

**COMPANY REGISTRATION NUMBER: 08436073**

**CHARITY REGISTRATION NUMBER: 1153773**

**Ace (Anglia) Limited**  
**Company Limited by Guarantee**  
**Unaudited financial statements**  
**31 March 2023**

**Ace (Anglia) Limited**  
**Company Limited by Guarantee**  
**Financial statements**  
**Year ended 31 March 2023**

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# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

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

#### **Year ended 31 March 2023**

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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 2023.

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  
J Evans (Appointed 14/02/2023)  
S Horsfield (Appointed 14/02/2023)  
P Robbins  
M Crawley (Resigned 14/02/2023)

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

Year ended 31 March 2023

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#### Ace Anglia Advisory Group

H Turner - President  
M Conquer  
J Edwards  
S Largent  
A Lennon  
M Rolfe

#### Staff Team

A Clark - CEO  
D Ainsley - Self Advocacy and Coproduction Co-ordinator  
I Akers - Digital Content Designer  
A Berrington - Managing Advocate  
N Betts - Health Project Co-ordinator  
S Burton - Health Project Co-ordinator  
J Chew - Co-production Project Lead/ Advocate  
C Couchman - Advocate  
D Driver - Peer Educator Project Lead  
E Edwards-Hill - Self Advocacy and Coproduction Project Worker  
D Hill - Accessible Information Design Lead  
A Irons - Advocate  
K Irons - Health Project Worker  
K Murray - HR and Operations Director  
C Sparkman - Advocate  
T Stevens - Accounts and Office Administrator  
B Warren - Advocate

#### Experts with experience/Peer Educators

S Angell  
S Bull  
M Conquer  
M Chittenden  
J Debenham  
I Dunstan  
S Largent  
H Lucas  
J Mayo  
R Saunders  
O Terence-Smith  
E Eno- Daynes

#### 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



**Ace (Anglia) Limited**

**Company Limited by Guarantee**

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

**Year ended 31 March 2023**

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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 2023**

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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 receives is mainly 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 2023**

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#### **Achievements and performance**

##### **The Charity's Vision**

Our vision is for a world where everyone has their voice heard so that people live good lives as part of their community with the right support, at the right time from the right people.

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.

As Suffolk is a rural county, travelling less cuts our organisations carbon footprint. The whole team continue to make adjustments and find alternative ways of working with people with a learning disability and autism.

This year we continued to work on the implementation of the Suffolk Joint learning Disability Strategy.

Andrea Clark (CEO) and Kathryn Murray (HR and Operations Director) worked together to implement the Paradigm recommendations commissioned in the previous year. The following list outlines some of these achievements alongside new ideas from our staff and management team.

##### **Recruitment and Staff Retention**

Reviewed our current systems in co-production with the staff team and self-advocates. We explored new ideas e.g., video application or voice recorded applications.

Designed a new and accessible application pack which is ongoing to support people to sustainable employment.

Employed 12 people with learning disabilities and autistic people.

Employed 2 people to support the new posts.

Invested in staff away days.

Implemented a yearly salary review.

Introduced the Westfield Health cashback/ benefits scheme for all staff.

Developed an online document that explains who does what at Ace this is shared with staff on our internal project management platform (basecamp) and on our online HR platform. (breathe HR)

# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

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

#### **Year ended 31 March 2023**

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##### **Training and performance management**

Staff have regular meetings with team leaders and HR/CEO

Staff have team meetings.

All staff have a training log so that training is recorded.

Staff consulted on their personal strengths and weaknesses.

Staff complete quarterly appraisals online.

All staff have an end of year 1-1 meeting.

##### **Worked with trustees and accountants to set a plan to reduce reserves.**

The areas we concentrated on were:

Strengthen our staff team.

Design a new website to increase activity letting people know what the organisation does raise profile.

Reinstated an additional office space in Red Gables and refurbish both offices.

Invest in IT and new systems.

Invest in new equipment for the design department, including software, video, and cameras.

##### **Promote ACE as an advocacy leader**

Shared good practice with partner organisations locally regionally and nationally.

Developed films and accessible documents to promote the organisation and to give people the information they need.

Increase our social media presence.

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

###### **Suffolk People First 4 conferences**

These events are conference style with speakers, films, presentations tabletop activities and information tables from partner organisations. We aim to base the main topic around the focus groups in the Suffolk Joint Learning Disability Strategy which are:

- My life
- My health
- My home
- My voice

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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They provide an opportunity for self- advocates families, carers and professionals to meet and learn and share information. This is also a social space so people can meet others from around the county.

Self- advocates travel from all over Suffolk and are encouraged to be independent travellers using public transport where possible.

**May 2022** was the first live meeting following lockdown it was held at Kesgrave Conference Centre, ACE, Suffolk County Council and Health partners used this meeting to launch the Suffolk Joint Learning Disability Strategy. 140 attended this event we had stands, speakers and a chance to celebrate the work we had all managed to do during the pandemic.

