUNITY TRUST

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

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior financial year (as restated)

	Notes	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
<u>Income and endowments from:</u>				
Donations and legacies	2	22,453	-	22,453
Charitable activities	3	2,662,644	1,023,415	3,686,059
Fundraising Income	5	939	-	939
Investments	4	315	-	315
Other income	7	91,966	-	91,966
Total income		2,778,317	1,023,415	3,801,732
<u>Expenditure on:</u>				
Raising funds	8	687	-	687
Charitable activities	9	2,735,485	994,499	3,729,984
Total resources expended		2,736,172	994,499	3,730,671
Net incoming resources before transfers		42,145	28,916	71,061
Gross transfers between funds		(6,201)	6,201	-
Net income for the year/ Net movement in funds		35,944	35,117	71,061
Fund balances at 1 January 2019		334,336	68,982	403,318
Fund balances at 31 December 2019		370,280	104,099	474,379

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.

ACCESS COMMUNITY TRUST

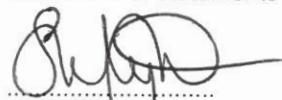
BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Intangible assets	16		18,177		-
Tangible assets	17		586,985		509,508
			<u>605,162</u>		<u>509,508</u>
Current assets					
Stocks	18	9,608		-	
Debtors	19	346,334		364,890	
Cash at bank and in hand		835,112		160,587	
		<u>1,191,054</u>		<u>525,477</u>	
Creditors: amounts falling due within one year	21	<u>(1,067,172)</u>		<u>(560,606)</u>	
Net current assets/(liabilities)			123,882		(35,129)
Total assets less current liabilities			<u>729,044</u>		<u>474,379</u>
Creditors: amounts falling due after more than one year	22		(163,417)		-
Net assets			<u><u>565,627</u></u>		<u><u>474,379</u></u>
Income funds					
Restricted funds	25		137,351		104,099
Unrestricted funds			428,276		370,280
			<u>565,627</u>		<u>474,379</u>

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 29 June 2021



Mr S Wright (Chairman)
Trustee



Mr D Ellis (Honorary Treasurer)
Trustee

Company Registration No. 07140266

Charity Registration No. 1135640

ACCESS COMMUNITY TRUST

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	29		598,548		(211,933)
Investing activities					
Purchase of intangible assets		(19,829)		-	
Purchase of tangible fixed assets		(101,778)		(21,500)	
Proceeds on disposal of tangible fixed assets		12,329		145,000	
Investment income received		255		315	
Net cash (used in)/generated from investing activities			(109,023)		123,815
Financing activities					
Issue of bank loans		185,000		-	
Net cash generated from/(used in) financing activities			185,000		-
Net increase/(decrease) in cash and cash equivalents			674,525		(88,118)
Cash and cash equivalents at beginning of year			160,587		248,705
Cash and cash equivalents at end of year			<u>835,112</u>		<u>160,587</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

Charity information

Access Community Trust is a private company limited by guarantee incorporated in England and Wales and a registered charity in England and Wales. The registered office is 28 Gordon Road, Lowestoft, Suffolk, NR32 1NL. The company registration number is 07140266. The charity registration number is 1135640.

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)" (as amended for accounting periods commencing from 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. 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.

Designated funds comprise unrestricted funds which have been set aside at the discretion of the Trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

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.

1.4 Incoming resources

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. Where relevant, all amounts are stated after discounts, other sales taxes and VAT.

Income from grants and donations is included when receivable.

Rental Income and Housing Related Support Income is included in full in the Statement of Financial Activities in the period to which it relates.

Investment income is included when receivable.

Income from the sale of food and drink at the cafes is recognised at the point of delivery.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.5 Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

Raising funds includes the costs of all fundraising activities, events, non-charitable trading activities and the sale of donated goods.

Charitable activities includes all costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

1.6 Intangible fixed assets other than goodwill

Intangible assets are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Amortisation 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:

Software	over 3 years
----------	--------------

1.7 Tangible fixed assets

Tangible fixed assets with a cost of over £2,000 are recorded as assets, with amounts under £2,000 being expensed to the Statement of Financial Activities.

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

Costs relating to building work in respect of improvements to the structure and fabric of the freehold property and the purchase of freehold property are capitalised in the period in which they are incurred at cost. However, if the freehold property is part of a gift then it is recorded at the property value as at the gift date. Ancillary fees for architects, surveyors and ongoing refurbishment costs are written off as incurred.

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:

Freehold land and buildings	not depreciated
Leasehold improvements	over the period of the lease
Computers	over 3 years
Motor vehicles	over 3 years

Depreciation has not been provided against freehold property as the high level of periodical repair and maintenance ensure the residual value of premises are maintained at no less than current book value and accordingly, any depreciation charge would be immaterial.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

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.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible 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).

