

**COMPANY REGISTRATION NUMBER: 08436073**

**CHARITY REGISTRATION NUMBER: 1153773**

**Ace (Anglia) Limited**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 March 2021**



**Ace (Anglia) Limited**  
**Company Limited by Guarantee**  
**Financial statements**  
**Year ended 31 March 2021**

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# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report)**

#### **Year ended 31 March 2021**

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The trustees, who are also the directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2021.

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published in October 2019.

#### **Reference and administrative details**

<b>Registered charity name</b>	Ace (Anglia) Limited
<b>Charity registration number</b>	1153773
<b>Company registration number</b>	08436073
<b>Principal office and registered office</b>	Red Gables Ipswich Road Stowmarket Suffolk IP14 1BE

#### **The trustees**

The trustees who served during the year and at the date of approval were as follows:

K Chate  
M Crawley  
P Robbins  
A Cousins (Resigned 17/09/2020)  
J Smith (Appointed 12/03/2020 - Resigned 21/04/2020)

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2021**

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#### **Ace Anglia Advisory Group**

H Turner - President  
A Keighley  
M Conquer  
T De Roy  
S Largent  
H Lucas  
P Parker

#### **Staff Team**

A Clark - CEO  
K Murray - H R Lead and TVS Advocate  
J Chew - People First project worker and TVS Advocate  
A Berrington - TVS Managing Advocate  
B Warren - Senior TVS Advocate  
A Irons - Senior TVS Advocate  
C Warren - Bookkeeper  
D Hill - Accessible Information Design Lead  
D Driver - Peer Educator Project Lead  
A Oliver-Wilson - Peer Educator Project Co-ordinator

#### **Staff leaving Ace during this period**

M Cook

#### **Self-Advocates/Peer Educators**

H Lucas  
J Mayo  
S Largent  
I Dunstan  
M Conquer

#### **Subcontractors**

Thinklusive - M Clark

#### **Bankers**

CAF Bank Ltd  
25 Kings Hill Avenue  
King Hill  
West Malling  
Kent  
ME19 4JQ

Scottish Widows PLC  
PO Box 883  
Leeds  
LS1 9TY

#### **Independent examiner**

L Thurston FCCA  
Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2021**

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#### **Objectives and activities**

The Charity's objects are to provide assistance, advice, representation and services which will directly relieve the need or disability of vulnerable people and to promote, organise and facilitate the co-operation and partnership working between third sector, statutory and other relevant bodies in the achievement of the purposes within the area of benefit including Cambridgeshire, Essex, Norfolk and Suffolk.

In shaping our objectives for the future and planning our activities, the Trustees have considered the Charity Commission's guidance on public benefit. The Trustees give careful consideration to the accessibility of its services for those on low incomes. The money Ace (Anglia) Limited gets is mostly from grants. Ace will charge a fee to an organisation to cover the costs of some of the work we do. For example our easy read translation service. All the advocacy services at Ace (Anglia) Limited are free at the point of contact. No charge is made for people with learning disabilities.

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Achievements and performance**

The Charity's aims during the year have continued to be:

- To support people to have a powerful and effective voice.
- To support people to be in control of their lives and in control of the support they get.
- Providing an independent forum for people to get their views heard and to be involved in the local authority, health and other agency planning processes affecting their lives.
- To support people to speak up and make decisions in all areas of their life.

In March 2020, the country went into a national lockdown in response to the COVID-19 pandemic. Ace had temporarily closed its offices prior to the lockdown and asked all employees to work from home in order to keep them safe. This meant that Ace employees were now providing advocacy virtually rather than face-face. We provided everyone with office equipment to work from home and devised new working from home policies. The whole team had to develop new skills and methods of working to fulfil their roles. We did not cancel meetings, change any immediate plans or furlough any staff.

Group advocacy sessions became online group meetings, conferences were online as well as our TVS, one to one, advocacy service. The whole team worked extremely hard to make the adjustments and find ways to work with people with a learning disability and/or autism. This included supporting and teaching people how to use technology.

As a team, we made regular wellbeing calls to people that were known to us to ensure they were not isolated. We also had weekly online meetings with the trustees and weekly online staff meetings.

As the lockdown measures eased, and because advocacy workers were classed as critical, we were able to find ways to make essential visits to those who lacked capacity or were unable to use technology. We developed a risk assessment form for each proposed visit, provided the staff with full PPE. They were asked to remain 2m apart and outside, if possible.

Initially, moving online was a huge challenge, but the team soon adapted and became extremely efficient at working from home. The team have discovered new and innovative ways of working and are using a blended approach to their work. However, it was decided that in order to keep the team safe, we would continue to work from home, rather than return to the office.

##### **Self-Advocacy - Achievements and performance**

Suffolk People First  
15th May 2020 - Staying safe  
45 Tickets Sold. 300 views.

