



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	04	2020		01	04	2021

Section A Reference and administration details

Charity name

Cascade Creative Recovery

Other names charity is known by

Registered charity number (if any)

1154002

Charity's principal address

Brighthelm Centre

North Road

Brighton

Postcode

BN1 1YD

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Janet Going	Chair		
2	Chris Ellis			
3	Jan Mattis			
4	Stella Comber			
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Vote from board members

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

A Terms of Reference document was adopted in August 2020 including a SMART System of working and induction/exit process for board members.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The relief of people in recovery from substance misuse problems by providing a safe, friendly, drug and alcohol free environment in which people can receive advocacy, support, training and guidance with a view to helping them grow in confidence, meet their own needs and reintegrate into the community.

With moving into a national lockdown our method of delivery had to adapt swiftly and effectively. We shut down our hub/community coffee shop and worked from home. Staff increased online and telecommunity communications .

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Summary of the main achievements of the charity during the year

March 2020 seen the nation go into lockdown. CCR responded by obtaining a business Zoom account and coordinating and supporting our creative and wellbeing group facilitators in delivering online activities and connections. This was in place by the first week of April. It included our choir, creative writing, yoga, a weekly check in group; we added a Sunday weekly quiz and weekly drama workshops.

The two staff phoned volunteers, who suddenly found themselves without their normal structure and connection and the most vulnerable of those engaged with CCR on a weekly basis (more regularly if necessary.)

We provided reconditioned android phones, data credit and laptops to those that were disconnected from the online world. Some of whom were in emergency accommodation outside of Brighton or in hostels locked down.

A facebook page was instigated that was more interactive than our main page. Useful links and guidance could be posted to it as well some light hearted content.

Financial assistance was granted to facilitators to access online training and enhance their skill base. This also helped with maintaining mental health and recovery.

In June/July once lockdown started to ease and public health guidance was issued around support groups meeting in person some of our groups started to meet, socially distanced in outside spaces. Many people engaged with Cascade Creative Recovery live in poor accommodation and/or on their own. Increasing the chances of declining mental health and relapse.

August we reinstated our recovery coaching which we had suspended two years before due to lack of resource. This provided one to one support for very vulnerable people who often have complex needs.

We delivered an online project with our drama and writing group and choir that resulted in a film called the Coronalogues. This project provided focus and meaningful activity for 50 people over 4 months. It premiered at the Depot Cinema in Lewes in September and provided an uplift in spirits and moral.

As we moved into the autumn and a change in weather, we realised outdoor based activity would need to be curtailed as our hub remained closed because it was not fit for purpose and too small for social distance and had poor ventilation.

Late September we negotiated room hire at the Brighthelm community centre in central Brighton so up to 15 people could gather safely per government guidance.

We organised a carefully managed open day so those that were digitally excluded could find out what we had to offer. Working with various larger service providers we engaged with 80 people on the day.

We delivered our groups in the Brighthelm, adding to our portfolio with art and mindfulness.

Once we went into the winter lockdown early in 2021 we went back online. We added a daily post to our social media called Elevenses That had a theme of gratitude and connection and involved contributions from volunteers and facilitators.

We signed a one year lease in January with the Brighthelm Centre for office space and large room use including their auditorium.

This meant that a decision was made to close our coffee shop/hub and through March it was dismantled which was quite problematic due to social distancing laws and the number of people allowed in the space.

In March 2021 we restarted our two support groups in the Brighthelm, having identified peoples resilience was at a low ebb due to isolation.

We had thousands of interactions, providing support, structure, focus and connection for people trying to maintain their recovery from addiction and helping to maintain their mental health throughout 2020-21.

We averaged between 130-150 engaged people in our groups with extra support given to around 15-20 very vulnerable at risk people per week. Group engagement dropped by 20% during the summer months of July and August but picked up again in the Autumn.

Our managed, group specific WhatsApp groups provided peer connection throughout the week for around 160 people.

Our Facebook page (You are not alone-Covid Recovery Support) set up in April 2020 had 700 followers and some posts from our main page reaching several thousand people.

Section E Financial review

Brief statement of the charity's policy on reserves

Reserves are desirable but in the current funding not achievable.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

We had an increase in funding due to a contract change with council awarding the Substance misuse service to CGL in April 2020 .We successfully negotiated an increase from £30,000 to £50,000 core funding as a sub-contractor.
We accessed the government Covid emergency fund and received funding from Sussex Community Foundation and Brighton and Hove City Council.
We started the process of implementing more robust financial systems.