There was no impairment loss in the year.

1.9 Stocks

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell (net realisable value). Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured at the lower of replacement cost and cost.

1.10 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.

1.11 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.

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.

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.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

1 Accounting policies

(Continued)

1.12 Employee benefits

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

Where an obligation to make a redundancy or termination payment exists, the costs incurred by the charity are accounted for on an accruals basis and included within employee benefits.

1.13 Retirement benefits

The Trust operates a stakeholder pension scheme through the Pension Trust for employees. The assets of the scheme are held separately and contributions payable are charged to the Statement of Financial Activities.

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided. Prepaid contributions are recognised as an asset to the extent that the prepayment will lead to a reduction in future payments or a cash refund.

1.14 Leases

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

1.15 Managed properties

The Fyffe Centre, Phoenix House and Haven Court (Lowestoft) are owned by Orwell Housing Association Limited, John Room House (Thetford) is owned by Breckland District Council, Felixstowe Young Peoples Service are owned by Flagship Housing Group and Avenue Mansions is owned by Orwell Housing Association Limited. All are run by the Trust under a management agreement.

2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Donations and gifts	40,646	22,453

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

3 Charitable activities

	2020	(as restated) 2019
	£	£
Housing related support	662,812	707,184
Rent and housing benefit	1,311,437	1,343,497
Grants Received	1,851,444	1,181,974
Management Agreements	168,254	214,080
Café Income	181,550	136,162
Other Income	55,546	103,162
	<u>4,231,043</u>	<u>3,686,059</u>
Analysis by fund		
Unrestricted funds	2,929,909	2,662,644
Restricted funds	1,301,134	1,023,415
	<u>4,231,043</u>	<u>3,686,059</u>

£933,281 (2019: £451,396) of government grants were received in connection with the activities of the Trust. Other grants received include Housing Related Support income and funding from East Suffolk Council and the NHS.

Income classified as trading income in the prior year has been re-classified as income derived from charitable activities.

4 Investments

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Interest receivable	<u>255</u>	<u>315</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

5 Fundraising Income

	Unrestricted funds	Unrestricted funds (as restated)
	2020	2019
	£	£
Fundraising events	-	939

6 Limited by guarantee

The company is limited by guarantee and in the event of the company being wound up, members are required to contribute an amount not exceeding £10.

7 Other income

	Unrestricted funds	Unrestricted funds (as restated)
	2020	2019
	£	£
Net gain on disposal of tangible fixed assets	-	91,966

8 Raising funds

	Unrestricted funds	Unrestricted funds (as restated)
	2020	2019
	£	£
<u>Fundraising and publicity</u>		
Fundraising agents	-	687
	-	687

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

9 Charitable activities

	(as restated)	
	2020	2019
	£	£
Staff costs	2,349,077	1,981,180
Other employee costs	87,799	81,414
Premises costs	554,976	594,928
Travel and transport costs	52,629	44,107
Furniture and equipment	9,571	42,771
Food costs	163,212	79,957
Insurance and legal	30,531	33,487
Other expenditure	321,184	337,345
	<u>3,568,979</u>	<u>3,195,189</u>
Share of support costs (see note 10)	380,165	330,124
Share of governance costs (see note 10)	231,552	204,671
	<u>4,180,696</u>	<u>3,729,984</u>
Analysis by fund		
Unrestricted funds	2,919,251	2,735,485
Restricted funds	1,261,445	994,499
	<u>4,180,696</u>	<u>3,729,984</u>

Expenditure classified as trading expense in the prior year has been re-classified as expenditure derived from charitable activities.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

10 Support costs

	Support costs £	Governance costs £	2020 £	Support costs £	Governance costs £	2019 £
Staff costs	281,909	117,832	399,741	243,459	101,760	345,219
Auditor's remuneration	-	15,520	15,520	-	12,006	12,006
Other employee costs	18,928	9,942	28,870	20,671	10,857	31,528
Premises costs	60,691	45,783	106,474	48,317	36,449	84,766
Travel and transport costs	12,113	9,139	21,252	9,811	7,402	17,213
Other office costs	6,500	31,049	37,549	6,947	33,188	40,135
Bank charges	-	2,269	2,269	-	2,315	2,315
Other expenditure	24	18	42	919	694	1,613
	<u>380,165</u>	<u>231,552</u>	<u>611,717</u>	<u>330,124</u>	<u>204,671</u>	<u>534,795</u>
Analysed between Charitable activities	<u>380,165</u>	<u>231,552</u>	<u>611,717</u>	<u>330,124</u>	<u>204,671</u>	<u>534,795</u>

11 Net movement in funds

	2020 £	2019 £
Net movement in funds is stated after charging/(crediting)		
Depreciation of owned tangible fixed assets	11,972	7,260
Loss/(profit) on disposal of tangible fixed assets	-	(91,966)
Amortisation of intangible assets	1,652	-
Operating lease charges	<u>251,531</u>	<u>217,468</u>

12 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

Fees payable to the charity's auditor and associates:

	2020 £	2019 £
Audit of the charity's annual accounts	<u>8,250</u>	<u>7,680</u>
Non-audit services		
Audit-related assurance services	<u>6,270</u>	<u>4,236</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

13 Trustees

None of the Trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year (2019: £nil).