Suffolk People First  
25th September 2020- Health and Wellbeing  
73 Tickets Sold. 750 views

Suffolk People First  
4th December 2020 - Relationship Conference  
69 Tickets Sold. 690 views

Suffolk People First  
Feb 26th 2021- Health, and Covid-19 Vaccine  
Mental Health and Wellbeing  
89 tickets sold. 590 views

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Achievements and performance *(continued)***

###### **March 2020**

- Co-production Peer Leadership Programme Adass (Cambridge)
- Support Self Advocates to work with greater Anglia for the making of a Hidden Disabilities awareness film for staff training

###### **April 2020**

- Work ready toolkit voiceover
- Online Self Advocacy Meetings started
- Extraordinary meeting COVID Response Suffolk Learning Disability Partnership board
- Supporting people to get online through our wellbeing calls and making easy read guides to support people

###### **May 2020**

- Interview with Pete Devlin
- University of Suffolk Online Presentation
- Doing reviews differently, working in co-production. This would form an amazing piece of work see link [www.suffolkordinarylives.co.uk/home/social-care-reviews/](http://www.suffolkordinarylives.co.uk/home/social-care-reviews/)

###### **July 2020**

- James Hazel radio show (Promoting ACE)
- Talk Tech 2 Online Conference 70 Tickets Sold, 325 views

###### **August 2020**

- Self-Advocacy and Families Supporting each other: Meeting 12
- Mark Murphy Show BBC Radio
- Mark, Andrea, Health watch video [www.youtube.com/watch?v=\\_5IVJ9-CLhM](https://www.youtube.com/watch?v=_5IVJ9-CLhM)

###### **September 2020**

- Strategy refresh Online
- Hate Crime Network
- National Hate Crime Awareness Week

###### **October 2020**

- Webinar for LD England supporting peer educators to present
- Supported a self-advocate to take part in the interviews for Director of Social care for SCC
- We started our Resilience and wellbeing training

###### **November 2020**

- Facilitating a co-production. even for the Joint Health and Social Care Strategy Refresh board meeting
- BBC Suffolk Community Forum

###### **December 2020**

- ACE Hosting Mid Suffolk Disability Forum
- "Getting Tech to Support People" webinar (Skills for care presentation)
- Filling the Gaps Open University Research event (Presented with one of our self-advocates)

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Achievements and performance *(continued)***

###### **February 2021**

- Filming in preparation for the vaccination campaigns. Two of our films were used nationally  
[www.aceanglia.com/resource/james-covid-19-vaccine-story/](http://www.aceanglia.com/resource/james-covid-19-vaccine-story/)

###### **March 2021**

- Co-produced piece of work with Cohesion, supporting self-advocates

From April 2020 to March 2021, we facilitated 44 self-Advocacy meetings online

##### **Peer Educator Project Co-ordinators - achievements and performance**

###### **Staff**

Daisy went on maternity leave in October 2020 until August 2021.

September 2020 - Abbie joined the team.

###### **March 2020**

- Supporting self-advocates to events such as ADASS Co-production Peer Leadership Programme.
- Attending Core Skills Workshops
- Attending LeDeR Working Group
- Co-production work for 3 C's discrimination presentation.

###### **April 2020**

- Support self-advocates to ADASS Co-production meeting
- Suffolk Learning Disability Partnership Board
- Attended Core Skills Workshop
- Create Easy Read guides for various Covid-19 related information.
- Weekly wellbeing calls to individual's
- Health and Wellbeing Meeting set up
- NHS England Peer Educator project
- Covid response meetings for Ace Anglia and Learning Disability Partnership websites set up.
- Attending Skills for Care Getting Tech and Advice to People meeting
- Present Annual health check information to University of Suffolk students

###### **May 2020**

- Interviews with self-advocates on health and Covid-19 experiences
- Wellbeing calls
- Attended Core Skills Workshop
- Weekly Health and Wellbeing meeting (ongoing every week)
- Suffolk People First online - easy read rules for online meetings created
- Annual health check information added to website and shared
- Assisted individuals to get online and practice using Zoom - also filmed experiences



# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Achievements and performance *(continued)***

###### **June 2020**

- Attended VCSE Leaders meetings
- Supported people to sign up to music course online
- Filmed hospital/experience stories during Covid-19 for NHS England
- Reuse of medication easy read produced
- Annual health check updated information made into easy read and shared
- Subtitling films for David
- Dr Ben, invited to health meetings and attends and filmed with new mask rules and what to expect at the GP surgery

###### **July 2020**

- Collect and support with weekly blogs for self-advocates and post online
- Adapt pre-health check questionnaire
- Easy read crib sheets annual health checks
- Subtitle films
- Support Self-advocates to interview healthcare practitioners detailing their job and how it has changed due to Covid-19

###### **August 2020**

- Health Peer Educators joined Papworth Trust radio to talk about annual health checks
- Record latest information for SLDP online
- Check talking texts for Peer Educator projects
- Annual Health Check Campaign meeting
- Reasonable adjustment easy read created
- Flu crib sheet for NHS England created
- Emails and mail out of annual health check posters and postcards

