

**COMPANY REGISTRATION NUMBER: 00093802**  
**CHARITY REGISTRATION NUMBER: 221709**

**The Liverpool Church of England Council for Social Aid  
(Incorporated)**

**Company Limited by Guarantee**

**Financial Statements**

**31 March 2021**

**GIBSON SCHOFIELD LIMITED**

**Chartered Accountants & statutory auditor  
5 Enterprise Greenhouse  
Salisbury Street  
St Helens  
Merseyside  
WA10 1FY**

**The Liverpool Church of England Council for Social Aid  
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**Financial Statements**

**Year ended 31 March 2021**

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# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report)**

**Year ended 31 March 2021**

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

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

<b>Registered charity name</b>	The Liverpool Church of England Council for Social Aid (Incorporated)
<b>Charity registration number</b>	221709
<b>Company registration number</b>	00093802
<b>Principal office and registered office</b>	115 Edge Lane Liverpool L7 2PF

#### **The trustees**

Mr C Franklin  
Mrs. D Amlot MBE  
Rev Can E Loudon - Vice Chair  
Rev Canon K Canty (Retired 14 June 2021)  
Rev M Coates  
Mr M Poffley  
Mr P Holt – Chair (Appointed Chair 16 Dec 2020)  
Ms SG Beresford  
Mr A Holmes (Appointed 24 June 2020)  
Mrs H Clarey (Retired 9 May 2020)

**Company secretary** Mr M Poffley

**Auditor** Gibson Schofield Limited  
Chartered Accountants & statutory auditor  
5 Enterprise Greenhouse  
Salisbury Street  
St Helens  
Merseyside  
WA10 1FY

**Bankers** HSBC (Midland)  
4 Dale Street  
Liverpool  
L69 2BZ

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

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

The Liverpool Church of England Council for Social Aid is a Charitable Company Limited by Guarantee, governed by a Memorandum and Articles of Association.

The Charity is also known by its common use name, LDCSA.

While an independent charity, it is a close and valued part of the family that is the Diocese of Liverpool, with the Bishop of Liverpool as its ex officio President. The Bishop of Warrington supports the charity as the Episcopal Visitor for Adelaide House staff and residents.

Overall direction and supervision of the activities of the charity is exercised by the board of Trustees who included P Holt (Chair from Dec 2020), E Loudon (Vice Chair from Dec 2020) and M Poffley (Treasurer, Company Secretary who also serves as Clerk to the Trustees). The day-to-day operation of Adelaide House is the responsibility of the Chief Operations Officer, Nanci Metherell (appointed as interim Chief Operations Officer from Feb 2020 to March 2021, and then permanently from April 2021).

#### **Election of Trustees**

The Charity's Articles of Association set out the constitutional provisions with respect to the election of Trustees. In June 2020, Trustees agreed a revision to the Articles regarding the number of, and term length for, Trustees, the process of confirming nominations, and widening the scope of Trustees drawn from the Diocese. These were in line with recommendations from its 2019 Governance Review (see **Charity Governance**). There are now seven nominative (previously 8) and five co-optative (previously 4) Trustee places on the Board. Nominative Trustees drawn from the Liverpool Diocese are no longer limited to being solely from specified groups, i.e. the Mother's Union. Although co-optative Trustees were nominated to the Board in 2020 through existing Trustees' connections, wider avenues of recruitment are being explored, including through advertising vacancies.

During this period, one new Trustee, Andrew Holmes, was added to the Board and there was one Trustee retirement. The remaining Trustees are immensely grateful to Helen Clarey for her commitment and service to the Charity.

#### **Committees to the Board**

The following sub committees of the Board were in operation over the year:

- **The Standing Committee** comprising the Chair, Vice Chair, Treasurer and one other Trustee. From March 2020, the Standing Committee met weekly as a Covid Briefing Group, with the Interim and Deputy Managers of Adelaide House (now titled Chief and Deputy Operations Officers), and one additional Trustee also in attendance;
- **The Finance Committee** comprising the Chair, Vice Chair, Treasurer, one other Trustee and the Governance & Development Manager;
- **The Staffing Committee** (formally the Staffing Group) comprising the Chair, Vice Chair, Treasurer and two other Trustees. The Interim Chief Operations Officer attended this committee as required;
- **The Fabric Committee** comprising the Chair, Treasurer and two other Trustees; and



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

- **The Appeals Committee**, from which two members, and the Committee's Chair, would oversee an appeal arising from a disciplinary matter or a grievance issue if required (which was not the case over this last year).

#### **Charity Governance Review 2020**

To ensure the Charity's structures were fit for purpose and best positioned to respond to future challenges, the Trustees initiated a governance review in 2019. The review and subsequent report by Richard Davies, Capacity Building Team Leader, LCVS, highlighted a number of key recommendations to further strengthen the Charity's arrangements. To support Trustees in the delivery of these recommendations, and strengthen the Charity's governance capacity, a Consultant Charity Operations Officer, Clare Blackburn, was employed from Dec 2019. This contract was extended and developed into the new Governance & Development Manager role in late 2020.

From April 2020, and alongside the enhanced governance arrangements introduced to manage the risks from CV-19 (see Governance and Covid-19 and Adelaide and Covid-19), Charity governance arrangements were strengthened. Considerable work was completed around the review and update of the grant making process, an update of the Charity's Standing Financial Instructions, and the development of the Trustees' recruitment and induction processes, including introducing a new Trustee Induction Pack. The Risk Register and procedures were fully reviewed and refreshed, and a stakeholders' survey was completed as part of annual planning. This fed into the development of a vision, mission and values statement for the Charity. A new Asset Register was developed, and the Charity's Articles around Trustee appointments was revised in line with recommendations from the governance review. The Trustees noted the revisions to the Charity Governance Code in December 2020, including around the Integrity, and Equality, Diversity and Inclusion Principles. During 2020, a new Charity website was developed which was launched in 2021.

#### **Governance and COVID-19**

The Charity's strengthened governance arrangements from March 2020 enabled the Trustees and staff to work collaboratively, and with confidence, in meeting the new challenges of Covid-19. By the end of March 2020, adapted arrangements were being developed or put in place to:

- Establish a weekly Covid Briefing Meeting, incorporating the Standing Committee and Adelaide House management plus one further Trustee;
- Move Trustee meetings to video conferencing and replace regular Trustee review visits at Adelaide House with phone calls;
- Establish weekly reporting from Adelaide House management to Trustees; and
- Develop key policies and practices including Covid-19 specific risk assessments to safeguard staff, residents and partner agencies.

#### **Risk Management**

The Trustees have a risk management strategy which comprises:

- An annual review of the principal risks and uncertainties that the Charity faces. The Charity's Risk Register was significantly updated in early 2021;

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### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

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

- Ongoing review of the Charity's risks by the Board, including introducing risk as a standard meeting agenda item in early 2021;
- The establishment of policies, systems and procedures to mitigate those risks identified in the Risk Register; and
- The implementation of procedures designed to minimise or manage any potential impact on the Charity should those risks materialise.

