

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 2022**

**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 2022**

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# **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 2022**

The Trustees, who are also directors for the purposes of company law, present their report and financial statements for the year ended 31 March 2022, in compliance with S414C of the Companies Act 2006.

## **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
<b>The Trustees</b>	Mr C Franklin <i>(Resigned 21.09.22)</i> Mrs D Amlôt MBE Rev Canon Dr E Loudon – Vice Chair Rev Canon K Canty <i>(Resigned 14.06.21)</i> Rev M Coates Mr M Poffley Mrs S G Beresford Mr P Holt – Chair Mr A Holmes <i>(Resigned 24.10.22)</i> Dr B L Roberts <i>(Appointed 15.11.21)</i>
<b>Company secretary</b>	Mr M Poffley
<b>Auditor</b>	Gibson Schofield 5 Enterprise Greenhouse Salisbury Street St Helens Merseyside WA10 1FY
<b>Bankers</b>	HSBC (Midland) 4 Dale Street Liverpool L69 2BZ

# **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 2022**

## **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 include P Holt (Chair), E Loudon (Vice Chair) 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 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. There are now seven nominative and five co-optative Trustee places on the Board. Nominative Trustees are drawn from across the Liverpool Diocese with recommendations from the Charity Trustees approved by the Liverpool Diocesan Board of Finance and the Bishop of Liverpool. There were no co-optative Trustees nominated to the Board during this period, and although this has historically been through existing Trustees' connections, wider avenues of recruitment are being explored, including through advertising vacancies.

During this period, there was one Trustee retirement, and the remaining Trustees are immensely grateful to Rev Canon Katy Canty 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 two other Trustees;
- **The Finance Committee** comprising the Chair, Vice Chair, Treasurer, one other Trustee and the Governance & Development Manager;
- **The Staffing Committee** comprising the Chair, Vice Chair, Treasurer and two other Trustees. The Chief Operations Officer attends this committee as required;
- **The Fabric Committee** comprising the Chair, Treasurer and two other Trustees; and
- **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).

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**Year ended 31 March 2022**

## **Charity Governance**

Following a governance review in late 2019, a new Governance & Development Manager role was made permanent in April 2021. The role provides support to Trustees in implementing the review's recommendations and ensuring continued strengthening of the Charity's governance arrangements. From April 2021, and alongside the continued enhanced governance arrangements introduced to manage the risks from COVID-19 (see **Governance and COVID-19** and **Adelaide and COVID-19**), this included updating grant making processes, the Charity's Standing Financial Instructions and financial reporting to the Board, as well as Trustees recruitment and induction processes. The Risk Register continued to be embedded and a Risk Policy adopted. Annual planning was further embedded through an annual Vision and Strategy Day for Trustees and senior staff, at which an updated vision, mission and values statement was introduced. This was shared more widely with stakeholders through the launch of a new Charity website and Annual Report flyer. The Adelaide House Business Continuity Plan was further refined and strengthened.

## **Governance and CV-19**

Trustees and staff have continued to work collaboratively, and with confidence, in meeting the new challenges of COVID-19. Adapted governance arrangements included:

- The weekly Covid Briefing Meeting, incorporating the Standing Committee and Adelaide House management. One further Trustee was returned to a Standing Committee meeting as pandemic measures eased;
- Trustee meetings continued via video conferencing, and regular Trustee review visits continued to be replaced with phone calls to Adelaide House;
- Regular reporting continued from Adelaide House management to Trustees; and
- Key policies and practices, including COVID-19 specific risk assessments to safeguard staff, residents and partner agencies, continued to operate.

## **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;
- Ongoing review of the Charity's risks by the Board, including risk as a standard meeting agenda item;
- 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.

The COVID-19 Pandemic continued as a major risk to the Charity, particularly with regard to the physical and mental health of residents, staff and volunteers. See **Adelaide House and COVID-19** for the range of risk management strategies introduced. More recently, rising costs are being closely managed through more regular budgetary monitoring and

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### **Year ended 31 March 2022**

forecasting. A review of future pricing will form part of the current work to prepare for tendering of the new Adelaide House contract, beginning from April 2024. The Charity has a good level of reserves to respond to initial cost changes, and the Adelaide Contract allows for a 'Notice to Change' submission to apply for additional funding.

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 from April 2021.