###### **September 2020**

- Easy read annual health check and flu invitations for GP use co-produced
- GSK Funding application
- Attend Papworth Trust podcast weekly with Health Peer Educator
- Meeting self-advocacy groups around England to discuss annual health checks and using our material
- Handover begins to Abbie for Daisy to go on maternity leave

###### **October 2020**

- Tackling discrimination in the East meetings
- Project support meetings
- Change and practice annual health check workshop to online

###### **November 2020**

- Annual health check project practice
- Co-production and Comms Cervical screening meeting attended
- Weekly Health and wellbeing meetings planned for a year
- Annual Health Check workshops begin being delivered online

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Achievements and performance *(continued)***

###### **December 2020**

- Delivered online workshops for annual health check project
- Suffolk People First event
- Flu vaccine workshop co-produced and practiced
- Monthly meetings with liaison nurses

###### **January 2021**

- Tackling Discrimination project script and presentation tidy
- Providers contacted with annual health check and flu information
- Vaccine LD health meeting had 50 people attend

###### **February 2021**

- Law Centre training
- Attended LD England and self-advocacy meetings
- Subtitles for films
- Recording financial isolation films
- Health Peer Educators present topics on Asperger's and Down's Syndrome to increase understanding
- Reasonable Adjustments meeting to co-produce training for staff

###### **March 2021**

- Abbie and brother on ITV Anglia TV on vaccines for people with LD
- Reasonable adjustments filming
- Law Centre project practice delivery
- Arranging workshops and sending scripts out
- Attended LeDeR annual report and action meeting
- Film made with Skills for Care
- SLDP Board meeting

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Achievements and performance *(continued)***

###### **Formal Advocacy - Achievements and performance**

The Total Voice Suffolk partnership brings together a range of experienced advocacy providers in Suffolk. The TVS partnership is formed of Ace Anglia, VoiceAbility, Impact, Age UK Suffolk, Suffolk Family Carers, RAD and Suffolk User Forum.

This contract combines statutory and formal advocacy with community advocacy. This year we have continued to work in this successful partnership.

Ace has 3 full time advocates and 2 part time delivering 400 hours per month via the TVS contract. Anita left Ace Anglia at the end of March 2020 to begin her social work degree.

Case supervisions remain the priority for managing caseloads and for reviewing and auditing practices. The communication within the team works well, each person understanding their strengths and sharing relevant and new information.

The pandemic has not had an impact on the quality of the advocacy but, initially, it impacted the number of referrals being made. TVS saw a drop in referrals, but no easements were made by the LA, only changes taking place within the service.

- COVID 19 teams were set up, for example the Leading Lives Safety Net service
- The LA and the NHS seconded staff to different teams

The change to remote working has enabled some people to be more involved in the process for example, people who can't travel for meetings and preferred not to be in a room with lots of professionals. It has also meant that the advocates are able to take on more cases with less travel involved.

Gathering the case information to help and support a person, through their advocacy journey and with signposting has been a more positive experience. Local services that were only known to health and social care began advertising themselves and how to access them.

We continue to champion consideration for reasonable adjustments and consideration for individuals to speak up and feedback about their personal experiences.

###### **Training / Knowledge sharing**

The TVS advocates have taken part in -

- Positive Behaviour Support (PBS) training
- Advocacy in the Coronavirus Pandemic
- Donning and offing PPE
- Doing Reviews Differently
- Working In Partnership with Families - working group
- Presented the TVS Advocacy Presentation to Sendiass to answer questions about eligibility and the referral process

###### **Accessible information - achievements and performance**

People tell us it is important to have accessible information. Ace offer a high quality, reliable translation service to our clients for health and social care organisations working across Suffolk and the Eastern region. We have excellent feedback for this work from our clients. This service generates funding for the organisation.

This service has continued to develop and is in high demand due to the implementation of the Accessible Information Standard.

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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#### **Achievements and performance *(continued)***

##### **Easy Read**

- How-to Guides for Zoom, Teams and WhatsApp
- "ItsOKNotToBeOk" posters for social media produced after first lockdown for Public Health Suffolk
- Photo consent for Mid Essex CCG
- Consultation document and questionnaire for Mid and South Essex CCGs
- Suicide Prevention leaflet and talking text for Public Health Suffolk
- Annual Health Check fillable invite for NHS England
- Alcove guide and letter for Essex County Council
- COVID Information for Workers guide for Public Health Suffolk
- LeDeR Coronavirus Deaths booklet for NHS England and NHS Improvement
- LeDeR Actions for Learning booklet for NHS England and NHS Improvement
- Learning Disability and Autism Pathways for Transformation Alliance
- Flu Vaccination crib sheets for people with learning disabilities, support workers and GP surgeries
- Flu Vaccine Supply Statement for NHS England
- Health Inequalities Summary for NHS England
- Healthy Suffolk Webpage design for Learning Disability Hub
- Advocate Introduction letter for Ace Anglia
- Letters to Love Ones booklet for East Suffolk & North Essex NHS Foundation Trust
- Public Health Suffolk Annual Reports
- Reuse of Medication booklet for NHS England
- Pulse Oximeter guide for NHS England
- Staying Safe Online - Talking Texts
- Feedback Form for Work Well Suffolk
- Easy Read partners to the NHS LeDeR Independent Advisory Group (Easy Read Agenda and Minutes)
- Easy Read Message Cascaders for Public Health Suffolk
- Easy Read Healthy Start Scheme document for Public Health Suffolk
- Easy Read C(E)TR Policy COVID-19 Addition for NHS England and NHS Improvement
- Various Easy Read documents for Work Well Suffolk
- Easy Read information on GP Practices for Mid and South Essex Health and Care Partnership
- Annual Health Checks crib sheets for people with learning disabilities, support workers and GP surgeries