At the beginning of the period, financial sustainability was replaced by the CV-19 Pandemic as the major risk to the charity. Concerns around health, both physical and mental, and the securing of necessary supplies, were significant issues for the Charity. See **Adelaide House and Covid-19** for the range of risk management strategies introduced.

The uncertainty around the interim nature of the Senior Management appointment for Adelaide House, particularly during the Covid-19 related lockdowns of 2020, led to the development of the new permanent role of Chief Operations Officer for Adelaide House. Following a competitive recruitment process, the Trustees were delighted to appoint Nanci Metherell to the permanent role.

**"I feel that the trustees are genuinely interested in the work of Adelaide, the residents and the staff, which creates a positive working environment."**

**- Adelaide House Staff member**

#### **Employees and Volunteers**

Employees were consulted on issues of concern to them by means of consultative meetings and regular staff meetings. Furthermore, they were kept informed on specific matters directly by management, including via Zoom and phone calls, during periods of lockdown or where staff were shielding. In addition, a stakeholder's survey was conducted in July 2021 around organisational values. This had an excellent response rate from employees and volunteers, and their feedback was incorporated into Charity's planning for 2021-22. During this period, a new staff appraisal and supervision process was introduced by the interim Adelaide House Manager (now the Chief Operations Officer), with staff encouraged to reflect on their own practice and identify training needs. In addition, a generous Staff CV-19 Policy was introduced to support staff having to shield or isolate. Staff continue to have active involvement in, and contribution to, the residents' supervision plans and activities programme.

In accordance with the Charity's Equal Opportunity Policy, LDCSA has an established fair employment practice in the recruitment, selection, retention and training of disabled staff.

However, the premises are listed, and the implications of Heritage legislation has also to be considered. Should refurbishment be possible, and extensions practicable, then the Charity would look to include accessible accommodation and improve access around Adelaide House.

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Objectives and activities**

The Company was incorporated on 20 June 1907 and is limited by guarantee with charitable status, and accordingly no distributions are allowable. Its origins go back well before that period to at least 1823. Archive documentation from 1911 which lists Liverpool Charities describes Adelaide House as it then was, The Lancashire Female Refuge, as follows: Penitentiary Charities - The Lancashire Female Refuge (1823) maintains a home for women coming out of prison, and is the oldest of its kind.

#### **The objectives of the Charitable Company are to;**

- Advance education, relieve poverty and to promote any other charitable purpose carried out in connection with the Church of England Diocese of Liverpool and in particular those relating to;
- Promotion of temperance and of higher standards of moral life in the individual, the family and the community;
- The restoration of the intemperate, the delinquent, those addicted to drugs or alcohol or gambling, offenders and ex-offenders, the homeless or those otherwise in need of help; and
- Relief of distress of suffering arising from delinquency, intemperance or addiction.

#### **The Modern Role of the Charity**

During this last year, and to define the modern role of the Charity, Trustees and staff reviewed the Charity objectives and developed a new vision, mission and values statement:

**LDCSA's vision is to see potential realised and hope restored for lives impacted by the criminal justice system.**

The Charity aims to fulfil its vision by:

- Providing a quality 18 bed Approved Premises for women in partnership with the Ministry of Justice (MoJ). This accounts for the bulk of the expenditure and the income of the Charity. The Charity pays for the Chaplaincy costs from the LDCSA budget and not from monies allocated for other work undertaken at Adelaide House;
- Engaging and working alongside key partner agencies including the Probation Service, National Approved Premises Alliance and the Anglican Diocese of Liverpool;
- Developing projects that support successful reintegration into the community and safe and sustainable relationships;
- Making grants to Merseyside-based organisations that share our vision; and
- Promoting awareness of lives, in particular those of women, impacted by the criminal justice system, including through the Liverpool Annual Prisons Week Lecture.

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**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

## **Our Values**

At LDCSA we:

### **Community**

- recognise and celebrate our diverse skills, identities and lived experience, knowing that this makes for a richer community
- foster positive and honest relationships as the foundation for transforming lives and communities
- achieve more by working together in partnership with other organisations that share common values; and
- strive to be a sustainable community; caring for people, the environment and our resources.

### **Sanctuary**

- aim to provide welcoming places of physical, mental and emotional safety;
- strive to create an environment free from judgement and negative stereotypes;
- recognise the equal dignity of each person in our community; and
- provide opportunities to freely explore questions of faith.

### **Personal Growth**

- believe everyone has the potential to flourish;
- encourage a mutually supportive environment that maximises the opportunities for personal growth; and
- aspire to restore hope, increase resilience, and help each person on their journey of growth;  
Together we rise!

### **Advocacy**

- advocate for a fairer criminal justice system for all;
- aim to understand the particular impact of the criminal justice system on women and families; and
- raise awareness of the experiences of those impacted by the prison system through listening and dialogue.

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

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**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

## **Objectives and activities *(continued)***

### **Community Benefit**

In setting our objectives and planning our activities the Trustees have given careful consideration to the Charity Commission's guidance on public benefit.

As one of the oldest registered charities with a Christian ethos and a Church of England basis, we have a long history of community service - Indeed the Probation Service is an offshoot of the work of the Liverpool Church of England Council for Social Aid (LDCSA) and equivalents in England. Supporting those at the margins of society, and educating the church and secular bodies continues to be a key role for the Charity.

### **Our work is marked by:**

- The excellent performance of Adelaide House: the work undertaken at Adelaide House assists with the rehabilitation and resettlement in the community of our female residents and, as such, contributes to community safety and cohesion;
- Time given by volunteers: in particular by our Trustees, including those drawn from the Prison Fellowship and the Diocese;
- Our ecumenical commitment: to advocate notably in the areas of criminal justice affairs, social justice, safeguarding, gender equality and social inclusion;
- Growing community engagement: fruitful links in the community, including our staff and resident group at Adelaide House undertaking both voluntary work and community payback for other charities and organisations;
- Focused grant making: grant applications received during the period were from a direct connection or knowledge of the Charity. In May 2020, the Trustees approved a new grant making policy and related process which has a wider community reach, although still focuses on charities with similar objectives. It is hoped the new Charity website will expand this reach; and
- An engaging and collaborative Prisons Week Lecture: we host an annual lecture during October's Prisons Week of Prayer to highlight concerns relating to the criminal justice system and celebrate the work of the Charity.

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### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Achievements and performance**

Our Christian faith is the foundation of the Charity and is the motivating force of the work of the Trustees. This last year has been challenging, particularly in responding to the Covid-19 pandemic, but the Charity continues to be grateful for the work that has been set before us. This is the Adelaide House prayer:

Lord, you have entrusted us as stewards of your creation,  
please guide our hearts as we make our decisions.

We seek you first in all we do together;

we give you Adelaide House, our staff, our residents, and the women who use the services here. May we be always mindful of their service;

We confess that we are nothing without you, and our trust is in you completely. Amen.