### **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 about specific matters directly by management, including via Zoom and phone calls, during periods of lockdown or where staff were shielding. The new staff appraisal and supervision process, introduced in the previous year, continued to be embedded, with staff encouraged to reflect on their own practice and identify training needs. In addition, the generous Staff COVID-19 Policy was updated through the addition of guidance around vaccination. A new policy on employing people with previous convictions was also introduced. Staff continued to have active involvement in, and contribution to, the residents' supervision plans and activities programme.

During the period, and as part of the Annual Plan, the Trustees undertook a Staffing Review to ensure effective allocation and remuneration of staffing resources. The findings were approved by the Board in April 2022 and included revising the operational job titles to Residential Officers and Intervention Officers, increasing the establishment of Intervention Officers, and retaining current pay bands but considering introducing a pay spine structure.

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. Plans to develop the house to create 18 single bedrooms, including an accessible bedroom and access to Adelaide House, are currently at planning permission stage.

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

**Year ended 31 March 2022**

## **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 The Lancashire Female Refuge, as Adelaide House was then known, 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 2021, 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 funds the Chaplaincy role from its reserves 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

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**Year ended 31 March 2022**

- Promoting awareness of lives, in particular those of women, impacted by the criminal justice system, including through the Liverpool Annual Prisons Week Lecture.

### **Our Values**

At LDCSA we:

<b>Community</b> <ul style="list-style-type: none"><li>• recognise and celebrate our diverse skills, identities and lived experience, knowing that this makes for a richer community;</li><li>• foster positive and honest relationships as the foundation for transforming lives and communities;</li><li>• achieve more by working together in partnership with other organisations that share common values; and</li><li>• strive to be a sustainable community; caring for people, the environment and our resources.</li></ul>	<b>Sanctuary</b> <ul style="list-style-type: none"><li>• aim to provide welcoming places of physical, mental and emotional safety;</li><li>• strive to create an environment free from judgement and negative stereotypes;</li><li>• recognise the equal dignity of each person in our community; and</li><li>• provide opportunities to freely explore questions of faith</li></ul>
<b>Personal Growth</b> <ul style="list-style-type: none"><li>• believe everyone has the potential to flourish;</li><li>• encourage a mutually supportive environment that maximises the opportunities for personal growth; and</li><li>• aspire to restore hope, increase resilience, and help each person on their journey of growth. Together we rise!</li></ul>	<b>Advocacy</b> <ul style="list-style-type: none"><li>• advocate for a fairer criminal justice system for all;</li><li>• aim to understand the particular impact of the criminal justice system on women and families; and</li><li>• raise awareness of the experiences of those impacted by the prison system through listening and dialogue.</li></ul>

### **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 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:* notably to advocate 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 voluntary work for other charities and organisations;



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#### **Year ended 31 March 2022**

- *Focused grant making:* grant applications received during the period were from a direct connection or knowledge of the Charity. The new Charity website includes a dedicated page for grant making to help expand grant making visibility and 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.

#### **Achievements and Performance**

Our Christian faith is the foundation of the Charity and is the motivating force of the work of the Trustees. There have continued to be challenges as we have emerged from 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.

*"Coming to Adelaide is like finding a light in the darkest of times.*

*Adelaide is a new beginning'.*

Adelaide House Resident, February 2022

#### **Adelaide House Management**

Nanci Metherell was appointed to the permanent role of Chief Operations Officer for Adelaide House from April 2021, having previously served as the Interim Senior Manager for Adelaide House from February 2020.

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

COVID-19 continued to be a challenge into 2021, particularly for those within the criminal justice system. Ensuring that Adelaide House was a safe place for staff and residents remained a major priority and required on-going discussions and communication with staff, residents, Trustees and stakeholders. A number of key policies and procedures continued to be used 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*. To comply with social distancing, and in line with our risk assessment, capacity in the house remained reduced from 18 to 14 residents. Due to the lack of testing on release, residents continued to test and isolate on arrival at the house. The Trustees are grateful for the patience and cooperation of residents with only a small number

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### **Year ended 31 March 2022**

of residents testing positive for COVID-19 during the period. Residents and staff supported the enhanced cleaning practices and use of Personal Protective Equipment (PPE), as required.