##### **Presentations**

##### **We adapted well to the pandemic and moved our conferences online via Zoom**

- Accessible presentations for Online Suffolk People First
- Accessible presentations for Online Talk Tech
- Online Engagement Event for Mental Health Alliance
- Skill for Care Presentation

##### **Resources and Videos**

- Doing Reviews Differently: set of easy read booklets co-produced with Suffolk County Council explaining the review process and introducing online reviews
- Interviews with people with Learning Disabilities and autistic people, giving them a voice to share stories about the pandemic
- People with Learning Disabilities and autistic people interviewing professionals from NHS, Suffolk County Council and provider organisations
- Dr Ben series of short videos answering questions about Covid-19, rules and restrictions, what to expect at a GP surgery, and how to keep safe

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Achievements and performance *(continued)***

- Work Ready Resources: 17 Easy Read booklets to support people with a learning disability looking for a job. 4 videos of people with a learning disability telling their stories about working. 1 talking text to introduce the project

##### **Suffolk Ordinary Lives Website - [www.suffolkordinarylives.org](http://www.suffolkordinarylives.org)**

- Covid-19 Response Easy Read information booklets through first 6 months of pandemic
- Averaging 43,00 visits to website between April 2019 and March 2020
- 250 posts this year
- 60 Accessible Resources uploaded
- Daily twitter reposts of information from other organisations

##### **Websites and social media**

[www.aceanglia.com](http://www.aceanglia.com)

The Ace Anglia website is being used to showcase our projects and the work of self-advocates.

##### **Social media**

ACE use various social media platforms to promote self- advocacy groups, Projects conferences and events. Our social media presence has been steadily growing and staff who need it have access to it.

We use Facebook, Twitter, Instagram, YouTube and Vimeo. These are all connected to our website, so we can link stories back and forth. We initially had some training from our web developer (Purple Hippo) to support and show us how to do this.

One of the ways we have used our website is to embed film via Vimeo, this looks professional and is easy to do. Twitter is also a very good way to capture moments in time when looking back at our achievements.

##### **Presentations**

Ace believe it is important to tell people about the work that we do. Self-advocates produce and deliver these presentations to provider organisations and groups.

Below are some of the organisations we have shared our work with -

- UEA
- University of Suffolk
- NHS England
- LD England
- Self-Advocacy groups
- Health and Social and care

##### **Partners and collaborators**

Ace have formed a wide range of successful partnership relationships with organisations in Suffolk. This lists **some** of the many organisations & individuals we work with -

- LDE Learning Disability England
- Suffolk Family Carers
- SPCN
- SUF
- VoiceAbility

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Achievements and performance *(continued)***

- Age UK Suffolk
- IMPACT
- Leading Lives
- Healthwatch Suffolk
- Avenues East
- Inclusion East
- Suffolk County Council
- NHS England
- Ipswich and East Suffolk CCG
- West Suffolk CCG
- Great Yarmouth and Waveney CCG
- North Herts People First
- Learning Disability Liaison Nurses NSF
- Norfolk and Suffolk Foundation Trust
- United Response
- Dimensions
- The Houses of Parliament
- Orwell Housing
- Suffolk Police
- ISCRE
- Travel training SCC
- Opening Doors -Norfolk
- Ipswich Hospital
- Suffolk Artlink
- University of Suffolk

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Financial review**

Income from donations and legacies increased in the year to £334,978 (2020: £179,136) which has contributed to an overall increase in total income which amounted to £467,861 (2020: £321,058). Expenditure on charitable activities during the year totalled £361,713 (2020: £346,745). The net movement on unrestricted funds amounted to a surplus of £106,148 (2020: deficit of £25,687) as at the year end date.

##### **Principal funding sources**

The principal funding source for the charity for the year was the grants received from Suffolk County Council and income from Total Voice Suffolk. We were also funded by various health bodies, IESCCG, WSCCG, NHS England and we have had opportunities for project work with LD England and Public Health Suffolk.

New business has been generated through work on supporting people through the COVID crisis and developing Accessible Information resources for local and national agencies.