#### **Adelaide House Management**

Nanci Metherell was appointed as Interim Senior Manager in February 2020 (to become Chief Operations Officer in April 2021) which made possible a number of outstanding areas of work to be quickly addressed. These included the sourcing and appointment of a new catering contractor, the review and update of staff job descriptions and contracts, the reintroduction of the appraisal process, the addressing of a number of staff issues including the promotion of a more positive working culture, the implementation and updating of policies and procedures, and the identification of any gaps in service provision.

Just over six weeks into the appointment, the first lockdown was introduced due to the Covid-19 pandemic. The Interim Senior Manager faced a large number of new challenges in the role which were handled skilfully and in close collaboration with the Chair and the rest of the Board. The Board was delighted that, following a competitive recruitment process, Nanci Metherell was appointed to the permanent role of Chief Operations Officer for Adelaide House.

#### **Adelaide House and COVID-19**

Covid-19 and the lockdown were a significant challenge for everyone, but particularly for those within the criminal justice system. Ensuring that Adelaide House was a safe place for staff and residents during the pandemic became a major priority and required on-going discussions and communication with staff, residents, Trustees and stakeholders. A number of key policies and procedures were put in place and regularly reviewed including The Public Health England COVID plan for Approved Premises, the Adelaide House COVID Risk Register, Exceptional Delivery Plan and Staff COVID Policy. By mid-2020, the Adelaide House Road to Recovery Plan and Adelaide House Exit Plan were introduced. To comply with social distancing, and in line with our risk assessment, capacity in the house was reduced from 18 to 14 residents. Due to the lack of testing on release, residents were asked to test and isolate on arrival at the house. The Trustees are grateful for the patience and cooperation of residents with only 3 residents testing positive for Covid-19 during the period; those were following release from prison, and not contracted within Adelaide House. Residents and staff supported the enhanced cleaning practices and use of PPE, as required.

In addition to providing for the safety of residents, Adelaide management worked to ensure key supply chains remained undisrupted. This included the negotiation of a new catering contract, in April 2020, and that all necessary PPE was made available.



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

Due to no face-to-face staff training being available during the lockdowns, staff were supported to access all necessary training online.

The lockdowns led to necessary shielding by management and other staff, which was well managed. Where social care students had begun placements in Adelaide House prior to the pandemic, management supported them to complete their work placements remotely.

Trustees are grateful to Nanci Metherell for her inspired leadership and calm handling of the Covid-19 challenges faced by Adelaide House, including the lockdowns experienced during this period. Trustees are also grateful to the staff and residents for their commitment to safeguarding others in the house by closely adhering to all relevant Covid-19 guidance, including shielding where necessary. With staff absence remaining low, staff also demonstrated resilience in these challenging times and a willingness to cover additional shifts where required.

#### **Resident and Occupancy Rates**

From April 2020 to March 2021, a total of 56 residents were supported by Adelaide House with average occupancy levels for the period at 75% (60% in 2019/20). From July to September 2021 occupancy levels have been between 85% and 100%. Occupancy levels continue to be affected by a number of external issues, including individuals not arriving on the date of expected release. To compensate, management continues to accept more referrals than can currently be accommodated, as an estimated 15% fail to arrive.

During the period there were 44 successful departures (77% 2020/21 compared to 57% in 2019/2020). This was supported by the introduction of a pilot Move-On project for residents, in mid-2020 (see **Move-On Project**).

In 2020/21 a small number of residents had extended stays in the House beyond the National Probation Service Approved Premises (NPS AP) policy of an average of 12 weeks. In order to take more high-risk offenders for shorter periods, the management team continues to focus on keeping length of stay nearer the average and take almost exclusively Multi-Agency Public Protection Arrangements (MAPPA) cases.

**"I was struggling at first when I heard I had to come to an approved premises. Now I've managed to stay off drugs. Staff here have helped me from every corner and every angle"**

**-Former Adelaide House Resident**

#### **Ministry of Justice Contract**

The work of Adelaide House is predominantly funded through a Ministry of Justice (MoJ) contract which is currently extended to March 2022, with a further two-year extension to 2024 currently being confirmed. Regular contract meetings with Janet Thomas, Head of Public Protection (who was replaced during the period by Lisa McKenzie), continued during this period with Nanci Metherell, Chief Operations Officer and Paul Holt, Chair of Trustees, in attendance. Meetings continued to be positive although there is increased scrutiny of performance data. The new Move-On Project was well received during the contract meetings and its profile raised on a national level.

Charity Trustees and senior Adelaide House staff have attended MoJ Commercial Meetings during this period to hear more about the Approved Premises Expansion (APEX). This aims to increase AP bed spaces by 200 by 2024, and then a further 300 after that. The Trustees are keeping up-to-date

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### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

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

with the situation and are in the process of considering the development of Adelaide House to be able to accommodate pre-lockdown bedspaces. Trustees are also considering whether additional bed spaces could be provided.

#### **Activities and Partnerships**

During the Covid-19 related lockdowns of 2020 and 2021, in-house and partner project groups had to be suspended. These were replaced by a range of interventions and activities for residents, including daily Covid-19 Challenges (e.g. physical activity, quizzes and craft) and online access to services. The reliance on computers during this period led to an improvement in residents' PC skills, with the Charity supporting this further by investing in new computer for residents.

Significant work was done during this period to increase the partnership between Adelaide House and other local service providers. This including partnering with The Brink, who started an alcohol dependency surgery at Adelaide House; Magistras Civitas, who provide resident programmes, including around parenting; and connecting with a psychologist to provide support to staff to help them better manage and support residents particularly with regard to personality disorders.

**"It is so good to see residents who have often had bad times in their own lives, being able to make changes and move on in life. They are an example to us, because they have had to overcome so much"**  
-Adelaide House Staff Member

During this period, the Charity maintained contract with Achieve North West Connect, although this came to an end in April 2021. The Achieve North West Connect contract was linked to the Charity's Community Payback work. During this period, the Ministry of Justice announced that, from 2021, the Probation Service would take back responsibilities from Community Rehabilitation Companies (CRCs). The Charity had a contract with Merseyside CRC for a female Community Payback Project, which came to an end in June 2021. The Board were delighted that our staff member, Theresa Wimsey, who had led the Payback Project so well, and help set up the Move-On Project, secured a full-time position within the Probation Service.

The Charity is proud to have maintained the Enabling Environment Award during 2020/21.

Although Adelaide House was not able to welcome social work students from Hope University on training placements during the lockdowns, this has now resumed. The Trustees are thankful to Deputy Operations Manager Julie Kelly for overseeing this work.

The Faiths4Change gardening project continued to be an excellent collaboration during this period and, coupled with the weekly keep fit programme, had a significant impact on the health and wellbeing of residents. During the lockdowns, the project supplied residents with their own baskets to plant. Socially distanced garden-based activities resumed during summer 2020 but were impacted by the lockdowns later in 2020 and early 2021.