**September 2022** Kesgrave Conference Centre. Our theme was **Employment** and 75 People attended this event.

**December 2022** Kesgrave Conference Centre. Our theme was **Relationships** 65 people attended this event.

**March 2023** Kesgrave Conference Centre. Our theme was **Physical and Mental wellness** 90 People attended this event.

#### **Self- advocacy**

Following the pandemic, it was difficult for people to go back to business as usual. Self- advocates told us that they were nervous about going out and attending meetings. We had to explore different ways to give people the chance to have a voice.

#### **Evening self- advocacy groups**

April 2022 -Feb 2023, we facilitated 28 online Self advocacy groups these were held in the evenings and on weekdays.

#### **Face to Face self- advocacy connect sessions**

September 2022 and November 2022, we facilitated 18 face to face Self advocacy connect sessions in Bury St Edmunds, Sudbury, Stowmarket, Felixstowe, Stowmarket, Lowestoft, Ipswich. People were still reluctant to meet in person, so we held these groups in community setting such as cafes.

We asked people how and where they wanted to meet to feel safe again.

#### **Face to Face self-advocacy groups**

We used the feedback from the connect sessions to book venues in Lowestoft, Sudbury, Stowmarket, Bury St Edmunds, and Ipswich and then started to hold meetings every month. Attendance was still slow but improved towards the end of the year.

#### **Talk Tech Conference July 2022**

Talk Tech is our now yearly conference where we look at the development in technology this was our 4th year. Ace host this event in partnership with the University of Suffolk. On the agenda this year was an Interactive Session with self-advocates, Suffolk Sight presentation, Cassius (Suffolk County Council) Professor Jane Seale joined us online to present her paper "Skills for care resources (How to Support People in a digital world)"

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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96 people attended this conference, and the presentations were viewed online by 735 people. There were stands from organisations so that people could try equipment for themselves.

#### **Fairer Access to Health and Leisure Project**

Funded by Public Health Suffolk. In May 2022 we completed the Fairer Access to the barriers of physical exercise project. This was a Coproduced project with Ace Anglia, Thinkclusive and six sports providers in the community. This pilot project produced accessible resources and films which were shared on the Suffolk Ordinary Lives website social media sites. The information was also shared with the organisations so they could use them in their businesses.

#### **Coproduction**

Ace facilitate and support self- advocates to attend the Suffolk Joint Learning Disability Strategy Focus groups:

**My Health Focus Group** held 5 meetings between April 2022 and March 2023.

- May 27th, Launch at Suffolk People First (live event)
- June 23rd, (online meeting)
- September 22nd (live event)
- December 2nd (online meeting)
- Friday 3rd Feb (live event)

**My Home Focus Group** held 4 meetings between April 2022 and March 2023.

- May 27th Launch at Suffolk People First (live event)
- June 30th (online meeting)
- October 6th (live event)
- February 8th (Online)

**My Life Focus Group** held 4 meetings between April 2022 and March 2023.

- May 27th Launch at Suffolk People First (live event)
- July 14th (online meeting)
- November 3rd (live event)
- Feb 23rd (live event)

**My Voice Focus Group** held 4 meetings between April 2022 and March 2023.

- May 27th Launch at Suffolk People First (live event)
- July 28th (online meeting)
- November 24th (live event)
- March 16th (live event)

**Suffolk Learning Disability Partnership Board** held 4 meetings between April 2022 and March 2023 (All Online).

- May 17th
- September 20th
- December 13th
- February 7th

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

#### **Year ended 31 March 2023**

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**National Trust Coproduction Work** June 2022 ongoing throughout the year

**Norfolk Learning Disability Partnership Board Tender** July 2022 (Cross County Co-production).

#### **Partnership working**

Supported 2 self-advocates to look through and comment on the tender that had been made to run the Norfolk Learning Disability Partnership Board.

#### **Local Government Association Event**

London 13th July 2022. Live event networking stalls and presentations.

**Ace Anglia Advisory Group** held 4 meetings Between April 2022 and March 2023.

- April 8th (online Meeting)
- 2nd September (live meeting recruitment drive to find new members for Advisory group)
- December 14th
- February 8th

#### **Suffolk Pride**

June 18th. As part of Suffolk Pride Ace Anglia supported the event by producing an easy read map of the event and made a film explaining the route. Ace staff joined the parade to help people if they needed anything. We had a stall helping people and giving information on the day.

#### **Anglia Ruskin University Research Project Online Abuse**

25th and 26th July 2022. Ace supported 6 self-advocates over the course of 2 days to talk to Anglia Ruskin about their personal experiences, online abuse.

#### **Lloyds Bank funding research**

17th August 2022. A creative day to work up ideas of how we can include self - advocates in the funding process for Lloyds Bank

#### **All Ages Carers Strategy Action Planning Day** January 26th

#### **Health Department Meetings**

#### **Learning Disability Annual Health Check workshop project**

The Peer Educator team has continued to contact and deliver the LD Annual Health Check workshops to people, 14+ with a Learning disability (diagnosis or suspected), family carers, support workers, and health professionals.