##### **Reserves policy**

The trustees' policy is to maintain adequate reserves for the following purposes:

- To enable the Charity to fulfill statutory and legal obligations to employees and others;
- To provide a contingency fund to meet unforeseen falls in income or increases in expenditure;
- To allow for the orderly wind up of the Charity if required.

Based on this policy and the current level of economic uncertainty, the Trustees general aim is to maintain reserves which are the equivalent of no less than six month's expenditure which would amount to £180,857 (2020: £173,373). Against a background of considerable change in the provision and funding of care and significant uncertainty regarding the Charity's sources of income the Trustees have accumulated reserves above this level and at 31 March 2021 the Charity's free reserves amount to £354,886 (2020: £272,776).

The Trustees plan to utilise reserves over the next twelve months in supporting the Charity's sustainability, investing in project development, increasing staff resilience through developing and funding women's health and mental health policies and updating the Charity's IT resources.

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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##### **Plans for future periods**

- Continue to support the Learning Disability Strategy for Suffolk
- Look for sustainable funding options for Ace
- Continue to ensure people have a voice
- Employ an organisation to look at Ace going forward
- Continue to work in co-production
- Produce high quality accessible information
- Support its staff team
- Strengthen its trustee board
- To secure funding to enable Ace to work in partnership locally regionally and nationally
- Explore digital opportunities
- Develop the Accessible information department and website - by recruiting a FT member of staff member to redesign and update our website
- Introduce the ideas and changes to self and group advocacy developed in previous year
- Work in co-production, with Total Voice Suffolk partner organisations to secure ongoing formal advocacy contracts



# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Trustees' annual report (incorporating the directors' report) *(continued)***

#### **Year ended 31 March 2021**

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#### **Structure, governance and management**

##### **Governing Document and Principal activities**

ACE (Anglia) Limited is a registered Charity and a company limited by guarantee. The charitable company was incorporated on 8 March 2013 (number 08436073) and became a registered Charity number (number 1153773) on 12 September 2013. The company was established under a Memorandum of Association, which sets out its objects and powers and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

The charitable company took over the activities of the previous unincorporated Charity, registered number 1021800, which had been operational as a registered Charity since 1993.

##### **Recruitment and Appointment to the Board of Trustees**

The directors of the company are also Charity Trustees for the purposes of charity law. Under the Memorandum and Articles of Association, members may appoint a Trustee at any general meeting. The Trustees may also appoint a person willing to act as a trustee but they must be re-appointed by the members at the next annual general meeting. One third of the Trustees retire in rotation but are eligible for re-election.

The current Trustees, who are also directors for the purposes of the Companies Act, are shown on the reference and administrative details of these accounts. Trustees are invited to serve for a minimum of 4 years and new Trustees may be co-opted.

Further Trustees may be appointed at any time, at the discretion of the Trustees in accordance with the Charity's recruitment policy.

##### **Trustee Induction and Training**

The current Trustees are familiar with the work of the Charity. New Trustees meet with the Chair and CEO to familiarise themselves with the Charity and the context within which it operates. Each Trustee is given a specific oversight responsibility to an area of the Charity's work. The meeting would cover:

- The obligations of being a Trustee.
- An overview of the services which the Charity provides.
- The main documents which set out the operational framework for the Charity including the constitution.
- The financial position as set out in the latest published accounts.
- Future plans and objectives.

##### **Organisational Structure**

The Charity is governed by the Trustees, who meet at least 4 times a year, and are responsible for the strategic direction and policy of the Charity.

The advisory group is made up of experts by experience. This strong team of self-advocates look at what people with learning disabilities are telling us in our groups, conferences and consultations. They feed this information into the board of Trustees and work with them and the staff team to coproduce a plan for the future work of the organisation.

The Charity employs a Chief Executive who is responsible for the day to day provision of services, ensuring that project objectives are met managing the team of advocates, administrative staff and volunteers. This is achieved with the support of project leads.

## **Ace (Anglia) Limited**

### **Company Limited by Guarantee**

#### **Trustees' annual report (incorporating the directors' report) *(continued)***

**Year ended 31 March 2021**

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##### **Risk management**

The Trustees have reviewed the financial and operating risks pertaining to the Charity and identified key risks to the Charity. Policies and procedures are in place to mitigate the risks identified. The board reviews and re-appraises risk on an on-going basis.

##### **Independent examiner reappointment**

A resolution to appoint L Thurston of Lovewell Blake LLP as independent examiner will be proposed at the next trustees meeting.

##### **Small company provisions**

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

The trustees' annual report was approved on .....22/12/21 and signed on behalf of the board of trustees by:



M Crawley  
Trustee

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Independent examiner's report to the trustees of Ace (Anglia) Limited**

**Year ended 31 March 2021**

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I report to the charity trustees on my examination of the financial statements of the company for the year ended 31 March 2021 which comprise the statement of financial activities (including income and expenditure account), balance sheet and the related notes.