A new book, *Mothering from the Inside - Research on Motherhood and Imprisonment*, was published in September 2020, and includes the experiences of Adelaide House residents. Trustee and Prison Reform Trust Associate Sarah Beresford contributed to the publication.

#### **Move-On Project**

One of the priorities for the work of Adelaide House is to see our residents experience safe, integrated



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### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

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

and successful transition from the house back into community life. This can be particularly challenging for a small number of residents who are still struggling with dependencies, have ongoing mental health issues, or who have committed offences such as arson. Despite the challenges of 2020, the Charity saw an opportunity to pilot a new project to support residents as they move on.

The project, supported in part by donations, aims to provide a focused staff member and a designated budget to support women as they leave the approved premises. Staff were able to assist in finding appropriate property through cultivating links across the region, helping with accommodation deposits, starter packs, redecorating, accessing free and discounted furniture through the local furniture resource centre, and assisting with acquiring white goods. Staff are also able to provide ongoing support and encouragement to residents, including helping with setting up utilities and banking, and by keeping in touch after they have moved on.

During the 8-month pilot, from June 2020, and despite significant CV-19 challenges which reduced the numbers of residents in the house, we were able to support 11 women to move on in a more supported way, with a further resident moving out of area, and other residents moving back to existing homes or family members. We received excellent feedback from residents who appreciated the level of support and assistance given to them in this significant time of transition. One former resident wrote to share her thanks:

**"Thank you all for all the help and support, you are helping me and my daughter have a better start for our new lives together".**

#### **Chaplaincy**

Ann Hulbert served as Chaplain to Adelaide House during this period. The Chaplain usually supports residents and staff pastorally, including accompanying residents who would like to attend Cathedral Evensong and by providing an envelope for prayer requests. This was a challenging period for the Chaplaincy as, due to shielding, a significant amount of the day-to-day support had to be provided remotely. The Chaplain raised awareness of online services, and some craft projects were able to be brought into the house for residents, including in preparation for Christmas.

A number of our supporters and other partner agencies donated Christmas gifts to the Adelaide House residents, and the Christmas Carol Service was facilitated over Zoom through the addition of a new smart TV in the residents' lounge. The service theme was Memories of Christmas and included a moving film made by the residents and a short talk from the Bishop of Warrington.

#### **The Annual Liverpool Prisons Week Lecture**

The break from lockdown in August and September 2020 provided an opportunity for No Place Productions (NPP), led by Rachel Worsley, to come and work with residents in Adelaide House. NPP is a Liverpool based non-profit that creates theatre for social change. Through a series of workshops, the residents, in partnership with NPP, developed and recorded a radio play entitled Voices from 2020, which was premiered at the virtual Annual Liverpool Prisons Week Lecture in October 2020, in partnership with Liverpool Diocese and Cathedral.

Set in a hospital, the radio play touched on themes of confinement, tolerance, empathy and community, and was accompanied by a live recorded sketch by artist Jenny Leonard. The event received excellent feedback, and the Trustees would like to thank the residents and management of Adelaide House and NPP staff for their creativity and commitment to making this radio play project possible.

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**Year ended 31 March 2021**

**"The responses from the residents involved in this (the creation of the radio play for the 2020 Prison Lecture] to their offender managers in probation was so positive and proud - well done all."** - Attendee, 2020 Liverpool Prisons Week Lecture

## **Grant-making and donations**

During 2020/21 the Charity made grants to the following organisations -

- REEO CIC - Giant Peach project - £10,000
- Together Liverpool - Projects tackling food insecurity during Pandemic - £15,000
- Tomorrow's Women Wirral - Mobile phones to contact vulnerable women - £550
- Church of England Diocese of Liverpool - Social Justice work - £5,000

During 2020/21 the charity received donations from -

- Anonymous donor - £5,000

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

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### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

#### **Financial review**

The financial statements have been prepared in accordance with the accounting policies set out in note 3 to the accounts and comply with the charity's governing document, the Charities Act 2011 and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard 102 applicable in the UK and Republic of Ireland.

#### **Investments and Credit Union**

The investment portfolio is to be maintained to achieve as much income as is ethically possible. Investing ethically is regarded as a priority so investments have been transferred to CCLA. There have been lengthy debates within the Trustee Board as it reflected on what was 'ethical' within its Trust deed and its understanding as a church agency. The Vice Chair & Honorary Treasurer oversee this.

#### **Reserves**

The present level of funding is adequate to support the continuation of the Charity's activities. The charity holds the following reserves.

- **Adelaide House Cessation Reserve** - in the unlikely event of the cessation of the MoJ contract. This is calculated as six months of wind down costs, plus 6 months costs to secure and maintain the building including ongoing insurance and rates.
- **Adelaide House Redundancy Reserve** - calculated redundancy for Adelaide House staff based on weeks service in the event of Adelaide House closure.
- **Building Reserve** - calculated based on estimate for potential major works to Adelaide House including roof replacement.
- **Charity Grants Reserve** - calculated based on future year's grant funding already committed during current year to external body.

Total reserve levels during the period were £638k. An additional reserve of £40k was set aside for developing plans to planning permission stage for the redevelopment of Adelaide House. The Trustees consider the financial position to be satisfactory, and indeed the situation for the future of Adelaide to be positive, recognizing the need for the service and the high quality of our work.

#### **The financial result for the year to 31 March 2021**

There is an overall surplus of £149,727, taking into account unrealised gains in share values amounting to £111,983. Despite the challenges faced by many in the charitable sector due to the pandemic, as the Charity's income does not rely on donations, it is expected that income and expenditure for the new year will continue at the same levels. Cash resources are held in the bank's Capital Reserve Account, and the Trustees consider the level of these resources to be adequate to cover any unforeseen developments.

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### **Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

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

##### **Future Planning**

The Charity has demonstrated financial, governance and operational resilience during 2020/21 and, despite the ongoing challenges of Covid-19, continues to improve and innovate. Along with the continued recovery of partnerships and activities within Adelaide House there are a number of new initiatives currently in progress:

- **Adelaide House Accommodation** - The Covid-19 pandemic highlighted some of the constraints of Adelaide House, including the double occupancy rooms. This, coupled with the desire to provide accessible rooms within the House and the MoJ plans to expand AP bed spaces by 2024, led the Charity to consider plans to invest in, and reconfigure, the property. Historic plans for a new build have been reviewed, and Smith Young Architects were invited to develop plans to convert the existing house into single rooms, with the option to add additional rooms further to the 18 beds on which the current contract is based. This would enable occupancy to be increased to pre-Covid-19 levels and be of great benefit in terms of securing future contracts;
- **Partnerships** - In line with the offender pathways, the Charity is keen to continue to build partnerships to enable it to offer more bespoke services which will serve to complement the excellent work already undertaken at Adelaide House. The Charity continues to work towards building stronger ties with the local Probation Service women's team and are committed to further expanding our relationships with HMP Styal and Drake Hall to ensure prospective residents have a full picture of the positive services on offer prior to residing at Adelaide House;
- **Re-establishing face-to-face meeting** - Trustees and Adelaide management have successfully managed to meet and steer the Charity by telephone and Zoom meetings over the CV-19 period. Trustees are looking to establish a mixture of face-to-face and remote meetings as we move out of the pandemic to balance effective Charity management with other considerations, such as the environmental impact of travel;
- **Social media and communications** - Following the launch of the new website, (which includes a grant application page), and the introduction of a charity Facebook page, the Charity wants to continue developing its communication across all stakeholders. This includes collating and sharing more regularly stories of the Charity's work;
- **Medium term planning** - A new strategic plan is in development following planning days in February and March 2021; and
- **Environment and sustainability** - The Charity is considering how it can review, plan and manage its activities to be more sustainable and minimize impact on the environment. This will form a key element of the new strategic plan.

