



## **CCS Adoption Ltd**

**A Company Limited by Guarantee**

**Report and Financial Statements**

**For the Year Ended 31 March 2024**

**Charity Registration Number: 286814**

**Company Number: 01655971**



**ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**  
**YEAR ENDED 31 MARCH 2024**

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**ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**  
**YEAR ENDED 31 MARCH 2024**

**Welcome from Chair of the Board of Trustees**



The Trustees are pleased to present the Annual Report for 2023/2024.

This is a special year for CCS Adoption Ltd as we celebrate our 120<sup>th</sup> Anniversary. The Trustees are very proud of the achievements and developments, as highlighted in the report, over the year and wish to thank all of our volunteers, supporters and our professional staff for their dedication and hard work to have made this possible.

Our families remain at the heart of our organisation, and it is our pledge to find permanency and support for the most vulnerable children in our society.

Sally Lockwood  
Chair of Trustees

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## **Legal and Administrative Information**

### **Constitution**

CCS Adoption Ltd which has been in existence since 1904, initially as the Clifton Rescue Society, was incorporated on 2 August 1982 as the Catholic Children's Society (Diocese of Clifton), a company limited by guarantee and a registered charity governed by its Memorandum and Articles. On 5 June 2008, the Trustee body passed a resolution to change the name to Clifton Children's Society, to reflect and reaffirm its roots within the Clifton Diocese. On 26 September 2024 the Trustee Board passed a resolution to change the legal name of the business to 'CCS Adoption Ltd'. This was to reflect the work of the charity today and in the future.

Charity Number: 286814

Company Number: 01655971

Patrons: Gareth Rees (appointed Feb 2024)  
Jenny Urquhart, Artist

### **Trustees**

The Trustees are a skilled, cohesive team comprising Sally Lockwood who is a retired Social Worker and Counsellor; Catherine Graham, retired Primary School Teacher; Peter Golding, solicitor; Andrea Viner, A Social Worker who has been a specialist in adoption and adoption support service delivery for many years; Richard Tidswell, Director of Business Doctors; Nikolas Thompson, Manager in Responsible Business & Inclusion for Lloyds Banking Group; Stephen Lord, General Manager for a security company and Ryan Relf-Jones, Head of Human Resources with over twenty years' experience in the financial services sector.

Stephen Allen resigned his role as an Associate Trustee in January 2024.

|                         |  |
|-------------------------|--|
| Directors and Trustees: | The following served as directors and Trustees during the year and since the year end: |
|                         | Sally Lockwood, Chair  |
|                         | Catherine Graham, Vice Chair   |
|                         | Andrew Stephen Lord, Treasurer   |
|                         | Nikolas Thompson   |
|                         | Peter Golding  |
|                         | Richard Tidswell   |
|                         | Celia Balbernie <i>(resigned August 2023)</i>  |
|                         | Julie Cooke <i>(resigned October 2023)</i>   |
|                         | Andrea Viner <i>(appointed October 2023)</i>   |
|                         | Ryan Relf-Jones <i>(appointed October 2023)</i>  |

Chief Executive Officer: Emma Simpson

Registered Office and Principal Address: CCS Adoption Ltd, The Park Centre, Daventry Road, Bristol, BS4 1DQ

Auditors: Randall & Payne LLP, Chargrove House, Shurdington Rd, Shurdington, Cheltenham GL51 4GA

Bankers: National Westminster Bank, 44 Caledonia Place, The Mall, Clifton, Bristol BS99 5AJ  
CAF Bank, 25 Kings Hill Ave, Kings Hill, West Malling ME19 4JQ

Solicitors and Insurers: Carbon law Partners, Library Building, Sun Street, Tewkesbury, GL20 5NX  
Markel UK, 20 Fenchurch St, London EC3M 3AZ

# **ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**

## **YEAR ENDED 31 MARCH 2024**

### **Trustee Board Report**

The Board of Trustees present their report together with the financial statements of the charity for the year ended 31 March 2024.

The report has been prepared in accordance with Section 8 of the Charities Act 2011 and with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The names of the Trustees (who are directors for the purpose of company law and Trustees for the purpose of charity law) who served during the year and at the date of this report are set out on Page 4.

The Clifton Children's Society was founded in 1904 and incorporated as a charitable company limited by guarantee on 2 August 1982 and registered as a charity on 12 April 1983. The company was established under Memorandum of Association which set the objects and powers of the Clifton Children's Society and is governed under its Articles of Association. These were amended by special resolution on 8 April 1997, 14 October 1997, 24 August 2000, 28 September 2006, and 5 June 2008. In the event of the company being wound up, members are required to contribute an amount not exceeding £1 each.

