

**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

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<b>Trustees</b>	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)
<b>Nominated observer</b>	Phil Aves	Lowestoft Rising
<b>Chief Executive Officer</b>	Mrs E Ratzer MBE	
<b>Charity number</b>	1135640	
<b>Company number</b>	07140266	
<b>Principal and registered office</b>	28 Gordon Road Lowestoft Suffolk NR32 1NL	
<b>Auditor</b>	Ensors Accountants LLP Connexions 159 Princes Street Ipswich Suffolk IP1 1QJ	
<b>Bankers</b>	National Westminster Bank 53 London Road North Lowestoft Suffolk NR32 1BJ	

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# ACCESS COMMUNITY TRUST

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 13
Statement of Trustees' responsibilities	14
Independent auditor's report	15 - 18
Statement of financial activities	19 - 20
Balance sheet	21
Statement of cash flows	22
Notes to the financial statements	23 - 37

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# **ACCESS COMMUNITY TRUST**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 DECEMBER 2020***

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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

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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

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### 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.



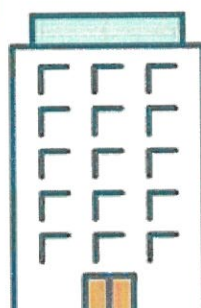
# ACCESS COMMUNITY TRUST

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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Your Community Your Trust

## HEADLINES 2020

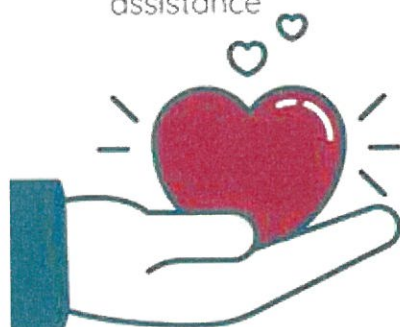


### Supported Accommodation

- 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



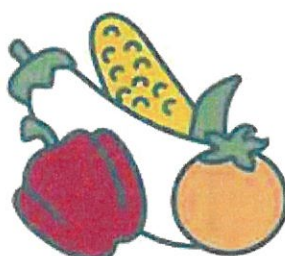
### Health & Wellbeing Services

- 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

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### 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

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### 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

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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

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### 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

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### 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

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### *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

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### *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

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### *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*

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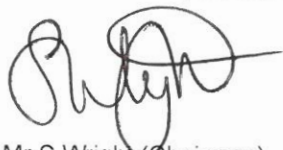
### Small company provisions

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***

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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

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#### 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

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### **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**

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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**

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### **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 £
<b><u>Income and endowments from:</u></b>					
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
<b>Total income</b>		<b>2,970,810</b>	<b>1,301,134</b>	<b>4,271,944</b>	<b>3,801,732</b>
<b><u>Expenditure on:</u></b>					
Raising funds	8	-	-	-	687
Charitable activities	9	2,919,251	1,261,445	4,180,696	3,729,984
<b>Total resources expended</b>		<b>2,919,251</b>	<b>1,261,445</b>	<b>4,180,696</b>	<b>3,730,671</b>
<b>Net incoming resources before transfers</b>		<b>51,559</b>	<b>39,689</b>	<b>91,248</b>	<b>71,061</b>
Gross transfers between funds		6,437	(6,437)	-	-
<b>Net income for the year/ Net movement in funds</b>		<b>57,996</b>	<b>33,252</b>	<b>91,248</b>	<b>71,061</b>
Fund balances at 1 January 2020		370,280	104,099	474,379	403,318
<b>Fund balances at 31 December 2020</b>		<b>428,276</b>	<b>137,351</b>	<b>565,627</b>	<b>474,379</b>

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 £
<b><u>Income and endowments from:</u></b>				
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
<b>Total income</b>		<b>2,778,317</b>	<b>1,023,415</b>	<b>3,801,732</b>
<b><u>Expenditure on:</u></b>				
Raising funds	8	687	-	687
Charitable activities	9	2,735,485	994,499	3,729,984
<b>Total resources expended</b>		<b>2,736,172</b>	<b>994,499</b>	<b>3,730,671</b>
<b>Net incoming resources before transfers</b>		<b>42,145</b>	<b>28,916</b>	<b>71,061</b>
Gross transfers between funds		(6,201)	6,201	-
<b>Net income for the year/ Net movement in funds</b>		<b>35,944</b>	<b>35,117</b>	<b>71,061</b>
Fund balances at 1 January 2019		334,336	68,982	403,318
<b>Fund balances at 31 December 2019</b>		<b>370,280</b>	<b>104,099</b>	<b>474,379</b>

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 £	£
<b>Fixed assets</b>					
Intangible assets	16		18,177		-
Tangible assets	17		586,985		509,508
			<u>605,162</u>		<u>509,508</u>
<b>Current assets</b>					
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>	
<b>Creditors: amounts falling due within one year</b>	21	<u>(1,067,172)</u>		<u>(560,606)</u>	
Net current assets/(liabilities)			123,882		(35,129)
<b>Total assets less current liabilities</b>			<u>729,044</u>		<u>474,379</u>
<b>Creditors: amounts falling due after more than one year</b>	22		(163,417)		-
<b>Net assets</b>			<u><u>565,627</u></u>		<u><u>474,379</u></u>
<b>Income funds</b>					
Restricted funds	25		137,351		104,099
Unrestricted funds			428,276		370,280
			<u><u>565,627</u></u>		<u><u>474,379</u></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 £	£
<b>Cash flows from operating activities</b>					
Cash generated from/(absorbed by) operations	29		598,548		(211,933)
<b>Investing activities</b>					
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	
<b>Net cash (used in)/generated from investing activities</b>			(109,023)		123,815
<b>Financing activities</b>					
Issue of bank loans		185,000		-	
<b>Net cash generated from/(used in) financing activities</b>			185,000		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			674,525		(88,118)
Cash and cash equivalents at beginning of year			160,587		248,705
<b>Cash and cash equivalents at end of year</b>			<u>835,112</u>		<u>160,587</u>

# ACCESS COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 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
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##### 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 2020 £	Unrestricted funds (as restated) 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 2020 £	Unrestricted funds (as restated) 2019 £
Net gain on disposal of tangible fixed assets	-	91,966

### 8 Raising funds

	Unrestricted funds 2020 £	Unrestricted funds (as restated) 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>
<b>Analysis by fund</b>		
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>
<b>Non-audit services</b>		
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 £
<b>Cost</b>	
At 1 January 2020	-
Additions - separately acquired	19,829
At 31 December 2020	19,829
<b>Amortisation and impairment</b>	
At 1 January 2020	-
Amortisation charged for the year	1,652
At 31 December 2020	1,652
<b>Carrying amount</b>	
At 31 December 2020	18,177
At 31 December 2019	-

#### 17 Tangible fixed assets

	Freehold land and buildings £	Leasehold improvements £	Computers £	Motor vehicles £	Total £
<b>Cost</b>					
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
<b>Depreciation and impairment</b>					
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
<b>Carrying amount</b>					
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)

# ACCESS COMMUNITY TRUST

## 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)
<b>Cash generated from/(absorbed by) operations</b>	<b>598,548</b>	<b>(211,933)</b>

### 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>