

**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

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<b>Trustees</b>	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)
<b>Chief Executive Officer</b>	Mrs E Ratzer MBE	
<b>Charity number</b>	1135640	
<b>Company number</b>	07140266	
<b>Principal address</b>	132 Bevan Street East Lowestoft NR32 2AQ	
<b>Registered office</b>	132 Bevan Street East Lowestoft NR32 2AQ	
<b>Auditor</b>	Ensors Connexions 159 Princes Street Ipswich IP1 1QJ	
<b>Bankers</b>	National Westminster Bank 11 Market Place Great Yarmouth NR30 1YT	

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# ACCESS COMMUNITY TRUST

## CONTENTS

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	<b>Page</b>
Trustees' report	1 - 12
Independent auditor's report	13 - 16
Statement of financial activities	17 - 18
Balance sheet	19
Statement of cash flows	20
Notes to the financial statements	21 - 36

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# ACCESS COMMUNITY TRUST

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

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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

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**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

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### **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)

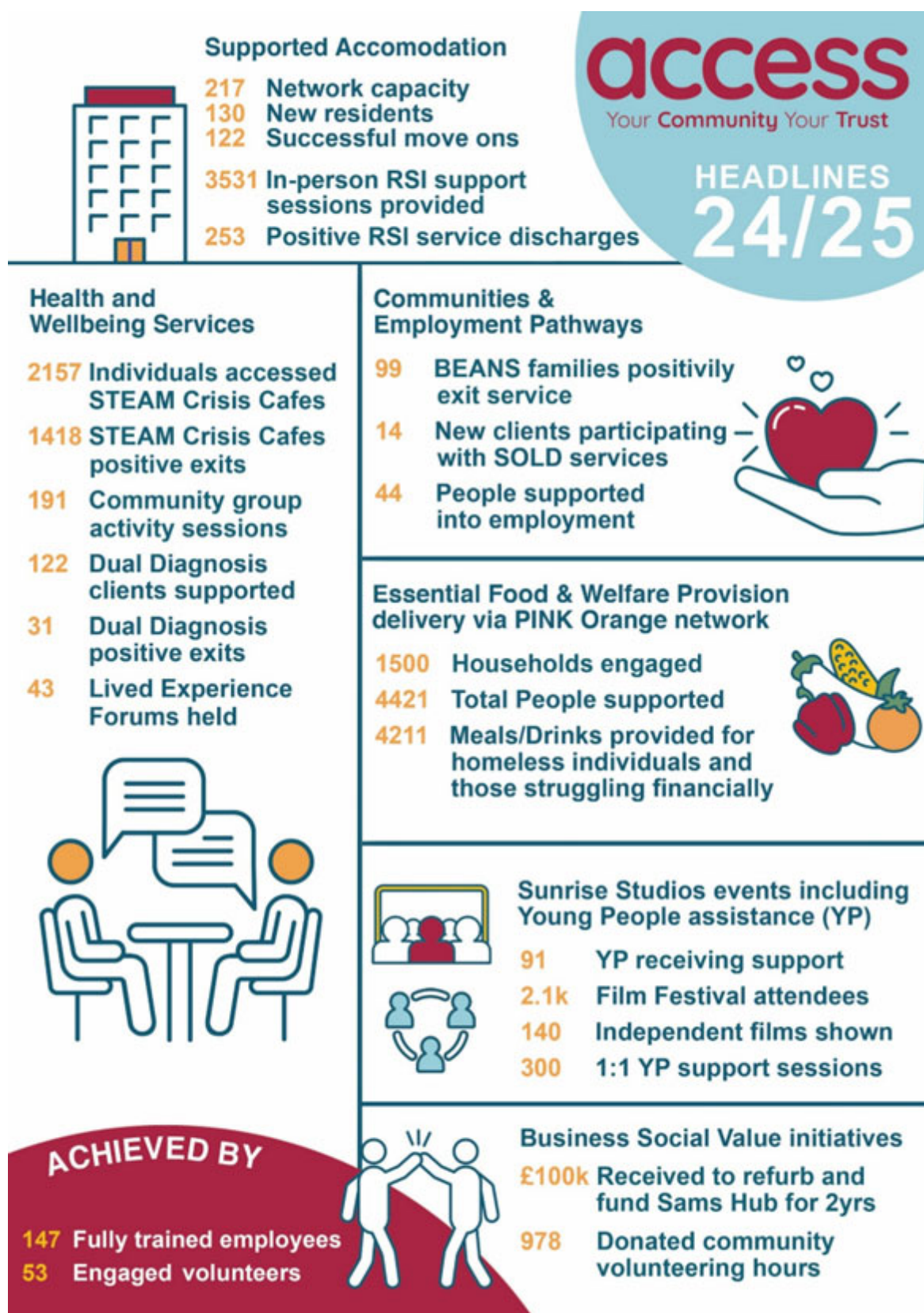
Day centre providing daily meals and a host of enriching social activities for those in later life.