#### **Responsibilities and basis of report**

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your company's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the financial statements do not accord with those records; or
3. the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

*L Thurston* 22/12/21

L Thurston FCCA  
Independent Examiner

Lovewell Blake LLP  
Chartered accountants  
First Floor Suite  
2 Hillside Business Park  
Bury St Edmunds  
IP32 7EA

# Ace (Anglia) Limited

## Company Limited by Guarantee

### Statement of financial activities (including income and expenditure account)

Year ended 31 March 2021

		2021		2020
		Unrestricted	Total funds	Total funds
	Note	funds	£	£
		£		
<b>Income and endowments</b>				
Donations and legacies	5	334,978	334,978	179,136
Charitable activities	6	132,726	132,726	141,746
Investment income	7	157	157	176
<b>Total income</b>		<u>467,861</u>	<u>467,861</u>	<u>321,058</u>
<b>Expenditure</b>				
Charitable activities	8	361,713	361,713	346,745
<b>Total expenditure</b>		<u>361,713</u>	<u>361,713</u>	<u>346,745</u>
<b>Net income/(expenditure) and net movement in funds</b>		<u>106,148</u>	<u>106,148</u>	<u>(25,687)</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		358,561	358,561	384,248
<b>Total funds carried forward</b>		<u>464,709</u>	<u>464,709</u>	<u>358,561</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

The notes on pages 20 to 27 form part of these financial statements.

# Ace (Anglia) Limited

## Company Limited by Guarantee

### Balance sheet

31 March 2021

	Note	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible fixed assets	11		9,668		6,170
<b>Current assets</b>					
Debtors	12	74,749		39,563	
Cash at bank and in hand		<u>392,269</u>		<u>321,047</u>	
		467,018		360,610	
<b>Creditors: Amounts falling due within one year</b>	13	<u>(11,977)</u>		<u>(8,219)</u>	
<b>Net current assets</b>			455,041		352,391
<b>Total assets less current liabilities</b>			464,709		358,561
<b>Net assets</b>			<u>464,709</u>		<u>358,561</u>
<b>Funds of the charity</b>					
Unrestricted funds			464,709		358,561
<b>Total charity funds</b>	15		<u>464,709</u>		<u>358,561</u>

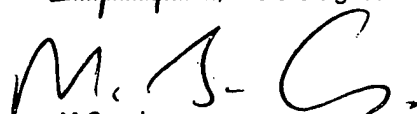
For the year ending 31 March 2021 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

#### Directors' responsibilities:

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

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

These financial statements were approved by the board of trustees and authorised for issue on 22/12/21, and are signed on behalf of the board by:



M Crawley  
Trustee

Company registration number: 08436073

The notes on pages 20 to 27 form part of these financial statements.

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Notes to the financial statements**

#### **Year ended 31 March 2021**

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##### **1. General information**

The charity is a public benefit entity and a private company limited by guarantee, registered in England and Wales and a registered charity in England and Wales. The address of the registered office is Red Gables, Ipswich Road, Stowmarket, Suffolk, IP14 1BE.

##### **2. Statement of compliance**

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Accounting Practice.

##### **3. Accounting policies**

###### **Basis of preparation**

The financial statements have been prepared on the historical cost basis, as modified by the revaluation of certain financial assets and liabilities and investment properties measured at fair value through income or expenditure.

The financial statements are prepared in sterling, which is the functional currency of the entity.

###### **Going concern**

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

Trustees have taken into account the impact of Covid-19 when assessing going concern.

###### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees to further any of the charity's purposes.

Designated funds are unrestricted funds earmarked by the trustees for particular future project or commitment.

Restricted funds are subjected to restrictions on their expenditure declared by the donor or through the terms of an appeal, and fall into one of two sub-classes: restricted income funds or endowment funds.

###### **Income**

Income is included in the statement of financial activities when entitlement has passed to the charity, it is probable that the economic benefits associated with the transaction will flow to the charity and the amount can be reliably measured. The following specific policies are applied to particular categories of income:

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Notes to the financial statements *(continued)***

#### **Year ended 31 March 2021**

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#### **3. Accounting policies *(continued)***

##### **Income *(continued)***

- income from donations or grants is recognised when there is evidence of entitlement to the gift, receipt is probable and its amount can be measured reliably.
- legacy income is recognised when receipt is probable and entitlement is established.
- income from donated goods is measured at the fair value of the goods unless this is impractical to measure reliably, in which case the value is derived from the cost to the donor or the estimated resale value. Donated facilities and services are recognised in the accounts when received if the value can be reliably measured. No amounts are included for the contribution of general volunteers.
- income from contracts for the supply of services is recognised with the delivery of the contracted service. This is classified as unrestricted funds unless there is a contractual requirement for it to be spent on a particular purpose and returned if unspent, in which case it may be regarded as restricted.