Only directly attributable expenses are reimbursed to Trustees and no amounts were paid or waived during the period (2019: £nil).

Trustee insurance of £1,014 (2019: £1,014) was incurred by the charity during the year.

Donations totalling £20 (2019: £130) were made by the Trustees to the charity during the year

14 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Administration/management	12	10
Project workers	81	80
Cleaners	4	9
Cooks	3	2
Dual Diagnosis	18	13
Relief staff	30	12
	<u>148</u>	<u>126</u>

Employment costs

	2020 £	2019 £
Wages and salaries	2,510,659	2,118,942
Social security costs	182,490	160,031
Other pension costs	55,669	47,426
	<u>2,748,818</u>	<u>2,326,399</u>

There was one (2019: one) contractual redundancy or termination payment during the year totalling £1,204 (2019: £11,813).

The number of employees whose annual remuneration was £60,000 or more were:

	2020 Number	as restated 2019 Number
£60,000 - £70,000	-	1
£70,000 - £80,000	1	-
	<u>1</u>	<u>-</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

15 Taxation

The charity is exempt from tax on income and gains falling within Part 11 Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

16 Intangible fixed assets

	Software £
Cost	
At 1 January 2020	-
Additions - separately acquired	19,829
At 31 December 2020	19,829
Amortisation and impairment	
At 1 January 2020	-
Amortisation charged for the year	1,652
At 31 December 2020	1,652
Carrying amount	
At 31 December 2020	18,177
At 31 December 2019	-

17 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Computers £	Motor vehicles £	Total £
Cost					
At 1 January 2020	427,624	125,895	-	-	553,519
Additions	-	67,375	24,213	10,190	101,778
Disposals	-	-	(12,329)	-	(12,329)
At 31 December 2020	427,624	193,270	11,884	10,190	642,968
Depreciation and impairment					
At 1 January 2020	-	44,011	-	-	44,011
Depreciation charged in the year	-	7,995	1,968	2,009	11,972
At 31 December 2020	-	52,006	1,968	2,009	55,983
Carrying amount					
At 31 December 2020	427,624	141,264	9,916	8,181	586,985
At 31 December 2019	427,624	81,884	-	-	509,508

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

17 Tangible fixed assets

(Continued)

Included within freehold land and buildings is a building with a cost value of £135,553. The property was valued during March 2020 and a value of £750,000 determined as the fair value of the building. The valuation was performed by Steel & Co (East Anglia) Limited, a commercial property firm based in Lowestoft.

18 Stocks

	2020 £	2019 £
Finished goods and goods for resale	9,608	-

19 Debtors

	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	272,150	255,090
Prepayments and accrued income	73,535	109,440
Other debtors	649	360
	346,334	364,890

20 Loans and overdrafts

	2020 £	2019 £
Bank loans	185,000	-
Payable within one year	21,583	-
Payable after one year	163,417	-
Amounts included above which fall due after five years:		
Payable by instalments	15,417	-

The total balance relates to a Coronavirus Business Interruption Loan (CBIL).

The first instalment is due 13 months after the date on which the loan was drawn and the final instalment is due 72 months after the date on which the loan was drawn.

Interest for the first 12 months is paid by the government, in the form of a Business Interruption Payment (BIP) and is charged to an account separate to the loan holder account. Interest was charged at 4.42% p.a. plus the Bank of England Base Rate up until August 2020, at which point it was amended to 2.71% p.a. plus Base Rate.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

21 Creditors: amounts falling due within one year

		2020 £	2019 £
Bank loans	20	21,583	-
Trade creditors		120,331	84,902
Other taxation and social security		96,304	44,021
Accruals and deferred income		819,608	419,224
Other creditors		9,346	12,459
		<u>1,067,172</u>	<u>560,606</u>

Included within other creditors is an amount totalling £8,517 (2019: £10,941) in respect of outstanding pension contributions.

22 Creditors: amounts falling due after more than one year

	Notes	2020 £	2019 £
Bank loans	20	<u>163,417</u>	<u>-</u>

23 Deferred income

	2020 £	2019 £
Deferred income brought forward	386,963	465,651
Released during the year	(386,963)	(465,651)
Deferred during the year	709,050	386,963
	<u>709,050</u>	<u>386,963</u>
Deferred income carried forward		

Deferred income relates to grants and housing related support funding received in advance for future periods.