Trustees are grateful to Nanci Metherell and to Deputy Operations Officer, Julie Kelly, for their inspired leadership and calm handling of the continued COVID-19 challenges faced by Adelaide House, and to staff who continued to demonstrate resilience in these challenging times with staff absence remaining low and a willingness to cover additional shifts where required.

### **Resident and Occupancy rates**

From April 2021 to March 2022, a total of 64 residents (56 in 2020/21) were supported by Adelaide House with average occupancy levels for the period at 73.2% (75% in 2020/21). 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 5% fail to arrive. The majority of Parole cases have dates moved which also makes it very difficult to plan appropriately for arrivals and to maintain high occupancy.

During the period there were 47 (74%) successful departures (44 - 77% in 2020/21). This was supported by the Charity's successful Move-On project for residents (see **Move-On Project**).

In 2021/22 a small number of residents had extended stays in the House beyond the National Probation Service Approved Premises 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.

*"When I was told I was coming to Adelaide I didn't want to come. I am now happy and feel more confident. I like going to groups. I feel my mental health has improved"*

Adelaide House Resident, March 2022

### **Ministry of Justice Contract**

The work of Adelaide House is predominantly funded through a Ministry of Justice (MoJ) contract which was extended to March 2022. A further two-year contract extension to 2024 was agreed in early 2022. Regular contract meetings with the Head of Public Protection North West (this was initially with Lisa McKenzie who was replaced later in the year by Catherine Entwistle), continued with Nanci Metherell, Chief Operations Officer and Paul Holt, Chair of Trustees, in attendance. Meetings were positive although there is increased scrutiny of performance data, including new Key Performance Indicators (KPIs) introduced in mid-2022. The Charity's new Move-On Project, and its range of activities for residents, was well received during the contract meetings and their profile raised on a national level.

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#### **Year ended 31 March 2022**

During this period Trustees and Senior Adelaide Staff attended MoJ Commercial Meetings regarding the Approved Premises Expansion (APEX). This aims to increase AP bed spaces by 200 by 2024, followed by a further 300. Plans for the expansion of Adelaide House were considered in detail by Trustees, however improvements to the existing house, including creating 18 single bed spaces, and improving bathroom and accessibility provision, were considered the priority. These developments are currently at planning permission stage with the aim for the work to be completed in time for the new contract beginning April 2024.

There will be a re-procurement process for Independent Approved Premises (IAP) beginning from April 2024. This will require the Charity to submit a tender for the contract on a commercial basis and bring all IAP contracts in line with the Public Sector Procurement - Crown Commercial Framework. Additional expertise is being considered to support this bid, with the competition expected to open in February 2023 and contracts awarded in September 2023. The Charity is working closely with the MoJ Commercial Team, and National Independent Approved Premises Association (NAPA) colleagues, to ensure we are in the best position to provide a quality bid for the new contract.

#### **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 and online access to services. As restrictions lifted, staff were once again able to engage residents in a wider range of activities. New equipment was purchased to support resident cooking sessions, and 4D diamond art was introduced which has proved popular, encouraging both relaxation and mindfulness in the resident group. During November 2021, a former resident was shortlisted from over 6000 entries to be exhibited at the South Bank Centre as part of the Koestler art awards exhibition 2021: *'The I and the We'*. To tie in with the Charity declaring a climate emergency in early 2022, the resident group considered how they could contribute towards reducing their impact on the climate.

Significant work was done during this period to increase the partnership between Adelaide House and other local service providers. This included partnering with The Brink, who started an alcohol dependency surgery at Adelaide House; Magistras Civitas, who predominantly provide relationship programmes, including 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. The Perspective Theatre Company delivered two performances in Adelaide House in December 2021 around highlighting the dangers of drug and alcohol abuse. During this period the Charity began working with Micah Liverpool, based at Liverpool Cathedral, to provide work placements and deliver employability skills workshops to residents. There were a number of successful partnerships to provide activities outside the house, including a concessionary canal boat trip on the Liverpool waterways in July 2021, provided by The Sovini Charity group. One of our residents also undertook a week-long placement with them because she had enjoyed it so much.