The aim of the project is to increase the number of people on the LD register, People feel more confident to go there to check. People know what a good health check is, be more aware of their health and promote the importance of a health check.

**Delivery April 2022 - March 2023** we have spoken to a total of 334 individuals at events and presentations and 542 individuals at AHC workshops.

# **Ace (Anglia) Limited**

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

#### **Year ended 31 March 2023**

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##### **Feedback**

"I now feel more confident to go to the Doctors for my Annual Health Check" (Workshop participant).

"I have learnt a lot from the Annual Health Check workshop, and how to support the residence" (Workshop Participant).

"Presenting in front of people calmly and improving my confidence" (Peer Educator).

"Giving out the Annual Health Check workshops and feeling like I have helped people through the information" (Peer Educator).

"Knowing what I'm doing is improving the quality of healthcare" (Peer Educator).

##### **Women's Health Project January 2023 - March 2023**

The Women's Health Project was funded by Suffolk County Council, workshops were delivered over three months. 184 women attended the workshops (Including Women with a learning disability, Support and Carers) This project employed three Peer Educators. The workshop themes were co-produced with women with a learning disability and the workshop PowerPoints created by the facilitating organisations, fact sheets and posters were formatted into easy read for accessibility.

The project covered:

- Bowel screening
- Mental health
- Women's sexual health
- Healthy relationships
- Breast Awareness
- Cervical screening
- Periods and menopause

These workshops were led and coproduced with the learning disability Liaison nurses, Wellbeing Suffolk, The Terence Higgins Trust, CoppaFeel!, Suffolk GP Federation and Dr P Ridley.

Ace Anglia also coproduced and delivered a Women's Health information session at Suffolk Family Carers for Parent carers, and Support workers.

##### **Things we found out**

We found that there was a lack of understanding of body parts and anatomy and gaps in education around women's health and sex education.

Women with learning disabilities were empowered to share experiences and knowledge and talk about, periods, menopause and wider sexual and reproductive health areas.

Men were also interested and wanted to participate in health workshops around Men's Health.



# **Ace (Anglia) Limited**

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

#### **Year ended 31 March 2023**

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##### **Feedback**

"Thank you for Friday's session on sexual health. It is great to have a safe place to discuss these important issues with our team members. Our group have expressed how much they are enjoying it and how much they look forward to the sessions."

##### **Know your body, know your breasts. (Film Project) in collaboration with ace design department**

This project was funded by Suffolk Community Foundation, A coproduction film with people with a learning disability and autistic people and the Learning Disability Liaison Nurses. The objective of the film was to bring awareness to the importance of checking your breasts (both men and women) and a 'how to' check. Ace Anglia employed 6 people with a learning disability and/or autistic to participate in this project.

##### **Know your body, know your breasts. (Film Project) continued**

The ideas for how the film should be delivered was co-produced with people with a learning disability and/or autistic people staff at Ace Anglia and the learning disability Liaison Nurses.

Over a day of filming with two groups (one for men and one for women), A breast-checking awareness film was created. The Ace Anglia design team edited the film, which is now live on the Ace Anglia website. At the time of April 2023, it has reached over 211 people. The film has also been shared at an Opening Doors event, In LD England's Newsletter and on Suffolk Parent Carer Forums Website.

##### **Peer Educator quality check pilot, Partnership work with SNEE NFST**

Initially working in collaboration with three Suffolk Surgeries.

Stowhealth, Unity Health and Haverhill Family Practice

##### **Aim**

Encourage and develop Learning Disability friendly practices in Suffolk and create a gold standard award.

##### **How?**

Ace Anglia has employed and trained two Peer Educators as quality checkers.

Peer Educators visit the pilot practices, ask set questions at each to quality check the surgery and will work in collaboration with each surgery to find out which.

We are now working on phase two of the project where the surgeries will be developing a feedback form to be shared, to use with patients attending their Annual Health Check, and reviewing documents, to set the criteria for Suffolk practices to achieve the kite mark.

##### **Social Prescribing Partnership work with SNEE NSFT CAB, NHS and Shaw Trust**

For the Social Prescriber training project, Ace Anglia co-produced a series of four workshops for Social Prescribers from CAB, NHS and Shaw Trust.

# **Ace (Anglia) Limited**

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

#### **Year ended 31 March 2023**

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The ideas for the workshops came from a coproduction meeting with the social prescribers asking them what they would like to learn and what resources would be useful. Training workshops include:

Training session 1(28th February): The Difference between learning difficulties and Learning Disabilities, Understanding Autism and Learning Disabilities, working with people with learning disabilities and/or autistic people in your role and communication.

#### **May - June 2023 workshops**

Training session 2: 'A Day in the Life' short video with a peer educator. A short film: 'What is important to me? And What are my challenges?' A Question-and-Answer session with Peer Educators and Questions and answers for social prescribers to answer.

Training session 3: The importance of Active listening, effective questions, being non-judgmental, patience and humility, flexibility and trusting your gut. And understanding reasonable adjustments

Session 4: Will focus on What is Advocacy? And how to refer.