#### **Trustees' responsibilities statement**

The trustees, who are also directors for the purposes of company law, are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and the incoming resources and application of resources, including the income and expenditure, for that period.

**The Liverpool Church of England Council for Social Aid  
(Incorporated)**

**Company Limited by Guarantee**

**Trustees' Annual Report (Incorporating the Director's Report) *(continued)***

**Year ended 31 March 2021**

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the applicable Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Chartered accountants & statutory auditors**

Each of the persons who is a trustee at the date of approval of this report confirms that:

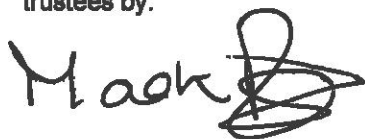
- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

The auditor is deemed to have been re-appointed in accordance with section 487 of the Companies Act 2006.

**Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

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



Mr M Poffley  
Trustee



Mr P Holt - Chair  
Trustee

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

**Company Limited by Guarantee**

## **Independent Auditor's Report to the Members of The Liverpool Church of England Council for Social Aid (Incorporated)**

**Year ended 31 March 2021**

### **Opinion**

We have audited the financial statements of The Liverpool Church of England Council for Social Aid (Incorporated) (the 'charity') for the year ended 31 March 2021 which comprise the statement of financial activities (including income and expenditure account), statement of financial position, statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2021 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Independent Auditor's Report to the Members of The Liverpool Church of England Council for Social Aid (Incorporated) *(continued)***

**Year ended 31 March 2021**

#### **Other information**

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.



# **The Liverpool Church of England Council for Social Aid (Incorporated)**

**Company Limited by Guarantee**

## **Independent Auditor's Report to the Members of The Liverpool Church of England Council for Social Aid (Incorporated) *(continued)***

**Year ended 31 March 2021**

### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.



**The Liverpool Church of England Council for Social Aid  
(Incorporated)**

**Company Limited by Guarantee**

**Independent Auditor's Report to the Members of The Liverpool Church of  
England Council for Social Aid (Incorporated) *(continued)***

**Year ended 31 March 2021**

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Mrs Claire Schofield FCCA (Senior Statutory Auditor)

For and on behalf of  
Gibson Schofield Limited  
Chartered Accountants & statutory auditor  
5 Enterprise Greenhouse  
Salisbury Street  
St Helens  
Merseyside  
WA10 1FY

22/12/2021

**The Liverpool Church of England Council for Social Aid  
(Incorporated)**

**Company Limited by Guarantee**

**Statement of Financial Activities  
(Including Income and expenditure account)**

**Year ended 31 March 2021**

		Unrestricted funds £	2021 Restricted funds £	Total funds £	2020 Total funds £
	Note				
<b>Income and endowments</b>					
Donations and legacies	5	—	990,743	990,743	988,961
Charitable activities	6	—	14,309	14,309	14,846
Investment income	7	18,605	1,217	19,822	19,721
<b>Total income</b>		<u>18,605</u>	<u>1,006,269</u>	<u>1,024,874</u>	<u>1,023,528</u>
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	60,128	927,002	987,130	925,372
<b>Total expenditure</b>		<u>60,128</u>	<u>927,002</u>	<u>987,130</u>	<u>925,372</u>
<b>Net income</b>		<u>(41,523)</u>	<u>79,267</u>	<u>37,744</u>	<u>98,156</u>
Transfers between funds		39,526	(39,526)	—	—
<b>Other recognised gains and losses</b>					
Gains/(losses) from revaluation of fixed assets		111,983	—	111,983	(9,444)
<b>Net movement in funds</b>		<u>109,986</u>	<u>39,741</u>	<u>149,727</u>	<u>88,712</u>
<b>Reconciliation of funds</b>					
Total funds brought forward		1,137,042	780,376	1,917,418	1,828,706
<b>Total funds carried forward</b>		<u>1,247,028</u>	<u>820,117</u>	<u>2,067,145</u>	<u>1,917,418</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 23 to 34 form part of these financial statements.

**The Liverpool Church of England Council for Social Aid  
(Incorporated)**

**Company Limited by Guarantee**


**Statement of Financial Position**

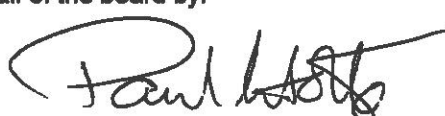
**31 March 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible fixed assets	15	403,380	412,580
Investments	16	661,825	549,842
		<u>1,065,205</u>	<u>962,422</u>
<b>Current assets</b>			
Debtors	17	18,127	21,925
Cash at bank and in hand		1,047,085	977,150
		<u>1,065,212</u>	<u>999,075</u>
<b>Creditors: amounts falling due within one year</b>	18	<u>63,272</u>	<u>44,079</u>
<b>Net current assets</b>		<u>1,001,940</u>	<u>954,996</u>
<b>Total assets less current liabilities</b>		<u>2,067,145</u>	<u>1,917,418</u>
<b>Net assets</b>		<u>2,067,145</u>	<u>1,917,418</u>
<b>Funds of the charity</b>			
Restricted funds		820,117	780,376
Unrestricted funds:			
Revaluation reserve		565,301	453,318
Other unrestricted income funds		681,727	683,724
<b>Total unrestricted funds</b>		<u>1,247,028</u>	<u>1,137,042</u>
<b>Total charity funds</b>	20	<u>2,067,145</u>	<u>1,917,418</u>

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 22/12/2021 and are signed on behalf of the board by:

  
 Mr M Poffley  
 Trustee

  
 Mr P Holt - Chair  
 Trustee

The notes on pages 23 to 34 form part of these financial statements.