*"This (canal boat trip) is an activity that I will remember for the rest of my life"*

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**Year ended 31 March 2022**

Adelaide House Resident, August 2021

The Charity's contract with Achieve North West Connect to provide Education, Training and Experience, came to an end in April 2021. The Achieve North West Connect contract was linked to the Charity's Community Payback work. During 2020, the Ministry of Justice announced that, from 2021, the Probation Service would take back responsibilities from Community Rehabilitation Companies (CRC). The Charity's contract with Merseyside CRC for a female Community Payback Project, came to an end in June 2021. The Board was delighted that our staff member, Theresa Wimsey, who had led the Payback Project so well, and had helped to 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 (EE) Award during 2021/22. Due to restrictions, the evidencing for the award was done remotely, including the submission of a film made by Adelaide House staff. Feedback from the awarding body was excellent.

*"Adelaide House has clearly embedded EE in all aspects of its daily life and has a robust EE culture with exceptional qualities in domains such as relationship building, safety, development and leadership. Moreover, some words such as "pleasurable", "fun" and "happy" aren't usually applied to describe the atmosphere of an Approved Premises, but, they fit Adelaide House like a glove."*

Royal College of Psychiatrists: EE Report, December 2021

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

The Faiths4Change gardening project continued to be an excellent collaboration and, coupled with the weekly keep fit programme, had a notable positive impact on the health and wellbeing of residents. During the periods of lockdown, the project supplied residents with their own baskets to plant. Socially distanced garden-based activities resumed during 2021.

## **Move-On Project**

One of the priorities of the work of Adelaide House is to see the residents experience safe, integrated 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, who have ongoing mental health issues, or who have committed offences such as arson. The project aims to equip designated staff, and provide an assigned budget, to support women as they leave the Approved Premises. This can include sourcing appropriate property through cultivating links across the region, accommodation deposits, starter packs, redecorating, and accessing free and discounted furniture through the local furniture resource centre.

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### **Year ended 31 March 2022**

Following a successful pilot project, the Charity continued to fund the Move-On Project from March 2021. There was a gap in service provision later in the period due to a key staff member moving to a new role in the Probation Service. The Staffing Review approved an uplift in Intervention Officer posts which has led to all three Intervention Officers now providing Move On support to their residents.

#### **Chaplaincy**

Ann Hulbert has served as Chaplain to Adelaide House since 2019. The Chaplain usually offers pastoral support to residents and staff, which includes accompanying residents who choose to attend Cathedral Evensong, and by providing an envelope for prayer requests. This continued to be a challenging period for the Chaplain because, 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 a combination of Zoom and visitors in the House. The service included a film about a day in the life of Adelaide House by the staff and a short talk from the Bishop of Warrington.

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

It was good to return to an in-person Prisons Week Lecture in October 2021, which is produced in partnership with Liverpool Diocese and Cathedral as part of the Annual Prisons Week of Prayer. The Right Revd Rachel Treweek, Bishop of Gloucester and the Anglican Bishop for HM Prisons in England and Wales, presented a lecture at Liverpool Cathedral regarding women in the criminal justice system entitled *"Telling the story, hearing the story and writing a new chapter"*.

#### **Grant-making and donations**

During 2021/22 the Charity made grants to the following organisations -

- REEO CIC – Giant Peach Project - £5,000
- Prison Reform Trust – Child Impact Assessment Project Support – £10,000
- Church of England Diocese of Liverpool – Social Justice work - £5,000

No donations were received to the Charity in 2021/22.

#### **Future Planning**

The Charity has continued to demonstrate financial, governance and operational resilience as it emerged from the COVID-19 pandemic over 2021-22. Along with the continued recovery of partnerships and activities within Adelaide House there are a number of key initiatives for the Charity currently in progress:

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### **Year ended 31 March 2022**

- **Ministry of Justice Contract** – There will be a re-procurement process for Independent Approved Premises contracts from April 2024. This will require the Charity to submit a tender for the contract on a commercial basis. Additional expertise is being considered to support this bid with the competition expected to open in February 2023 and contracts awarded in September 2023;
- **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, led the Charity to consider plans to invest in, and reconfigure, the property. The Trustees instructed an architect and it is hoped that, following successful planning permission, the re-development will begin in 2023;
- **Partnerships** - In line with the offender pathways, the Charity is keen to continue to build partnerships to enable it to offer more bespoke services, complementing the already excellent work undertaken at Adelaide House. The Charity continues to build stronger ties with the local Probation Service women's team and is committed to further expanding ITS 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;
- **Environment and sustainability** – The Charity declared a Climate Emergency in early 2022 and is developing an Action Plan to become net zero by 2027; and
- **Charity 200<sup>th</sup> Anniversary** – The Charity will be celebrating 200 years from its origins, in 2023.