##### **Expenditure**

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is classified under headings of the statement of financial activities to which it relates:

- expenditure on raising funds includes the costs of all fundraising activities, events, non-charitable trading activities, and the sale of donated goods.
- expenditure on charitable activities includes all costs incurred by a charity in undertaking activities that further its charitable aims for the benefit of its beneficiaries, including those support costs and costs relating to the governance of the charity apportioned to charitable activities.
- other expenditure includes all expenditure that is neither related to raising funds for the charity nor part of its expenditure on charitable activities.

All costs are allocated to expenditure categories reflecting the use of the resource. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs are apportioned between the activities they contribute to on a reasonable, justifiable and consistent basis.

##### **Operating leases**

Lease payments are recognised as an expense over the lease term on a straight-line basis. The aggregate benefit of lease incentives is recognised as a reduction to expense over the lease term, on a straight-line basis.

##### **Tangible assets**

Tangible assets are initially recorded at cost, and subsequently stated at cost less any accumulated depreciation and impairment losses. Any tangible assets carried at revalued amounts are recorded at the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

### **Notes to the financial statements *(continued)***

#### **Year ended 31 March 2021**

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#### **3. Accounting policies *(continued)***

##### **Depreciation**

Depreciation is calculated so as to write off the cost or valuation of an asset, less its residual value, over the useful economic life of that asset as follows:

Office equipment - 25% straight line

##### **Impairment of fixed assets**

A review for indicators of impairment is carried out at each reporting date, with the recoverable amount being estimated where such indicators exist. Where the carrying value exceeds the recoverable amount, the asset is impaired accordingly. Prior impairments are also reviewed for possible reversal at each reporting date.

##### **Financial instruments**

A financial asset or a financial liability is recognised only when the entity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

##### **Defined contribution plans**

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.

#### **4. Limited by guarantee**

The charity is a company limited by guarantee and does not have share capital. Every member of the charity undertakes to contribute such amounts, not exceeding £10 as may be required in the event of a winding up.



# Ace (Anglia) Limited

## Company Limited by Guarantee

### Notes to the financial statements (continued)

Year ended 31 March 2021

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020
<b>Donations</b>			
Donations	526	—	526
<b>Grants</b>			
Suffolk County Council	145,650	—	145,650
NHS Ipswich & East Suffolk CCG	132,540	—	132,540
West Suffolk CCG	16,450	—	16,450
NHS England & NHS Improvements	24,085	—	24,085
Norfolk & Suffolk FT	4,440	—	4,440
Learning Disability England	2,427	—	2,427
Other Grants	8,860	—	8,860
	<u>334,978</u>	<u>—</u>	<u>334,978</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2020
<b>Donations</b>			
Donations	5,744	—	5,744
<b>Grants</b>			
Suffolk County Council	149,110	—	149,110
NHS Ipswich & East Suffolk CCG	577	—	577
West Suffolk CCG	120	—	120
NHS England & NHS Improvements	10,000	—	10,000
Norfolk & Suffolk FT	5,665	—	5,665
Learning Disability England	3,800	—	3,800
Leading Lives	2,750	—	2,750
Other Grants	1,370	—	1,370
	<u>179,136</u>	<u>—</u>	<u>179,136</u>

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Advocacy and other services	<u>132,726</u>	<u>132,726</u>	<u>141,746</u>	<u>141,746</u>

#### 7. Investment income

	Unrestricted Funds £	Total Funds 2021 £	Unrestricted Funds £	Total Funds 2020 £
Interest on bank deposits	<u>157</u>	<u>157</u>	<u>176</u>	<u>176</u>

# Ace (Anglia) Limited

## Company Limited by Guarantee

### Notes to the financial statements (continued)

#### Year ended 31 March 2021

#### 8. Expenditure on charitable activities

	Unrestricted Funds	Total Funds 2021	Unrestricted Funds	Total Funds 2020
	£	£	£	£
Staff costs	263,864	263,864	257,753	257,753
Staff travel expenses	3,215	3,215	11,095	11,095
Staff and advocate training	1,577	1,577	2,180	2,180
Staff recruitment	1,084	1,084	48	48
Transport costs	44	44	2,734	2,734
Finance charges	1,796	1,796	2,131	2,131
Venue hire	—	—	1,143	1,143
Professional fees	16,011	16,011	6,257	6,257
Support costs	74,122	74,122	63,404	63,404
	<u>361,713</u>	<u>361,713</u>	<u>346,745</u>	<u>346,745</u>

#### Analysis of support costs

	2021 £	2020 £
Rent	12,996	15,376
Telephone	5,843	5,835
Postage and stationery	1,156	1,441
Insurance	1,962	1,833
Advertising	—	6,309
Computer costs	41,904	21,091
Sundry expenses	4,106	5,711
Depreciation	3,320	3,606
Independent examination fee	1,860	2,077
Loss on fixed assets	—	125
Bad debt write off	975	—
	<u>74,122</u>	<u>63,404</u>

#### 9. Staff costs

The total staff costs and employee benefits for the reporting period are analysed as follows:

	2021 £	2020 £
Wages and salaries	241,019	235,357
Social security costs	17,746	17,334
Employer contributions to pension plans	5,099	5,062
	<u>263,864</u>	<u>257,753</u>

The average head count of employees during the year was 12 (2020: 13).