Coproduced resources include:

Easy-read appointment cards and an easy-read information leaflet 'Social Prescribing' to share with clients (what to expect at an appointment with a social prescriber)

Training for social prescribers is led by Peer Educators and supported by the Health Project team.

#### **Oliver McGowan - SNEE NHS**

The tier one Oliver McGowan Train the Trainer project began in January 2023, the project employs two peer educators. After the initial training for the Ace Anglia trio of trainers, work began on creating the script from the template, with the Peer Educators' experience included and any reasonable adjustments made. As this training was still being created the trio were also a part of the steering group, outlining any challenges or changes they felt would make the training better. The Peer Educators are now ready to record their first one-hour Webinar to an audience. the trio will then deliver one-hour webinars to health professionals who have completed the Oliver McGowan e-learning.

#### **East of England co-production forum**

The East of England Co-Production Forum had 27 members from April 2022- April 2023 The group met six times over the year. Ensuring that the pre-meetings, during meetings and post-meetings, were accessible to everyone. Including sending recordings to attendees, Easy read agenda and minutes created by Ace Anglia's design team. At each meeting, the forum would decide on questions to ask the systems. The systems would then respond and using the 'You said/we did' template, the information would then be shared back to the forum. The group shared from across the region, including the success of the pre-health check questionnaire, the Annual health check preparation toolkit, 'Healthy You' accessible workshops, the IAPT pilot of a reasonably adjusted mental health service for people with a learning disability, training for receptionists and the Peer educator Network employment project.

# **Ace (Anglia) Limited**

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

#### **Year ended 31 March 2023**

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Moving forward for 2023, the forum is putting ideas forward to meet in person, to talk about ways in which to connect with self-advocates and family carer groups from different areas of the region, to create their own identities, decide on what each area in the regions offer would be and what would be needed to make this successful? Suggestions have also included a template "This is what a self-advocacy is, and what good practice looks like" "knowing your individual area" "A space to share ideas together, what could be better?" "Learning new skills, good storytelling, easy read, campaigning and fundraising" and sharing the meeting outcomes with organisations such as Learning Disability England.

#### **Peer Educator Network**

The Peer Educator Network now has nine Peer Educators employed by Ace Anglia. The Peer Educators' work includes facilitating the Annual Health Check workshops, being a part of the co-production and delivery of other projects within the health department and Administration days.

Administration days include working on developing new skills for the workplace, writing emails, creating databases, phone calls, working as a team and office "do's and don'ts" and self-care in the workplace.

The development of work skills has enabled some of the Peer Educators to progress into other interests and opportunities outside of the Peer Educator Network. This includes both paid and voluntary work. Building on their CV and increasing future progression.

The Peer Educators also have a uniform to wear at events and workshops.

#### **Feedback from organisations and peer educators**

"Could Matt be on hand to chat about his journey from Growing Places to ACE? We are very proud of what he has achieved and know he will go on to do great things in his career supporting others" (Tom and Gill, Realise Futures).

"Being more self-aware of people's behaviour" (Peer Educator).

"I have learnt to read my timetable properly and remember my things for work" (Peer Educator).

"Being with People" (Peer Educator).

"When I am at work, I am not thinking about what is happening at home" (Peer Educator).

"Going on trains by myself because I had never done it before, but it is now easier for me to get on trains to get to work" (Peer Educator).

"It means having a job, being independent and being with Ace, which is good as I am then not at home all the time" (Peer Educator).

"With Ace I find work more fun" (Peer Educator).

"Getting paid and seeing all the Peer Educators" (Peer Educator).

"It means the world to be employed by Ace" (Peer Educator).

# **Ace (Anglia) Limited**

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

#### **Year ended 31 March 2023**

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"It doesn't feel like work, it feels like family" (Peer Educator).

**6th February 2023 Tom Cahill National Learning Disability and Autism Director NHS** visits the Ace Anglia office and meets with Peer Educators, Ace staff, colleagues from health and social care and NSFT.

Tom said that we were true partners and admired the professionalism of our Peer educators.

#### **Health and Well-being meetings**

Health and Wellbeing Meetings April 2022 - April 2023 have included Heart Health, Annual Health Checks, Advocacy, Cervical screening, what can I do to improve my Well-being? Sexual Health, Men's Health, the difference between a learning difficulty and a learning disability, Healthy eating, staying cool and sun safety, Mild anxiety and depression, Flu vaccines, Healthy sleep habits, Sugar, covid vaccines, keeping warm this winter, Understanding Menopause, and the five ways to Wellbeing. These meetings have been held on Zoom throughout the year and supported by Peer Educators, the health project team, and Learning Disability Liaison Nurses

#### **Suffolk Advocacy Service - achievements and performance**

On 1st April 2022, Ace began working in partnership with Pohwer, Suffolk Family Carers and Suffolk User Forum delivering all the formal and informal advocacy across the county under the "Suffolk Advocacy Service".