### **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 Churches, Charities and Local Authorities Investment Management (CCLA). 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:

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

#### **Year ended 31 March 2022**

- **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 3 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 their number of 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.
- **Redevelopment Reserve** – set up to fund scoping plans to planning permission stage for the redevelopment of Adelaide House.

Total reserve levels during the period were £677k. The Trustees consider the financial position to be satisfactory, although cost of living increases are being closely monitored. Current fixed rate energy contracts will finish in 2023 although there is scope, in the current contract, to negotiate increased funding. Trustees continue to be positive about the future of Adelaide House, recognising the need for the service and the high quality of our work.

#### **The Financial Result for the Year to 31 March 2022**

There is an overall surplus of £136,874, taking into account unrealised gains in share values amounting to £54,929. Despite the challenges faced by many in the charitable sector due to the pandemic and the current cost-of-living crisis, it is expected that income and expenditure for the new year will continue at the same levels, as the Charity's income does not rely on donations. 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.

#### **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.

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;

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

**Year ended 31 March 2022**

- 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:

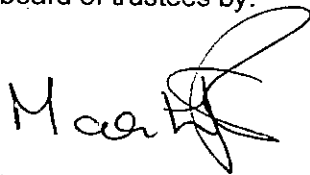
- so far as they are aware, there is no relevant audit information of which the charity's auditor is unaware; and
- they have taken all steps that they ought to have taken as a trustee to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that 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 14.12.2022 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 2022**

### **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 2022 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).

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2022 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**

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

**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 2022**

**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 2022**

### **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.

**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 2022**

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.

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.

**Use of our report**

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.

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

**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 2022**

			2022		2021
	Note	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
<b>Income and endowments</b>					
Donations and legacies	5	—	968,817	968,817	990,743
Charitable activities	6	—	12,560	12,560	14,309
Investment income	7	19,235	—	19,235	19,822
<b>Total income</b>		19,235	981,377	1,000,612	1,024,874
<b>Expenditure</b>					
Expenditure on charitable activities	8,9	30,235	888,432	918,667	987,130
<b>Total expenditure</b>		30,235	888,432	918,667	987,130
<b>Net income</b>		(11,000)	92,945	81,945	37,744
<b>Other recognised gains and losses</b>					
Gains from revaluation of fixed assets		54,929	—	54,929	111,983
<b>Net movement in funds</b>		43,929	92,945	136,874	149,727
<b>Reconciliation of funds</b>					
Total funds brought forward		1,247,028	820,117	2,067,145	1,917,418
<b>Total funds carried forward</b>		1,290,957	913,062	2,204,019	2,067,145

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 22 to 33 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 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible fixed assets	15	394,180	403,380
Investments	16	716,754	661,825
		<u>1,110,934</u>	<u>1,065,205</u>
<b>Current assets</b>			
Debtors	17	30,768	18,127
Cash at bank and in hand		1,123,923	1,047,085
		<u>1,154,691</u>	<u>1,065,212</u>
<b>Creditors: amounts falling due within one year</b>	18	61,606	63,272
<b>Net current assets</b>		<u>1,093,085</u>	<u>1,001,940</u>
<b>Total assets less current liabilities</b>		<u>2,204,019</u>	<u>2,067,145</u>
<b>Net assets</b>		<u>2,204,019</u>	<u>2,067,145</u>
<b>Funds of the charity</b>			
Restricted funds		913,062	820,117
Unrestricted funds:			
Revaluation reserve		613,709	565,301
Other unrestricted income funds		677,248	681,727
<b>Total unrestricted funds</b>		<u>1,290,957</u>	<u>1,247,028</u>
<b>Total charity funds</b>	20	<u>2,204,019</u>	<u>2,067,145</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 14 December 2022, and are signed on behalf of the board by:

  
 Mr M Poffley  
 Trustee

  
 Mr P Holt - Chair  
 Trustee

The notes on pages 22 to 33 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 2022**