**The Liverpool Church of England Council for Social Aid  
(Incorporated)**

**Company Limited by Guarantee**

**Statement of Cash Flows**

**Year ended 31 March 2021**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Cash flows from operating activities</b>		
Net income	<b>37,744</b>	<b>98,156</b>
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	<b>9,200</b>	<b>9,200</b>
Dividends, interest and rents from investments	<b>(18,602)</b>	<b>(18,058)</b>
Other interest receivable and similar income	<b>(1,220)</b>	<b>(1,663)</b>
Accrued expenses/(Income)	<b>5,677</b>	<b>(1,837)</b>
<i>Changes in:</i>		
Trade and other debtors	<b>1,961</b>	<b>48,498</b>
Trade and other creditors	<b>15,353</b>	<b>(33,186)</b>
Cash generated from operations	<b>50,113</b>	<b>101,110</b>
Interest received	<b>1,220</b>	<b>1,663</b>
Net cash from operating activities	<b>51,333</b>	<b>102,773</b>
<b>Cash flows from investing activities</b>		
Dividends, interest and rents from investments	<b>18,602</b>	<b>18,058</b>
Net cash from investing activities	<b>18,602</b>	<b>18,058</b>
<b>Net increase in cash and cash equivalents</b>	<b>69,935</b>	<b>120,831</b>
<b>Cash and cash equivalents at beginning of year</b>	<b>977,150</b>	<b>856,319</b>
<b>Cash and cash equivalents at end of year</b>	<b>1,047,085</b>	<b>977,150</b>

The notes on pages 23 to 34 form part of these financial statements.

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements**

**Year ended 31 March 2021**

#### **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 115 Edge Lane, Liverpool, L7 2PF.

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

These financial statements have been prepared in compliance with FRS 102, 'The Financial Reporting Standard applicable in the UK and the Republic of Ireland', the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (Charities SORP (FRS 102)) and the Companies Act 2006.

#### **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**

There are no material uncertainties about the charity's ability to continue.

##### **Judgements and key sources of estimation uncertainty**

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

##### **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.

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

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

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

##### **Incoming resources**

All incoming resources are 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.

##### **Resources expended**

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.

##### **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.

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

**Year ended 31 March 2021**

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

##### **Tangible assets *(continued)***

An increase in the carrying amount of an asset as a result of a revaluation, is recognised in other recognised gains and losses, unless it reverses a charge for impairment that has previously been recognised as expenditure within the statement of financial activities. A decrease in the carrying amount of an asset as a result of revaluation, is recognised in other recognised gains and losses, except to which it offsets any previous revaluation gain, in which case the loss is shown within other recognised gains and losses on the statement of financial activities.

##### **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:

##### **Investments**

Unlisted equity investments are initially recorded at cost, and subsequently measured at fair value. If fair value cannot be reliably measured, assets are measured at cost less impairment.

Listed investments are measured at fair value with changes in fair value being recognised in income or expenditure.

##### **Investments in associates**

Investments in associates accounted for in accordance with the cost model are recorded at cost less any accumulated impairment losses.

Investments in associates accounted for in accordance with the fair value model are initially recorded at the transaction price. At each reporting date, the investments are measured at fair value, with changes in fair value taken through income or expenditure. Where it is impracticable to measure fair value reliably without undue cost or effort, the cost model will be adopted.

Dividends and other distributions received from the investment are recognised as income without regard to whether the distributions are from accumulated profits of the associate arising before or after the date of acquisition.

##### **Investments in joint ventures**

Investments in jointly controlled entities accounted for in accordance with the cost model are recorded at cost less any accumulated impairment losses.

Investments in jointly controlled entities accounted for in accordance with the fair value model are initially recorded at the transaction price. At each reporting date, the investments are measured at fair value, with changes in fair value taken through income or expenditure. Where it is impracticable to measure fair value reliably without undue cost or effort, the cost model will be adopted.

Dividends and other distributions received from the investment are recognised as income without regard to whether the distributions are from accumulated profits of the joint venture arising before or after the date of acquisition.

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

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

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

##### **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.

For the purposes of impairment testing, when it is not possible to estimate the recoverable amount of an individual asset, an estimate is made of the recoverable amount of the cash-generating unit to which the asset belongs. The cash-generating unit is the smallest identifiable group of assets that includes the asset and generates cash inflows that largely independent of the cash inflows from other assets or groups of assets.

For impairment testing of goodwill, the goodwill acquired in a business combination is, from the acquisition date, allocated to each of the cash-generating units that are expected to benefit from the synergies of the combination, irrespective of whether other assets or liabilities of the charity are assigned to those units.

##### **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.

Where investments in shares or preference shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

##### **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.

When contributions are not expected to be settled wholly within 12 months of the end of the reporting date in which the employees render the related service, the liability is measured on a discounted present value basis. The unwinding of the discount is recognised as an expense in the period in which it arises.



# The Liverpool Church of England Council for Social Aid (Incorporated)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

**Year ended 31 March 2021**

#### 4. Limited by guarantee

The charity is a registered company limited by guarantee and has no share capital.

#### 5. Donations and legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>			
Donations	—	5,200	5,200
<b>Grants</b>			
Grants receivable HMPPS	—	943,018	943,018
Grants receivable Hope University Students	—	1,400	1,400
Grants receivable Achieve NW Connect	—	20,475	20,475
Grants receivable Merseyside CRC	—	20,650	20,650
Grants receivable City of Liverpool	—	—	—
	<u>—</u>	<u>990,743</u>	<u>990,743</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
<b>Donations</b>			
Donations	600	1,582	2,182
<b>Grants</b>			
Grants receivable HMPPS	—	926,044	926,044
Grants receivable Hope University Students	—	2,800	2,800
Grants receivable Achieve NW Connect	—	34,519	34,519
Grants receivable Merseyside CRC	—	22,156	22,156
Grants receivable City of Liverpool	—	1,260	1,260
	<u>600</u>	<u>988,361</u>	<u>988,961</u>

#### 6. Charitable activities

	Restricted Funds £	Total Funds 2021 £	Restricted Funds £	Total Funds 2020 £
Board and accommodation	<u>14,309</u>	<u>14,309</u>	<u>14,846</u>	<u>14,846</u>

# The Liverpool Church of England Council for Social Aid (Incorporated)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

**Year ended 31 March 2021**

#### 7. Investment Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Income from listed investments	18,602	—	18,602
Bank interest receivable	3	1,217	1,220
	<u>18,605</u>	<u>1,217</u>	<u>19,822</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Income from listed investments	18,058	—	18,058
Bank interest receivable	3	1,660	1,663
	<u>18,061</u>	<u>1,660</u>	<u>19,721</u>

#### 8. Expenditure on charitable activities by fund type

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Direct Charitable Expenditure	60,128	923,162	983,290
Support costs	—	3,840	3,840
	<u>60,128</u>	<u>927,002</u>	<u>987,130</u>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £
Direct Charitable Expenditure	64,631	856,901	921,532
Support costs	—	3,840	3,840
	<u>64,631</u>	<u>860,741</u>	<u>925,372</u>

#### 9. Expenditure on charitable activities by activity type

	Activities undertaken directly £	Support costs £	Total funds 2021 £	Total fund 2020 £
Direct Charitable Expenditure	983,290	—	983,290	921,532
Governance costs	—	3,840	3,840	3,840
	<u>983,290</u>	<u>3,840</u>	<u>987,130</u>	<u>925,372</u>