Ace has three FT Advocates, two Advocates that work 4 days and one part time Advocate who works approx. 5 hours per week on 1:1 cases.

Pohwer are the lead provider of the service. However, Ace are the sole/lead provider for children's advocacy component within the contract. One of Ace's existing advocates was an experienced children's advocate, and Ace gained a second children's advocate from Voiceability via TUPE. The rest of the team have gained experience and training and now most of the team deliver 1:1 to children and young people.

At the beginning of the new advocacy contract, the advocates made monthly visits to each of the 6 local authority children's homes in Suffolk, taking turns to visit, and raising awareness about advocacy. These visits now take place bimonthly, which is in line with the commissioners' expectations.

The majority of case activity time for children has been face- to- face. C&YP Child Protection meetings have returned to venues, although Child in Care and Core group meetings remain hybrid.

We are currently supporting C&YP in:

- Child in Care reviews - gaining the views and wishes of children re contact with parent/s and siblings.
- Child protection - gaining the views of children whose are placed on a child protection plan.
- Challenging school placements/lack of school placement
- EHCP meetings

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#### **Year ended 31 March 2023**

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- Understanding the transition post education (care leavers)
- Complaints about Transition.
- Complaints about lack of funding from ACS
- One-to-one advocacy for youngsters in children's homes - issues with contact/education, referrals for an Independent Visitor.
- Care leavers going through child protection with their own children.
- Looked after children.

As well as children's advocacy, Ace delivered advocacy for adults under - IMCA, IMHA, Care Act, Community Advocacy and NHS complaints.

Ace specialise in advocacy for people with a learning disability, so a large percentage of our cases are working with adults with a learning disability whose child has been placed on a child protection plan. The Advocate's role is to support them through a complex process with social services and to ensure that their voice is heard.

#### **Promotional and Engagement Activities**

ACE plays an active role in promoting the Suffolk Advocacy Service. Our design team coproduced and designed easy-read leaflets, postcards, and posters for each type of advocacy. These are also available to download from our website, The Suffolk Ordinary lives website and our social media platforms.

The Advocates have taken part in C&YP care fairs across the county. These are for young people who are supported by their carers or older care leavers or the Engagement HUB team. At these community engagement events the young people can meet the Advocates, learn about the advocacy service, as well as playing the games that are on the stand.

May 2022 - Kesgrave Community and Conference Centre

August 2022 - Riverside Centre, Stratford St Andrew

February 2023 - Abbey Croft Leisure Centre, Newmarket

November 2022 - we celebrated the advocacy awareness week 22. Promoting advocacy on our social media accounts and retweeting posts from other advocacy services in the partnership focusing on rights.

November 2022 - Integrated Care Day for all healthcare and social work students @ University of Suffolk. Ace Anglia had a stand, with Advocates and self-advocates who promoted the advocacy service.

January 2023 - Launch of Ipswich Social Mobility Alliance - Children and Young People event held at BT Astral Park. Strap line - Nothing About Me Without Me.

# **Ace (Anglia) Limited**

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#### **Year ended 31 March 2023**

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February 2023 - Presentations by Ace Anglia, the Learning Disability Liaison Team, Ace Anglia Peer educators. An engagement event with guest Tom Cahill, NHS National Director of Learning Disability and Autism. An opportunity to engaged with professionals from health and social care about the Suffolk Advocacy Service.

February 2023 - Suffolk Learning Disability Partnership Board.

February 2023 - Children's Complex Health and Safeguarding planning session. The role of children's advocacy within the Safeguarding process.

March 2023 - ADAS East Support event held in Newmarket, engagement, awareness raising and marketing the Suffolk Advocacy Service.

March 2023 - My Voice Focus Group. Guest presenters from the MASH, Suffolk Police and Language team. The Suffolk Advocacy Service was promoted.

#### **Meetings for advocates**

Each of the organisations in the Suffolk advocacy partnership, including the lead organisation take turns to host "an all-advocates quarterly team meeting". These meetings are an opportunity for the Advocates to share and discuss case studies and listen to guest speakers.

Ace Advocates meet for bi-monthly best practice sessions and to share knowledge, raise any issues and discuss trends that may need to be highlighted with commissioners.

#### **Training**

Training and development are important, and ongoing, aspects of working at Ace. The Advocates are trained and qualified in all advocacy specialisms, but Ace encourage, and provide, training opportunities to ensure that the Advocates can gain the knowledge they need to improve the quality of service they provide. Training also helps to boost confidence, improve engagement and morale which leads to increased productivity and improved 'people' satisfaction.

Training materials are shared amongst the team and up to date information on all aspects of advocacy, the law, case studies and best working practices are stored on Basecamp.

Training attended:

- Liberty Protection Safeguards
- First Aid
- The Childrens Act 1989
- Homeless 16 - 17-year-olds
- Independent Mental Capacity Advocacy
- Serious Medical Treatment
- Safeguarding
- Oliver McGowan
- Domestic Violence
- Children and Family Court Advisory and Support Service

Ace developed a training course alongside a professional Trainer, Jane Warden, to explore and understand 'What makes effective contract delivery'.



# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

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

#### **Year ended 31 March 2023**

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##### **Ace design department - achievements and performance**

The Design Team has had a busy year in between April 2022 and March 2023. We have been involved in a lot of great projects.

Some examples of client projects are:

**Learning Disability England** worked in partnership to create an accessible housing toolkit for people, this included 14 documents in both easy read and plain English.

This has been a long project, but it will be launching this year on the Learning Disability England's website.

**The Local Government Association** we co-produced an easy read version of be a councillor guide aimed at encouraging more disabled people to become councillors. A talking text version was created to accompany the guide.

**The LeDeR programme** both on a national scale and local scale. We created an easy read recruiting park for the Independent LeDeR Advisory Group. We created easy read versions of LeDeR annual reports for North East London and Suffolk and North East Essex.

**Suffolk County Council** co-produced the easy read summary of the All Ages Carers' Strategy.

**Public Health Suffolk** co-produced an easy read version of the Health and Wellbeing Strategy 2022 - 2027.

**In April 2021, we started to design the new Ace website.** This has taken some time we have worked with an external organisation to produce a colourful, accessible, and engaging website. We worked in co-production with self-advocates, staff members at Ace and professionals. This has allowed us to develop a great website which highlights the wonderful work Ace produces.

##### **Film and photography department**

**Informative films** that people can access and share within other organisations. one example of this is 'Know your body, know your breasts' it was co-produced with people with a learning disability and health professionals in October 2022. It is a great video about awareness on how to check your breasts regularly and the signs and symptoms you should look out for.

**NHS Suffolk and North East Essex** to produce Learning Disability Annual Health Check films which cover:

- Having a Learning Disability Annual Health Check
- The difference between a learning disability and a learning disability
- Flu and Covid Vaccines
- A family carers experience at an annual health check
- Accessible Information Standard Talking Text

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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- How to tell if someone has a learning disability
- Learning disability liaison nurses talk about annual health checks
- Peer educators talk about Annual Health Checks
- Reasonable adjustments

**As part of recruitment initiatives/ policies at Ace Anglia** the design department worked with the management team to create a Welcome to Ace pack. It's very useful document as it's an overview of the whole organisation which include, contact details, brand guidelines, and what each department work on.

Here is a list of some of the organisations the Accessible Design Department have worked with over 2023:

- East Suffolk and North Essex NHS Foundation Trust
- Essex County Council
- Heartflow
- Learning Disability England
- Local Government Association
- Mid Suffolk Council
- National LeDeR Independent Advisory Group
- NHS England
- NHS North East London
- NHS Suffolk and North East Essex
- Partners in Support
- Public Health Suffolk
- Suffolk and Norfolk Foundation Trust
- Suffolk County Council
- Suffolk Police
- Suffolk Community Foundation



# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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##### Financial review

The statement of financial activities reflects operational activity for the year ended 31 March 2023.

Income from donations and legacies decreased in the year to £288,191 (2022: £354,317) however there was an overall increase in total income which amounted to £511,824 (2022: £480,592). Expenditure on charitable activities during the year totalled £584,653 (2022: £433,755). The net movement on unrestricted funds amounted to a deficit of £72,829 (2022: surplus of £46,837) as at the year end date.

##### Principal funding sources

funding source for the charity for the year was the grants received from Suffolk County Council and income from Powher-Suffolk Advocacy service. 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.

We have increased our design revenue by included digital content and film and audio whilst continuing to develop 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 £292,327 (2022: £216,878). 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 2023 the charity's free reserves amount to £328,302 (2022: £401,261).

The trustees plan to utilise reserves in supporting the charity's sustainability, investing in project development and co-production capacity, 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 2023**

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

Continue to implement the paradigm recommendations.

Continue to support the Learning Disability Strategy for Suffolk

Continue to develop and strengthen the Learning Disability Strategy Focus Groups

- My Home
- My Life
- My Voice
- My Health

Continue to look for sustainable funding options for Ace

Continue to ensure people have a voice

Continue to work in co-production

Produce high quality accessible information

Produce high quality film and media

Employ more people with learning disabilities

Support its staff team

Strengthen its trustee board

Strengthen the Advisory group

Continue to secure funding to enable Ace to work in partnership locally regionally and nationally

Continue to explore digital opportunities.

Introduce the ideas and changes to self and group advocacy developed in previous year.

Work in coproduction with Powher and its 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 2023**

---

#### **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 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.

## **Ace (Anglia) Limited**

### **Company Limited by Guarantee**

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

**Year ended 31 March 2023**

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##### **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.

##### **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 13/12/23 and signed on behalf of the board of trustees by:



P Robbins  
Trustee

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

Year ended 31 March 2023

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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 2023 which comprise the statement of financial activities (including income and expenditure account), balance sheet, statement of cash flows 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.