	2022 £	2021 £
<b>Cash flows from operating activities</b>		
Net income	81,945	37,744
<i>Adjustments for:</i>		
Depreciation of tangible fixed assets	9,200	9,200
Dividends, interest and rents from investments	(19,164)	(18,602)
Other interest receivable and similar income	(71)	(1,220)
Accrued expenses	3,501	5,677
<i>Changes in:</i>		
Trade and other debtors	(12,641)	1,961
Trade and other creditors	(5,167)	15,353
Cash generated from operations	57,603	50,113
Interest received	71	1,220
Net cash from operating activities	<u>57,674</u>	<u>51,333</u>
<b>Cash flows from investing activities</b>		
Dividends, interest and rents from investments	19,164	18,602
Net cash from investing activities	<u>19,164</u>	<u>18,602</u>
<b>Net increase in cash and cash equivalents</b>	76,838	69,935
<b>Cash and cash equivalents at beginning of year</b>	1,047,085	977,150
<b>Cash and cash equivalents at end of year</b>	<u>1,123,923</u>	<u>1,047,085</u>

The notes on pages 22 to 33 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 2022**

#### **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 2022**

#### **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 2022**

#### **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 2022**

#### **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 2022**

**4. Limited by guarantee**

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

**5. Donations and legacies**

	Restricted Funds £	Total Funds 2022 £	Restricted Funds £	Total Funds 2021 £
<b>Donations</b>				
Donations	4,571	4,571	5,200	5,200
<b>Grants</b>				
Grants receivable HMPPS	949,312	949,312	943,018	943,018
HMRC CJRS grants	6,825	6,825	—	—
Grants receivable Hope University Students	2,800	2,800	1,400	1,400
Grants receivable Achieve NW Connect	—	—	20,475	20,475
Grants receivable Merseyside CRC	5,309	5,309	20,650	20,650
	<u>968,817</u>	<u>968,817</u>	<u>990,743</u>	<u>990,743</u>

**6. Charitable activities**

	Restricted Funds £	Total Funds 2022 £	Restricted Funds £	Total Funds 2021 £
Board and accommodation	12,560	12,560	14,309	14,309

**7. Investment income**

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Income from listed investments	19,164	—	19,164
Bank interest receivable	71	—	71
	<u>19,235</u>	<u>—</u>	<u>19,235</u>

	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>

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

## Company Limited by Guarantee

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

**Year ended 31 March 2022**

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Direct Charitable Expenditure	29,408	880,752	910,160
Support costs	827	7,680	8,507
	<u>30,235</u>	<u>888,432</u>	<u>918,667</u>

	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>

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

	Activities undertaken directly £	Support costs £	Total funds 2022 £	Total fund 2021 £
Direct Charitable Expenditure	910,160	—	910,160	983,290
Governance costs	—	8,507	8,507	3,840
	<u>910,160</u>	<u>8,507</u>	<u>918,667</u>	<u>987,130</u>

#### 10. Analysis of support costs

	Analysis of support costs activity 1 £	Total 2022 £	Total 2021 £
Governance costs	8,508	8,508	3,200

#### 11. Net income

Net income is stated after charging/(crediting):

	2022 £	2021 £
Depreciation of tangible fixed assets	<u>9,200</u>	<u>9,200</u>

#### 12. Auditors remuneration

	2022 £	2021 £
Fees payable for the audit of the financial statements	<u>3,840</u>	<u>3,200</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 2022

### 13. Staff costs

The average head count of employees during the year was 26 (2021: 28).

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

	2022 No.	2021 No.
£60,000 to £69,999	1	–
£70,000 to £79,999	–	1
£80,000 to £89,999	–	1
	<u>1</u>	<u>2</u>

### 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 £981 (2021:£1,100) was reimbursed to trustees for out of pocket expenses incurred during the year.

### 15. Tangible fixed assets

	Land and buildings £
<b>Cost</b>	
At 1 April 2021 and 31 March 2022	<u>513,780</u>
<b>Depreciation</b>	
At 1 April 2021	110,400
Charge for the year	9,200
At 31 March 2022	<u>119,600</u>
<b>Carrying amount</b>	
At 31 March 2022	<u>394,180</u>
At 31 March 2021	<u>403,380</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 2022

### 15. Tangible fixed assets *(continued)*

#### 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.

### 16. Investments

	Listed investments £	Other investments £	Total £
<b>Cost or valuation</b>			
At 1 April 2021	651,781	10,044	<b>661,825</b>
Additions	—	—	—
Fair value movements	54,929	—	<b>54,929</b>
<b>At 31 March 2022</b>	<b>706,710</b>	<b>10,044</b>	<b>716,754</b>
<b>Impairment</b>			
At 1 April 2021 and 31 March 2022	—	—	—
<b>Carrying amount</b>			
At 31 March 2022	706,710	10,044	<b>716,754</b>
At 31 March 2021	651,781	10,044	<b>661,825</b>