#### **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

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### 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

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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

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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

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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, 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

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### **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

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### 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

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### *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***

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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

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#### 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

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### 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**

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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**

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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**

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	£	£	£	£
<b><u>Income from:</u></b>					
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
<b>Total income</b>		<b>3,983,229</b>	<b>1,891,540</b>	<b>5,874,769</b>	<b>8,717,355</b>
<b><u>Expenditure on:</u></b>					
Charitable activities	7	4,388,463	1,760,775	6,149,238	8,696,472
<b>Net (outgoing)/incoming resources before transfers</b>		<b>(405,234)</b>	<b>130,765</b>	<b>(274,469)</b>	<b>20,883</b>
Gross transfers between funds		172,181	(172,181)	-	-
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		<b>(233,053)</b>	<b>(41,416)</b>	<b>(274,469)</b>	<b>20,883</b>
Fund balances at 1 April 2024		371,788	120,918	492,706	471,823
<b>Fund balances at 31 March 2025</b>		<b>138,735</b>	<b>79,502</b>	<b>218,237</b>	<b>492,706</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 MARCH 2025**

Prior financial period

		Unrestricted funds 2024 £	Restricted funds 2024 £	Total 15 months 2024 £
	Notes			
<b><u>Income from:</u></b>				
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
<b>Total income</b>		<b>5,573,385</b>	<b>3,143,970</b>	<b>8,717,355</b>
<b><u>Expenditure on:</u></b>				
Charitable activities	7	5,381,747	3,314,725	8,696,472
<b>Net (outgoing)/incoming resources before transfers</b>		<b>191,638</b>	<b>(170,755)</b>	<b>20,883</b>
Gross transfers between funds		(273,810)	273,810	-
<b>Net (expenditure)/income for the period/ Net movement in funds</b>		<b>(82,172)</b>	<b>103,055</b>	<b>20,883</b>
Fund balances at 1 January 2023		453,960	17,863	471,823
<b>Fund balances at 31 March 2024</b>		<b>371,788</b>	<b>120,918</b>	<b>492,706</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 MARCH 2025

	Notes	2025 £	£	2024 £	£
<b>Fixed assets</b>					
Tangible assets	15		1,538,625		1,570,996
<b>Current assets</b>					
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
<b>Creditors: amounts falling due within one year</b>	18	(1,525,193)		(1,553,113)	
<b>Net current liabilities</b>			(1,314,206)		(1,035,112)
<b>Total assets less current liabilities</b>			224,419		535,884
<b>Creditors: amounts falling due after more than one year</b>	19		(6,182)		(43,178)
<b>Net assets</b>			218,237		492,706
<b>The funds of the charity</b>					
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 £	£
<b>Cash flows from operating activities</b>					
Cash (absorbed by)/generated from operations	29		(5,234)		159,446
<b>Investing activities</b>					
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	
<b>Net cash used in investing activities</b>			(76,841)		(86,528)
<b>Financing activities</b>					
Repayment of bank loans		(36,996)		(46,245)	
<b>Net cash used in financing activities</b>			(36,996)		(46,245)
<b>Net (decrease)/increase in cash and cash equivalents</b>			(119,071)		26,673
Cash and cash equivalents at beginning of year			152,333		125,660
<b>Cash and cash equivalents at end of year</b>			33,262		152,333

# ACCESS COMMUNITY TRUST

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 MARCH 2025

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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 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

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#### 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

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#### 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

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#### 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>
<b>Analysis by fund</b>		
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 £
<b>Direct costs</b>		
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>
<b>Share of support and governance costs (see note 8)</b>		
Support	592,476	785,773
Governance	395,763	537,555
	<u>6,149,238</u>	<u>8,696,472</u>
<b>Analysis by fund</b>		
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>
<b>Non-audit services</b>		
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 £
<b>Cost</b>	
At 1 April 2024 and 31 March 2025	19,829
<b>Amortisation and impairment</b>	
At 1 April 2024 and 31 March 2025	19,829
<b>Carrying amount</b>	
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 £
<b>Cost</b>						
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
<b>Depreciation and impairment</b>						
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
<b>Carrying amount</b>						
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 £
<b>Defined contribution schemes</b>		
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 £
<b>At 31 March 2025:</b>			
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 £
<b>At 31 March 2024:</b>			
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
	<b>Cash (absorbed by)/generated from operations</b>	<b>(5,234)</b>	<b>159,446</b>