 18/12/23

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 2023

		2023		2022
		Unrestricted	Total funds	Total funds
	Note	funds	£	£
		£		
<b>Income and endowments</b>				
Donations and legacies	5	288,191	288,191	354,317
Charitable activities	6	223,102	223,102	126,240
Investment income		531	531	35
<b>Total income</b>		<u>511,824</u>	<u>511,824</u>	<u>480,592</u>
<b>Expenditure</b>				
Charitable activities	7	584,653	584,653	433,755
<b>Total expenditure</b>		<u>584,653</u>	<u>584,653</u>	<u>433,755</u>
<b>Net (expenditure)/income and net movement in funds</b>		<u>(72,829)</u>	<u>(72,829)</u>	<u>46,837</u>
<b>Reconciliation of funds</b>				
Total funds brought forward		511,546	511,546	464,709
<b>Total funds carried forward</b>		<u>438,717</u>	<u>438,717</u>	<u>511,546</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 27 to 35 form part of these financial statements.

# Ace (Anglia) Limited

## Company Limited by Guarantee

### Balance sheet

31 March 2023

	Note	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible fixed assets	10		18,297		10,143
<b>Current assets</b>					
Debtors	11	115,344		40,286	
Cash at bank and in hand		<u>318,845</u>		<u>476,948</u>	
		434,189		517,234	
<b>Creditors: Amounts falling due within one year</b>	12	<u>(13,769)</u>		<u>(15,831)</u>	
<b>Net current assets</b>			420,420		501,403
<b>Total assets less current liabilities</b>			<u>438,717</u>		<u>511,546</u>
<b>Net assets</b>			<u>438,717</u>		<u>511,546</u>
<b>Funds of the charity</b>					
Unrestricted funds			438,717		511,546
<b>Total charity funds</b>	14		<u>438,717</u>		<u>511,546</u>

For the year ending 31 March 2023 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 31/12/23, and are signed on behalf of the board by:

P Robbins  
Trustee



Company registration number: 08436073

The notes on pages 27 to 35 form part of these financial statements.

# Ace (Anglia) Limited

## Company Limited by Guarantee

### Statement of cash flows

Year ended 31 March 2023

	2023 £	2022 £
<b>Cash flows from operating activities</b>		
Net (expenditure)/income	(72,829)	46,837
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	5,771	4,117
Other interest receivable and similar income	(531)	(35)
Accrued expenses	804	216
<i>Changes in:</i>		
Trade and other debtors	(75,058)	34,463
Trade and other creditors	(2,866)	3,638
Cash generated from operations	(144,709)	89,236
Interest received	531	35
Net cash (used in)/from operating activities	<u>(144,178)</u>	<u>89,271</u>
<b>Cash flows from investing activities</b>		
Purchase of tangible assets	(13,925)	(4,592)
Net cash used in investing activities	<u>(13,925)</u>	<u>(4,592)</u>
<b>Net (decrease)/increase in cash and cash equivalents</b>	(158,103)	84,679
<b>Cash and cash equivalents at beginning of year</b>	476,948	392,269
<b>Cash and cash equivalents at end of year</b>	<u>318,845</u>	<u>476,948</u>

The notes on pages 27 to 35 form part of these financial statements.



# **Ace (Anglia) Limited**

## **Company Limited by Guarantee**

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

**Year ended 31 March 2023**

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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.

##### **Income tax**

As a registered charity, the activities are exempt from United Kingdom Income and Corporation taxation, provided that the income is applied to charitable purposes.

##### **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.

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

---

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

##### 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:

- 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.

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

---

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

##### **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.

##### **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

##### **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 2023

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023
<b>Grants</b>			
Suffolk County Council	187,320	—	187,320
NHS Ipswich & East Suffolk CCG	68,575	—	68,575
NHS England & NHS Improvements	16,175	—	16,175
Essex County Council	11,200	—	11,200
Other Grants	4,921	—	4,921
	<u>288,191</u>	<u>—</u>	<u>288,191</u>
	Unrestricted Funds £	Restricted Funds £	Total Funds 2022
<b>Grants</b>			
NHS Ipswich & East Suffolk CCG	165,600	—	165,600
Suffolk County Council	151,610	—	151,610
Other Grants	12,922	—	12,922
West Suffolk CCG	12,680	—	12,680
NHS England & NHS Improvements	8,205	—	8,205
Learning Disability England	3,300	—	3,300
	<u>354,317</u>	<u>—</u>	<u>354,317</u>

#### 6. Charitable activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Advocacy and other services	<u>223,102</u>	<u>223,102</u>	<u>126,240</u>	<u>126,240</u>

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

#### 7. Expenditure on charitable activities

	Unrestricted Funds £	Total Funds 2023 £	Unrestricted Funds £	Total Funds 2022 £
Staff costs	468,200	468,200	336,948	336,948
Staff travel expenses	9,334	9,334	5,580	5,580
Staff and advocate training	3,909	3,909	684	684
Staff recruitment	3,169	3,169	792	792
Transport costs	1,646	1,646	188	188
Finance charges	2,214	2,214	1,823	1,823
Venue hire	3,161	3,161	118	118
Professional fees	14,213	14,213	15,655	15,655
Support costs	78,807	78,807	71,967	71,967
	<u>584,653</u>	<u>584,653</u>	<u>433,755</u>	<u>433,755</u>