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

	2022 £	2021 £
Prepayments and accrued income	<b>30,768</b>	<b>18,127</b>

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

**Year ended 31 March 2022**

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

	<b>2022</b>	2021
	£	£
Trade creditors	27,481	37,586
Accruals and deferred income	12,841	9,340
Social security and other taxes	10,766	16,346
Other creditors	10,518	–
	<u>61,606</u>	<u>63,272</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 £130,607 (2021: £89,348).

**20. Analysis of charitable funds**

**Unrestricted funds**

	At 1 Apr 2021 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 31 Mar 22 £
General fund	331,727	19,235	(30,235)	6,521	–	327,248
Revaluation reserve	263,520	–	–	(6,521)	–	256,999
Investments	350,000	–	–	–	–	350,000
Investment Revaluation Reserve	301,781	–	–	–	54,929	356,710
	<u>1,247,028</u>	<u>19,235</u>	<u>(30,235)</u>	<u>–</u>	<u>54,929</u>	<u>1,290,957</u>

	At 1 Apr 2020 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 31 Mar 21 £
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>



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

**Year ended 31 March 2022**

**20. Analysis of charitable funds (continued)**

**Restricted funds**

	At 1 Apr 2021 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 31 Mar 22 £
Restricted Funds	820,117	981,377	(888,432)	-	-	913,062

	At 1 Apr 2020 £	Income £	Expenditure £	Transfers £	Gains and losses £	At 31 Mar 21 £
Restricted Funds	780,376	1,006,269	(927,002)	(39,526)	-	820,117

	At 1 April 2021	Income	Expenses	At 31 March 2022
General Social Care Council	3,375	-	-	3,375
ETE (2)	8,636	-	-	8,636
ETE (3)	5,031	-	-	5,031
Hope University Students	7,375	2,800	(1,471)	8,704
Achieve NW Connect	345	-	-	345
Merseyside CRC	1,752	5,309	(36)	7,025
LCC (for CP)	17	-	-	17
City of Liverpool	1,725	-	-	1,725
BWilliams Donations for Women	896	-	(834)	62
Move on Project	(6,871)	-	(4,968)	(11,839)
Rathbone Project	-	1,000	(462)	538
Cecil Pilkington Charitable Trust	-	3,000	-	3,000
Sub Total	22,281	12,109	(7,771)	26,619
General Funds	291,767	12,947	(17,118)	287,596
HMPPS	506,069	956,322	(863,544)	598,847
TOTAL	820,117	981,378	(888,433)	913,062

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

**Year ended 31 March 2022**

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2022 £
Tangible fixed assets	394,180	–	394,180
Investments	716,754	–	716,754
Current assets	201,952	952,738	1,154,690
Creditors less than 1 year	(21,929)	(39,676)	(61,605)
<b>Net assets</b>	<b>1,290,957</b>	<b>913,062</b>	<b>2,204,019</b>

	Unrestricted Funds £	Restricted Funds £	Total Funds 2021 £
Tangible fixed assets	403,380	–	403,380
Investments	661,825	–	661,825
Current assets	184,323	880,889	1,065,212
Creditors less than 1 year	(2,500)	(60,772)	(63,272)
<b>Net assets</b>	<b>1,247,028</b>	<b>820,117</b>	<b>2,067,145</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.

**23. Analysis of changes in net debt**

	At 1 Apr 2021 £	Cash flows £	At 31 Mar 2022 £
Cash at bank and in hand	1,047,085	76,838	1,123,923

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

**Company Limited by Guarantee**

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

**Year ended 31 March 2022**

### **24. 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:

- 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 Vice-Chair is the Rev Canon Dr Ellen Loudon, who is also Diocesan Director for Social Justice; and
- Following the permanent employment of a Governance & Development Manager (formerly Consultant Charity Operations Officer) in April 2021, the Charity continued its formal agreement with the Anglican Diocese of Liverpool to pay £2,000 per annum for the provision of IT support, office space and the use of meeting rooms at its central Liverpool offices. The Rev Canon Dr Ellen Loudon, Diocesan Director for Social Justice, provides line management to the Governance & Development Manager.