24 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The amount recognised in the income and expenditure account as an expense in respect of defined contribution schemes was £55,669 (2019: £47,426)

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

25 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:

Restricted funds year ended 31 December 2020

	Movement in funds				
	Balance at 1 January 2020	Incoming resources	Resources expended	Transfers	Balance at 31 December 2020
	£	£	£	£	£
Accommodation	12,333	342,715	(351,376)	10,771	14,443
Employment	9,408	276,304	(258,176)	(2,499)	25,037
Health and wellbeing	60,437	479,511	(427,123)	(7,101)	105,724
Youth services	21,921	195,624	(222,790)	(2,608)	(7,853)
Cafes	-	6,980	(1,980)	(5,000)	-
	<u>104,099</u>	<u>1,301,134</u>	<u>1,261,445</u>	<u>(6,437)</u>	<u>137,351</u>

Restricted funds year ended 31 December 2019

	Movement in funds				
	Balance at 1 January 2019	Incoming resources	Resources expended	Transfers	Balance at 31 December 2019
	£	£	£	£	£
Accommodation	7,665	199,929	(195,127)	(134)	12,333
Employment	(903)	222,559	(221,980)	9,732	9,408
Health and wellbeing	56,671	488,750	(481,566)	(3,418)	60,437
Youth services	5,549	112,177	(95,826)	21	21,921
	<u>68,982</u>	<u>1,023,415</u>	<u>(994,499)</u>	<u>6,201</u>	<u>104,099</u>

Accommodation – this theme focuses on our services that provide direct accommodation services i.e. actual bed spaces, as well as projects and services designed to maintain tenancies or to support those needing to access accommodation i.e. rough sleepers.

Employment – under this theme we deliver services and ad-hoc projects designed to offer employment opportunities for those that require support. This might be through the employment of individuals in our own services or through the provision of employment mentors.

Health and Wellbeing – this wide ranging theme offers an umbrella for services that offer direct clinical/ healthcare interventions, therapeutic support, physical activities and emotional wellbeing services.

Youth Services – this theme focuses on all of our direct provision designed for our under 25's. It encompasses traditional youth club services, schools education provision and holiday provision.

Cafés - this theme focuses on social enterprise projects run to support access to employment programmes, supported work opportunities for those with barriers to the work place, safe space for young people to meet and mental health drop-ins.

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

26 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total 2020	Unrestricted funds	Restricted funds	Total 2019
	£	£	£	£	£	£
Fund balances are represented by:						
Intangible fixed assets	18,177	-	18,177	-	-	-
Tangible assets	586,985	-	586,985	509,508	-	509,508
Current assets/ (liabilities)	(13,469)	137,351	123,882	(139,228)	104,099	(35,129)
Long term liabilities	(163,417)	-	(163,417)	-	-	-
	<u>428,276</u>	<u>137,351</u>	<u>565,627</u>	<u>370,280</u>	<u>104,099</u>	<u>474,379</u>

27 Operating lease commitments

The operating lease payments represent rentals payable by the charity for certain property and equipment. Leases are negotiated for an average term of five years and rentals are fixed for the period of the current agreement. There are options to extend some of the contracts at the prevailing market rate.

Operating lease expenses for the year total £251,531 (2019: £217,468).

	2020	as restated 2019
	£	£
Within one year	215,534	233,163
Between two and five years	530,444	620,934
In over five years	787,064	879,455
	<u>1,533,042</u>	<u>1,733,552</u>

28 Related party transactions

Remuneration of key management personnel

Key management personnel include all persons that have authority and responsibility for planning, directing and controlling the activities of the charity.

The total remuneration paid to key management personnel for services provided to the charity is as follows:

	2020	2019
	£	£
Aggregate compensation	<u>347,620</u>	<u>208,255</u>

ACCESS COMMUNITY TRUST

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

28 Related party transactions

(Continued)

There were no other related party transactions requiring disclosure within the current or previous year.

29 Cash generated from operations

	2020 £	2019 £
Surplus for the year	91,248	71,061
Adjustments for:		
Investment income recognised in statement of financial activities	(255)	(315)
Gain on disposal of tangible fixed assets	-	(91,966)
Depreciation and amortisation	13,624	7,260
Movements in working capital:		
(Increase) in stocks	(9,608)	-
Decrease/(increase) in debtors	18,556	(105,912)
Increase/(decrease) in creditors	484,983	(92,061)
Cash generated from/(absorbed by) operations	598,548	(211,933)

30 Analysis of changes in net funds

	At 1 January 2020 £	Cash flows	At 31 December 2020 £
Cash at bank and in hand	160,587	674,525	835,112
Loans falling due within one year	-	(21,583)	(21,583)
Loans falling due after more than one year	-	(163,417)	(163,417)
	<u>160,587</u>	<u>489,525</u>	<u>650,112</u>