# The Liverpool Church of England Council for Social Aid (Incorporated)

Company Limited by Guarantee

## Notes to the Financial Statements *(continued)*

Year ended 31 March 2021

### 10. Analysis of support costs

	Analysis of support costs activity 1	Total 2021	Total 2020
	£	£	£
Governance costs	3,200	3,200	3,200

### 11. Net Income

Net Income is stated after charging/(crediting):

	2021	2020
	£	£
Depreciation of tangible fixed assets	9,200	9,200

### 12. Auditors remuneration

	2021	2020
	£	£
Fees payable for the audit of the financial statements	3,200	3,200

### 13. Staff costs

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

	2021	2020
	£	£
Wages and salaries	558,620	519,777
Social security costs	46,737	40,870
Employer contributions to pension plans	89,348	83,452
	694,705	644,099

The average head count of employees during the year was 28 (2020: 27). The average number of full-time equivalent employees during the year is analysed as follows:

	2021	2020
	No.	No.
Number of staff	28	27

The number of employees whose remuneration for the year fell within the following bands, were:

	2021	2020
	No.	No.
£60,000 to £69,999	—	1
£70,000 to £79,999	1	—
£80,000 to £89,999	1	—
£110,000 to £119,999	—	1
	2	2

**The Liverpool Church of England Council for Social Aid  
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**Company Limited by Guarantee**

**Notes to the Financial Statements *(continued)***

**Year ended 31 March 2021**

**14. Trustee remuneration and expenses**

No remuneration or other benefits from employment with the charity or a related entity were received by the trustees. A total of £1,100 was reimbursed to trustees for out of pocket expenses incurred during the year.

**15. Tangible fixed assets**

	<b>Land and buildings £</b>
<b>Cost</b>	
At 1 April 2020 and 31 March 2021	<b>513,780</b>
<b>Depreciation</b>	
At 1 April 2020	<b>101,200</b>
Charge for the year	<b>9,200</b>
At 31 March 2021	<b>110,400</b>
<b>Carrying amount</b>	
At 31 March 2021	<b>403,380</b>
At 31 March 2020	<b>412,580</b>

**Tangible fixed assets held at valuation**

The freehold property was valued on 14 December 2009 at an amount of £460,000. The valuation was carried out by Edmund Kirby Chartered Surveyors of India Buildings, Water Street, Liverpool L2 0TZ.

The HSBC Bank plc hold the deeds for the property at 115 Edge Lane, Liverpool as security in the event of an overdraft being required.

The trustees feel that the value of the freehold property in the financial statements is in keeping with current market values.

**The Liverpool Church of England Council for Social Aid  
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**Notes to the Financial Statements *(continued)***

**Year ended 31 March 2021**

**16. Investments**

	Listed Investments £	Other Investments £	Total £
<b>Cost or valuation</b>			
At 1 April 2020	539,798	10,044	<b>549,842</b>
Additions	—	—	—
Other movements	111,983	—	<b>111,983</b>
<b>At 31 March 2021</b>	<u>651,781</u>	<u>10,044</u>	<u><b>661,825</b></u>
<b>Impairment</b>			
At 1 April 2020 and 31 March 2021		—	—
<b>Carrying amount</b>			
At 31 March 2021	651,781	10,044	<b>661,825</b>
At 31 March 2020	<u>539,798</u>	<u>10,044</u>	<u><b>549,842</b></u>

All Investments shown above are held at valuation.

**Financial assets held at fair value**

The valuation of all investments is provided in an annual statement from CCLA Investment Management Ltd, who manage the Charity's Investment Portfolio

**17. Debtors**

	2021 £	2020 £
Trade debtors	—	8,750
Prepayments and accrued income	<b>18,127</b>	<b>13,175</b>
	<u><b>18,127</b></u>	<u><b>21,925</b></u>

**18. Creditors: amounts falling due within one year**

	2021 £	2020 £
Trade creditors	<b>37,586</b>	24,131
Accruals and deferred income	<b>9,340</b>	5,500
Social security and other taxes	<b>16,346</b>	14,448
	<u><b>63,272</b></u>	<u><b>44,079</b></u>

**19. Pensions and other post retirement benefits**

**Defined contribution plans**

The amount recognised in income or expenditure as an expense in relation to defined contribution plans was £89,348 (2020: £83,452).

**The Liverpool Church of England Council for Social Aid  
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**Notes to the Financial Statements *(continued)***

**Year ended 31 March 2021**

**20. Analysis of charitable funds**

**Unrestricted funds**

	At 1 Apr 2020 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 31 Mar 2021 £
General fund	333,724	18,605	(60,128)	39,526	—	331,727
Revaluation reserve	263,520	—	—	—	—	263,520
Investments	350,000	—	—	—	—	350,000
Investment Revaluation Reserve	189,798	—	—	—	111,983	301,781
	<u>1,137,042</u>	<u>18,605</u>	<u>(60,128)</u>	<u>39,526</u>	<u>111,983</u>	<u>1,247,028</u>

**Restricted funds**

	At 1 Apr 2020 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 31 Mar 2021 £
Restricted Funds	<u>780,376</u>	<u>1,006,269</u>	<u>(927,002)</u>	<u>(39,526)</u>	<u>—</u>	<u>820,117</u>

	At 1 April 2020	Income	Expenditure	At 31 March 2021
General Social Care Council	3,375	—	—	3,375
ETE (2)	8,636	—	—	8,636
ETE (3)	5,031	—	—	5,031
Hope University Students	6,032	1,400	(57)	7,375
Achieve NW Connect	(3,048)	20,475	(17,082)	345
Merseyside CRC	1,946	20,650	(20,845)	1,752
LCC (for CP)	17	—	—	17
City of Liverpool	1,725	—	—	1,725
Bwilliams Donations for Women	—	1,500	(604)	896
Move on Project	—	—	(6,871)	(6,871)
Sub Total	<u>23,714</u>	<u>44,024</u>	<u>(45,458)</u>	<u>22,281</u>
General Funds	<u>552,309</u>	<u>19,226</u>	<u>(275,928)</u>	<u>295,607</u>
HMPPS	<u>204,351</u>	<u>943,018</u>	<u>(641,300)</u>	<u>506,069</u>
TOTAL	<u>780,375</u>	<u>1,006,268</u>	<u>(962,687)</u>	<u>823,957</u>

# The Liverpool Church of England Council for Social Aid (Incorporated)

## Company Limited by Guarantee

### Notes to the Financial Statements *(continued)*

**Year ended 31 March 2021**

#### **21. Analysis of net assets between funds**

	Unrestricted Funds	Restricted Funds	Total Funds 2021	Total Funds 2020
	£	£	£	£
Tangible fixed assets	403,380	—	403,380	412,580
Investments	661,825	—	661,825	549,842
Current assets	184,323	880,889	1,065,212	999,075
Creditors less than 1 year	(2,500)	(60,772)	(63,272)	(44,079)
<b>Net assets</b>	<b>1,247,028</b>	<b>820,117</b>	<b>2,067,145</b>	<b>1,917,418</b>

#### **22. 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.

Where investments in shares or preference shares are publicly traded or their fair value can otherwise be measured reliably, the investment is subsequently measured at fair value with changes in fair value recognised in income and expenditure. All other such investments are subsequently measured at cost less impairment.