During the year a grant payment of £5,000 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. Two current 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

During the year a payment of £10,000 was made to the Prison Reform Trust to support work in relation to the implementation of a Child Impact Assessment for children with a primary carer in the criminal justice system. The funding, administered by PRT, was split between PRT and six participating organisations that work directly with children affected by imprisonment. Sarah Beresford, LDCSA Trustee is also a prison reform Trust associate and project lead. Sarah was separately funded for her work via the Churchill Fellowship Activate Fund.

Where Trustees declared a related party transaction during the year these were recorded at the relevant meeting. The Trustee was precluded from involvement in any 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 2022**

**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 2022**

	2022 £	2021 £
<b>Income and endowments</b>		
<b>Donations and legacies</b>		
Donations	4,571	5,200
Grants receivable HMPPS	949,312	943,018
HMRC CJRS grants	6,825	–
Grants receivable Hope University Students	2,800	1,400
Grants receivable Achieve NW Connect	–	20,475
Grants receivable Merseyside CRC	5,309	20,650
	<u>968,817</u>	<u>990,743</u>
<b>Charitable activities</b>		
Board and accommodation	<u>12,560</u>	<u>14,309</u>
<b>Investment income</b>		
Income from listed investments	19,164	18,602
Bank interest receivable	71	1,220
	<u>19,235</u>	<u>19,822</u>
<b>Total income</b>	<u><u>1,000,612</u></u>	<u><u>1,024,874</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 2022**

	2022 £	2021 £
<b>Expenditure</b>		
<b>Expenditure on charitable activities</b>		
Wages and salaries	464,050	558,620
Employer's NIC	40,623	46,737
Pension costs	130,607	89,348
Rent	2,000	2,000
Rates and water	10,726	9,700
Light and heat	13,365	17,400
Repairs and maintenance	29,462	30,952
Insurance	13,708	13,195
Legal and professional fees	7,681	3,840
Depreciation	9,200	9,200
Medical Expenses	6,404	5,000
Charitable Gifts & Donations	27,967	31,147
Furniture, Fittings & Equipment	7,744	11,553
Catering & Cleaning Contract	74,135	69,408
Equipment hire	7,836	7,265
Recreation	4,495	3,309
Training	3,233	1,847
Travel - staff	1,135	843
Travel - Residents	591	774
Accountancy & Professional	5,400	5,400
Office & Administration	27,042	28,738
Consultancy & Professional fees	29,217	33,872
Bank charges	275	195
Seminars	857	6,202
Residents loans	254	165
Recruitment Expenses	660	420
	<u>918,667</u>	<u>987,130</u>
<b>Total expenditure</b>	<u>918,667</u>	<u>987,130</u>
<b>Net income</b>	<u>81,945</u>	<u>37,744</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 2022**

	2022 £	2021 £
<b>Expenditure on charitable activities</b>		
<b>Direct Charitable Expenditure</b>		
<i>Activities undertaken directly</i>		
Wages & salaries	464,050	558,620
Employer's NIC	40,623	46,737
Pension costs	130,607	89,348
Rent	2,000	2,000
Rates & water	10,726	9,700
Light & heat	13,365	17,400
Repairs & maintenance	29,462	30,952
Insurance	13,708	13,195
Depreciation	9,200	9,200
Medical Expenses	5,951	5,000
Charitable Gifts & Donations	27,594	31,147
Furniture, Fittings & Equipment	7,744	11,553
Catering & Cleaning Contract	74,135	69,408
Equipment hire	7,836	7,265
Recreation	4,495	3,309
Training	3,233	1,847
Travel - staff	1,135	843
Travel - Residents	591	774
Accountancy & Professional	5,400	5,400
Office & Administration	27,042	28,738
Consultancy & Professional fees	29,217	33,872
Bank charges	275	195
Seminars	857	6,202
Residents loans	254	165
Recruitment Expenses	660	420
	<u>910,160</u>	<u>983,290</u>
<b>Governance costs</b>		
Audit Fees	7,681	3,840
Governance costs - other type 1	453	-
Governance costs - other type 2	373	-
	<u>8,507</u>	<u>3,840</u>
<b>Expenditure on charitable activities</b>	<u><u>918,667</u></u>	<u><u>987,130</u></u>