Section F Other optional information

Section G Declaration

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

CASCADE CREATIVE RECOVERY

TRUSTEES' ANNUAL REPORT

AND UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 1 APRIL 2021

Charity Number: 1154002

CASCADE CREATIVE RECOVERY
Charity Number: 1154002

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CASCADE CREATIVE RECOVERY
Charity Number: 1154002

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 1ST APRIL 2021

Income and Expenditure Account
For the year ending 1 April 2021

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds	Total 2020/21 £	Total 2019/20 £
Incoming Resources:					
Donations, Grants and Legacies	3a	32,795	-	32,795	54,557
Charitable Activities	3b	-	-	-	13,891
Activities for Generating Funds	3c	35,000	-	35,000	562
Total Incoming Resources		67,795	-	67,795	69,010
Resources Expended:					
Costs of Charitable Activities	4a	65,249	885	66,134	64,323
Governance Costs	4b	1,470	-	1,470	2,980
Total Resources Expended		66,719	885	67,604	67,303
Net Incoming (Outgoing) Resources		1,076	- 885	191	1,707
Funds Brought Forward	5	5,105	885	5,990	4,283
Total Funds Carried Forward		6,182	0	6,182	5,990

CASCADE CREATIVE RECOVERY
Charity Number: 1154002

BALANCE SHEET AS AT 1ST APRIL 2021

	<u>Notes</u>	Unrestricted Funds £	Restricted Funds £	Total 2020/21 £	Total 2019/20 £
Fixed Assets					
Tangible Assets	7	-	-	-	-
Total Fixed Assets		-	-	-	-
Current Assets					
Cash at bank and in hand	8	7,990	-	7,990	6,740
Debtors & Prepayments	9	616	-	616	-
Total Current Assets		8,606	-	8,606	6,740
Creditors: Amounts falling due within one year	10	2,424	-	2,424	750
Net Assets		6,182	-	6,182	5,990
Funds of the Charity					
General funds	11	6,182	-	6,182	5,105
Restricted Funds	5	-	-	-	885
Total Funds		6,182	-	6,182	5,990

Approved by the Trustees on

Signed on their behalf by Trustees

Printed Name

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 1ST APRIL 2021

1. Basis of Preparation of the Accounts

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The accounts have been prepared in accordance with: the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP - FRS102) and the Charities Act 2011.

The Charity constitutes a public benefit entity as defined by FRS 102.

2. Accounting Policies

Incoming Resources

Recognition of income

These are included in the Statement of Financial Activities

- the charity becomes entitled to the resources;
- it is more likely than not that the trustees will receive
- the monetary value can be measured with sufficient

Offsetting

There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.

Grants and donations

Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).

Contractual income and performance related grants

This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.

Donated services and facilities

Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Volunteer help

The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report.

Expenditure and Liabilities

Liability recognition

Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty.

Governance and support costs

Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice.

Grants with performance conditions

Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output.

Grants payable without performance conditions

Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised.

Deferred income

No material item of deferred income has been included in the accounts.

Assets

Tangible fixed assets for use by charity

These are capitalised if they can be used for more than one year, and cost at least £1,500. They are valued at cost.

CASCADE CREATIVE RECOVERY
Charity Number: 1154002

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 1ST APRIL 2021

3. Incoming Resources

	2020/21	2019/20
	Unrestricted	Unrestricted
a) Donations, Grants and Legacies		
Gifts & Donations	925	3,807
Grants	31,870	45,750
	<u>32,795</u>	<u>49,557</u>
b) Charitable Activities		
Café Income	<u>-</u>	<u>13,891</u>
c) Activities for Generating Funds		
Room Hire	-	562
Contracts - CGL	35,000	-
	<u>35,000</u>	<u>562</u>

All income in the prior year was unrestricted except for: £5,000 in Grants (Note 5).

4. Resources Expended

	2020/21	2019/20
	Unrestricted	Unrestricted
	£	£
a) Costs of Charitable Activities		
Administrative & Office Expenses	4,730	6,028
Bank Charges	69	-
Café Costs	1,919	12,858
Depreciation Expense	-	-
Equipment Costs	3,380	1,030
Activities & Project Costs	7,757	2,303
Insurance Costs	830	766
Rent & Rates	10,808	10,474
Repairs & Maintenance	59	591
Staff Costs	32,231	24,304
Sundry Expenses	141	926
Training Costs	850	748
Travel & Subsistence	1,410	180
Covid Welfare Funds Provided	370	-
Use of Home as Office	694	-
	<u>65,249</u>	<u>60,208</u>
b) Governance Costs		
Independent Examiners Fees	600	750
Legal & Professional Fees	870	2,230
	<u>1,470</u>	<u>2,980</u>

CASCADE CREATIVE RECOVERY
Charity Number: 1154002

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 1ST APRIL 2021 (continued)

5. Restricted Funds

	2020/21	2019/20
	£	£
Recovery Walk Fund:		
Balance b/f	885	-
Income	-	5,000
Expenditure	885	4,115
Balance c/f	-	885

6. Fees paid for Accountancy work

The trustees appointed Acorn Financial Solutions Limited to carry out an independent examination of the accounts and records of the charity. The fee for this work is £600.