#### Key Management Personnel

The Key Management Personnel comprise the senior management team as listed on the reference and administrative details in the accounts. The total amount of employee benefits (including pension contributions) received by senior management for their services to the charity was £56,289 (2020: £48,728).

No employee received employee benefits of more than £60,000 during the year (2020: Nil).

# Ace (Anglia) Limited

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

---

#### 10. Trustee remuneration and expenses

No trustee received any remuneration during the year (2020: £Nil). One trustee was reimbursed expenses of £Nil during the year (2020: £60).

#### 11. Tangible fixed assets

	Office equipment £
<b>Cost</b>	
At 1 April 2020	26,050
Additions	6,818
<b>At 31 March 2021</b>	<b>32,868</b>
<b>Depreciation</b>	
At 1 April 2020	19,880
Disposals	3,320
<b>At 31 March 2021</b>	<b>23,200</b>
<b>Carrying amount</b>	
<b>At 31 March 2021</b>	<b>9,668</b>
At 31 March 2020	6,170

#### 12. Debtors

	2021 £	2020 £
Trade debtors	70,100	34,286
Prepayments and accrued income	4,649	5,277
	<b>74,749</b>	<b>39,563</b>

#### 13. Creditors: Amounts falling due within one year

	2021 £	2020 £
Trade creditors	4,223	313
Accruals and deferred income	1,818	1,818
Social security and other taxes	4,912	5,133
Other creditors	1,024	955
	<b>11,977</b>	<b>8,219</b>

#### 14. Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to the defined contribution plans was £5,099 (2020: £5,062).

# Ace (Anglia) Limited

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 15. Analysis of charitable funds

##### Year ended 31 March 2021

##### General funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
General Funds	278,946	447,011	(361,403)	—	364,554

##### Designated funds

	At 1 April 2020 £	Income £	Expenditure £	Transfers £	At 31 March 2021 £
Contingency Funds	70,525	—	—	—	70,525
Big Messages	9,090	—	—	—	9,090
Accessible Information	—	20,850	(310)	—	20,540
	79,615	20,850	(310)	—	100,155
<b>Total funds</b>	<b>358,561</b>	<b>467,861</b>	<b>(361,713)</b>	<b>—</b>	<b>464,709</b>

##### Year ended 31 March 2020

##### General funds

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
General Funds	304,633	309,918	(335,605)	—	278,946

##### Designated funds

	At 1 April 2019 £	Income £	Expenditure £	Transfers £	At 31 March 2020 £
Contingency Funds	70,525	—	—	—	70,525
Big Messages	9,090	—	—	—	9,090
Accessible Information	—	11,140	(11,140)	—	—
	79,615	11,140	(11,140)	—	79,615
<b>Total funds</b>	<b>384,248</b>	<b>321,058</b>	<b>(346,745)</b>	<b>—</b>	<b>358,561</b>

##### **Purposes of designated funds:**

Contingency Funds - this fund represents amounts set aside in a separate bank account, adopted as a formal designated fund under a previous annual review. The fund aims to cover contingency expenses such as redundancy and wages should the charity need to cover such costs for closure or winding up. The designated fund is reviewed periodically.

Big Messages – income designated to promote SCC services for people with learning disabilities.

Accessible Information – production of accessible information conforming to the accessible information standards 2017.

# Ace (Anglia) Limited

## Company Limited by Guarantee

### Notes to the financial statements *(continued)*

#### Year ended 31 March 2021

#### 16. Analysis of net assets between funds

##### As at 31 December 2021

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	9,668	—	9,668
Current assets	455,041	—	455,041
<b>Net Assets</b>	<b>464,709</b>	<b>—</b>	<b>464,709</b>

##### As at 31 December 2020

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Tangible fixed assets	6,170	—	6,170
Current assets	352,391	—	352,391
<b>Net Assets</b>	<b>358,561</b>	<b>—</b>	<b>358,561</b>

#### 17. Operating lease commitments

The total future minimum lease payments under non-cancellable operating leases are as follows:

	2021 £	2020 £
Not later than 1 year	114	1,368
Later than 1 year and not later than 5 years	—	114
	<b>114</b>	<b>1,482</b>

#### 18. Related parties

The Charity made payments in respect of related party transactions amounting to £27,443 (2020: £7,472) to Thinklusive C.I.C a company controlled by M Clark, the son of A Clark who is a key management personnel of the Charity. The Charity also made payments in respect of transactions amounting to £48 (2020: £Nil) to I Akers and £Nil (2020: £1,062) to Jane Warden Corporate, suppliers that are additional close relations to A Clark.

These transactions were made on normal commercial terms. The charity had no other related party transactions in this or the prior year.