#### Analysis of support costs

	2023 £	2022 £
Rent	13,065	9,522
Telephone	6,530	5,049
Postage and stationery	2,472	1,819
Insurance	2,581	1,972
Computer costs	37,474	35,361
Sundry expenses	7,536	5,019
Depreciation	5,771	4,117
Independent examination fee	3,378	2,406
Bad debt write off	—	6,702
	<u>78,807</u>	<u>71,967</u>

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

#### 8. Staff costs

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

	2023 £	2022 £
Wages and salaries	417,245	306,566
Social security costs	39,815	23,941
Pension costs	9,284	6,441
Other employee benefits	1,856	—
	<u>468,200</u>	<u>336,948</u>

The average head count of employees during the year was 23 (2022: 15).

One employee received employee benefits of more than £60,000 and less than £69,999 during the year (2022: Nil). No other employees received remuneration over £60,000 during the current or prior period.

#### 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 compensation including employer pension contributions paid to key management personnel for services provided to the charity was £61,955 (2022: £59,073).

#### 9. Trustee remuneration and expenses

No trustee received any remuneration during the year (2022: £Nil). No trustee was reimbursed expenses during the year (2022: £8).

#### 10. Tangible fixed assets

	Office equipment £
<b>Cost</b>	
At 1 April 2022	37,460
Additions	13,925
<b>At 31 March 2023</b>	<u>51,385</u>
<b>Depreciation</b>	
At 1 April 2022	27,317
Charge for the year	5,771
<b>At 31 March 2023</b>	<u>33,088</u>
<b>Carrying amount</b>	
<b>At 31 March 2023</b>	<u>18,297</u>
At 31 March 2022	<u>10,143</u>

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

---

#### 11. Debtors

	2023	2022
	£	£
Trade debtors	105,826	26,710
Prepayments and accrued income	9,518	13,576
	<u>115,344</u>	<u>40,286</u>

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

	2023	2022
	£	£
Trade creditors	1,314	4,704
Accruals and deferred income	2,838	2,034
Social security and other taxes	9,617	7,756
Other creditors	—	1,337
	<u>13,769</u>	<u>15,831</u>

#### 13. Defined contribution plans

The amount recognised in income or expenditure as an expense in relation to the defined contribution plans was £9,284 (2022: £6,411).

# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

#### 14. Analysis of charitable funds

##### Year ended 31 March 2023

##### General funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
General Funds	401,261	501,764	(574,723)	—	328,302

##### Designated funds

	At 1 April 2022	Income	Expenditure	Transfers	At 31 March 2023
	£	£	£	£	£
Contingency Funds	70,525	—	—	—	70,525
Big Messages	9,090	—	—	—	9,090
Accessible Information	30,670	10,060	(9,930)	—	30,800
	110,285	10,060	(9,930)	—	110,415
<b>Total funds</b>	<b>511,546</b>	<b>511,824</b>	<b>(584,653)</b>	<b>—</b>	<b>438,717</b>

##### Year ended 31 March 2022

##### General funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
General Funds	364,554	464,442	(427,735)	—	401,261

##### Designated funds

	At 1 April 2021	Income	Expenditure	Transfers	At 31 March 2022
	£	£	£	£	£
Contingency Funds	70,525	—	—	—	70,525
Big Messages	9,090	—	—	—	9,090
Accessible Information	20,540	16,150	(6,020)	—	30,670
	100,155	16,150	(6,020)	—	110,285
<b>Total funds</b>	<b>464,709</b>	<b>480,592</b>	<b>(433,755)</b>	<b>—</b>	<b>511,546</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.



# Ace (Anglia) Limited

## Company Limited by Guarantee

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

#### Year ended 31 March 2023

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

##### As at 31 March 2023

	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £
Tangible fixed assets	18,297	—	18,297
Current assets	420,420	—	420,420
<b>Net Assets</b>	<b>438,717</b>	<b>—</b>	<b>438,717</b>

##### As at 31 March 2022

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	10,143	—	10,143
Current assets	501,403	—	501,403
<b>Net Assets</b>	<b>511,546</b>	<b>—</b>	<b>511,546</b>

#### 16. Analysis of changes in net debt

	At 1 Apr 2022 £	Cash flows £	At 31 Mar 2023 £
Cash at bank and in hand	476,948	(158,103)	318,845

#### 17. Operating lease commitments

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

	2023 £	2022 £
Not later than 1 year	1,440	1,440
Later than 1 year and not later than 5 years	1,440	2,880
	<b>2,880</b>	<b>4,320</b>

#### 18. Related parties

The Charity made payments in respect of related party transactions to Thinklusive amounting to £1,680 (2022: £14,430) which M Clark operates as a sole trader. M Clark is 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 £29,667 (2022: £25,224) to I Akers who is also a close relation 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.