7. Fixed Assets

		Fixtures & Fittings	Equipment Cost	Total
		£	£	£
Cost:	Balance brought forward	1,803	2,457	4,260
	Additions	-	-	-
	Disposals	-	-	-
		<u>1,803</u>	<u>2,457</u>	<u>4,260</u>
Depreciation:	Balance brought forward	1,803	2,457	4,260
	Charge in the year	-	-	-
	Disposals	-	-	-
		<u>1,803</u>	<u>2,457</u>	<u>4,260</u>
Net Book Value	As at 1 April 2021	<u>-</u>	<u>-</u>	<u>-</u>

CASCADE CREATIVE RECOVERY
Charity Number: 1154002

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 1ST APRIL 2021 (continued)

8. Cash at bank and in hand

All funds are held in current bank accounts and are within the secured balance threshold as advised by the Financial Services Authority (FSA) for the UK.

9. Debtors & Prepayments

	£
Staff Loan	350
Wages Advance	266
	<u>616</u>

The staff loan has been agreed to be repaid in instalments.

10. Liabilities: Amounts falling due within one year

	£
PAYE	1,824
Accrued Expense	600
	<u>2,424</u>

11. General Funds

All monies included in the general funds are available for all charitable activities except £885 which is restricted.

12. Staff Costs

	2020/21	2019/20
	£	£
Gross Wages and Salaries	32,231	24,304

Employees who were engaged in each of the following activities:
 Activities in furtherance of organisation's objects

	2020/21	2019/20
	3	2

The Charity operates a PAYE scheme to pay all employed staff members and no employees have received emoluments in excess of £60,000.

13. Trustees and Other Related Parties

Only one officer received remuneration for their work which is in the capacity of a salaried staff post as Operations Manager, managing the building of the coffee shop in a leased shop. Costs expensed in travelling to and from meetings and in providing subsistence during these meetings were reimbursed at cost only to the same salaried staff member.

The Trustees standing at the time of the Annual General Meeting are:

Tom Goodridge (Chair)
 Andy Cheng
 Janet Going
 Jan Mattiss
 Stella Comber

Of the above trustees, all have given their time on a voluntary basis and are not in receipt of any remuneration for their services.

CASCADE CREATIVE RECOVERY
Charity Number: 1154002

INDEPENDENT EXAMINER'S REPORT

Independent Examiners Report

This report is to the Trustees and members of Cascade Creative Recovery (Charity Number 1154002) and covers accounts prepared in the year ending 1 April 2021.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity. As this is the first operating year there are no comparisons to be reviewed. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D Norris

Miss D. Norris, ACA
Director
Acorn Financial Solutions Limited, 99 Brentwood Road, Brighton BN1 7ET



CASCADE CREATIVE RECOVERY

TRUSTEES' ANNUAL REPORT

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Signed on their behalf by Trustees

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CASCADE CREATIVE RECOVERY
Charity Number: 1154002

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 1ST APRIL 2021 (continued)

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Income	-	5,000
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Depreciation:	Balance brought forward	1,803	2,457	4,260
	Charge in the year	-	-	-
	Disposals	-	-	-
		<u>1,803</u>	<u>2,457</u>	<u>4,260</u>
Net Book Value	As at 1 April 2021	<u>-</u>	<u>-</u>	<u>-</u>

CASCADE CREATIVE RECOVERY
Charity Number: 1154002

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 1ST APRIL 2021 (continued)

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Employees who were engaged in each of the following activities:
 Activities in furtherance of organisation's objects

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Charity Number: 1154002

INDEPENDENT EXAMINER'S REPORT

Independent Examiners Report

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The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and
- to state whether particular matters have come to my attention.

Basis of Independent Examiner's statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity. As this is the first operating year there are no comparisons to be reviewed. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent Examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below):

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

D Norris

Miss D. Norris, ACA
Director
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