# **The Liverpool Church of England Council for Social Aid (Incorporated)**

## **Company Limited by Guarantee**

### **Notes to the Financial Statements *(continued)***

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

#### **23. Related parties**

Having previously come under the oversight of the Anglican Diocese of Liverpool, the Charity continues to work closely with the Diocese and other related charities. During this financial period, this included:

- A £15,000 grant was made to Together Liverpool to support their increased work around food poverty during the first year of the Covid-19 pandemic. The Chair of the Together Liverpool was Rev Canon Dr Ellen Loudon, who was also Chair of LDCSA up to December 2020. Rev Mike Coates also declared an interest as his church might benefit from the foodbank support.
- During the year a donation of £5,000 was made to the Anglican Diocese of Liverpool for social justice work. The Charity's constitution requires a certain number of trustees to be drawn from the Diocese, so its social justice work including around food poverty and anti-slavery work is well known by the Charity. The LDCSA Chair at the time, the Rev Canon Dr Ellen Loudon, was the Diocesan Director for Social Justice.
- Following the employment of a Consultant Charity Operations Officer in January 2020, the Charity established a formal agreement with the Anglican Diocese of Liverpool to provide IT support, office space and the use of meeting rooms at its central Liverpool offices.

During the year a grant payment of £10,000 was made to REEO for the Giant Peach project which aimed to develop housing and employment opportunities for women in Liverpool. One of the Directors of REEO has worked with residents of Adelaide House Approved Premises, the Charity's main project. Three Trustees contributed to the REEO Giant Peach feasibility review for the project in different capacities:

- Sarah Beresford, as Associate of the Prison Reform Trust;
- Rev Canon Dr Ellen Loudon, as Mayoral Advisor for Voluntary and Community Sector to Mayor of Liverpool City Region; and
- Helen Clary, as Trustee of the Charity and Advisor on Domestic Abuse Issues to the Diocese of Liverpool.

One Trustee was paid £3,600 during the year in relation to their professional advice and support as a former Senior Probation Officer during the induction of the Interim Manager for Adelaide House.

Where Trustees declared a related party transaction during the year these were recorded at the relevant, and they were not involved in the discussions and decision making around the related payments.



**The Liverpool Church of England Council for Social Aid  
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**Management Information**

**Year ended 31 March 2021**

**The following pages do not form part of the financial statements.**

**The Liverpool Church of England Council for Social Aid  
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**Company Limited by Guarantee**

**Detailed Statement of Financial Activities**

**Year ended 31 March 2021**

	<b>2021 £</b>	<b>2020 £</b>
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	5,200	2,182
Grants receivable HMPPS	943,018	926,044
Grants receivable Hope University Students	1,400	2,800
Grants receivable Achieve NW Connect	20,475	34,519
Grants receivable Merseyside CRC	20,650	22,156
Grants receivable City of Liverpool	—	1,260
	<u>990,743</u>	<u>988,961</u>
 <b>Charitable activities</b>		
Board and accommodation	<u>14,309</u>	<u>14,846</u>
 <b>Investment income</b>		
Income from listed investments	18,602	18,058
Bank interest receivable	<u>1,220</u>	<u>1,663</u>
	<u>19,822</u>	<u>19,721</u>
 <b>Total income</b>	<u><u>1,024,874</u></u>	<u><u>1,023,528</u></u>

**The Liverpool Church of England Council for Social Aid  
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**Company Limited by Guarantee**

**Detailed Statement of Financial Activities *(continued)***

**Year ended 31 March 2021**

	2021 £	2020 £
<b>Expenditure</b>		
<b>Expenditure on charitable activities</b>		
Wages and salaries	558,620	519,777
Employer's NIC	46,737	40,870
Pension costs	89,348	83,452
Rent	2,000	893
Rates and water	9,700	10,313
Light and heat	17,400	14,726
Repairs and maintenance	30,952	59,191
Insurance	13,195	12,949
Legal and professional fees	3,840	3,840
Depreciation	9,200	9,200
Medical Expenses	5,000	5,085
Charitable Gifts & Donations	31,147	10,350
Furniture, Fittings & Equipment	11,553	2,079
Catering & Cleaning Contract	69,408	32,303
Equipment hire	7,265	8,225
Recreation	3,309	4,982
Training	1,847	1,329
Travel - staff	843	4,833
Travel - Residents	774	746
Accountancy & Professional	5,400	7,900
Office & Administration	28,738	28,606
Consultancy & Professional fees	33,872	33,003
Bank charges	195	179
Seminars	6,202	611
Termination payment	—	30,000
Residents loans	165	130
Recruitment Expenses	420	—
	<u>987,130</u>	<u>925,372</u>
 <b>Total expenditure</b>	 <u>987,130</u>	 <u>925,372</u>
 <b>Net Income</b>	 <u>37,744</u>	 <u>98,156</u>

**The Liverpool Church of England Council for Social Aid  
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**Company Limited by Guarantee**

**Notes to the Detailed Statement of Financial Activities**

**Year ended 31 March 2021**

	2021 £	2020 £
<b>Expenditure on charitable activities</b>		
<b>Direct Charitable Expenditure</b>		
<i>Activities undertaken directly</i>		
Wages & salaries	558,620	519,777
Employer's NIC	46,737	40,870
Pension costs	89,348	83,452
Rent	2,000	693
Rates & water	9,700	10,313
Light & heat	17,400	14,726
Repairs & maintenance	30,952	59,191
Insurance	13,195	12,949
Depreciation	9,200	9,200
Medical Expenses	5,000	5,085
Charitable Gifts & Donations	31,147	10,350
Furniture, Fittings & Equipment	11,553	2,079
Catering & Cleaning Contract	69,408	32,303
Equipment hire	7,265	8,225
Recreation	3,309	4,982
Training	1,847	1,329
Travel - staff	843	4,833
Travel - Residents	774	746
Accountancy & Professional	5,400	7,900
Office & Administration	28,738	28,606
Consultancy & Professional fees	33,872	33,003
Bank charges	195	179
Seminars	6,202	611
Termination payment	—	30,000
Residents loans	165	130
Recruitment Expenses	420	—
	<u>983,290</u>	<u>921,532</u>
<b>Governance costs</b>		
Audit Fees	<u>3,840</u>	<u>3,840</u>
<b>Expenditure on charitable activities</b>	<u><u>987,130</u></u>	<u><u>925,372</u></u>