On 1<sup>st</sup> April 2018, the assets and activities of The Centre for Adoption Support and Education (charity number 1153616) were transferred to the organisation. The organisation continues the post adoption support work of The Centre. The special resolutions putting this into effect are dated 12 March 2018.

The number of Trustees shall not be less than five but (unless otherwise determined by ordinary resolution) shall be subject to a maximum of 15. At each Annual General Meeting, one fifth (or the number nearest to one fifth) of the Trustees shall retire from office, those longest in office retiring first and the choice between any of equal service being made by drawing lots.

If at the meeting at which a Trustee retires by rotation, the vacancy is not filled, the retiring Trustee shall, if willing to act, be deemed to have been reappointed unless at the meeting it is resolved not to fill the vacancy or unless a resolution for the reappointment of the Trustee is put to the meeting and lost.

No person other than a Trustee retiring by rotation shall be appointed or reappointed a Trustee at any general meeting unless recommended by the Trustees.

The Trustees are drawn from a variety of disciplines and provide a broad range of skills. The range of skills offered and needed is regularly reviewed. A Trustee skills audit took place during 2021 with a view to assessing the range of experience and skills within the team and identifying any gaps. The audit focussed on the qualities needed for current operations and strategy. Following the audit, a decision was made to recruit personnel related with HR/Marketing background and those with a Social Work background.

A diversity audit of Trustees took place at the same time as the skills audit. The Trustees are keen to ensure they have a Board that is made up of people with different professional expertise, perspectives, and life experiences, recognising that diverse teams have been shown to make better decisions and are more likely to innovate. The results of this audit will be considered during any future recruitment campaigns.

# **ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**

## **YEAR ENDED 31 MARCH 2024**

### **Trustee Recruitment**

In 2023 two new members were welcomed to the Board which now totals eight members.

Ryan Relf-Jones joined with over 20 years of experience in Human Resources within the financial services sector. Within his current role as Head of Human Resources, he leads on both strategic and cultural change, as well as cyclical HR activity, in partnership with senior executives.

Andrea Viner; A Social Worker who has been a specialist in adoption and adoption support service delivery for many years. She joined CCS Adoption Ltd in 2013 and has taken an active role in developing agency services until retiring in 2023. Now as a Trustee member she seeks to draw on her experiences and influence the future of CCS Adoption Ltd.

### **Trustee Induction and Training**

Potential new Trustees attend meetings as observers to familiarise themselves with the work of CCS Adoption Ltd. If appointed as a Trustee, they undergo a formal period of induction and training on charity law and governance. Trustees act in accordance with the CCS Adoption Ltd code of conduct. Trustees attended an Away day in November 2023 which was facilitated by Cate Hemingway from Gloucestershire VCS Alliance.

### **Organisation**

The Trustees manage and direct the work of CCS Adoption Ltd and meet at least quarterly. The financial governance and investments are overseen by the Business Sub Committee which includes six of the Board Trustees. The committee meets quarterly. Working groups of Trustees are convened to consider specific issues as needed. The Board has agreed a schedule of delegated authority to the Chief Executive Officer, Emma Simpson who has overall responsibility for the strategic and operational delivery of the work undertaken by CCS Adoption Ltd.

The following senior staff were in post at 31 March 2024:

Emma Simpson – Chief Executive Officer  
Charlie Delahunty – Head of Adoption  
Jason Tinley – Finance Manager  
Laura Shields – Adoption Support Manager  
Stacey Thompson – HR, Facilities and Administration Manager

### **Objectives of the Charity**

The Trustees confirm that they have given due consideration to guidance published by the Charity Commission and that the Public Benefit requirements are met. The object of CCS Adoption Ltd is to benefit the public through the promotion care and well-being of vulnerable children in need of permanency from all backgrounds, cultures, and all faiths or none by:

- ★ Furthering their appropriate care and safety.
- ★ Providing assistance and support to them, their families, and carers.
- ★ Advancing their physical, mental, social, emotional, and spiritual development, respecting their racial, cultural, and spiritual heritage, so that they may grow to full maturity as individuals and members of society.

# ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

## YEAR ENDED 31 MARCH 2024

### Vision

“A world where every child grows up in a safe loving family.”

### Mission

The Organisation’s aim, core purpose and the driving force behind everything the Organisation does, is to “*create a positive future for children, by building families and enabling them to grow and thrive.*”

To support its purpose, the Organisation will focus and measure itself against four core values and principles:

- ★ **Child Centric** – We will always put the needs of the child first through everything we do.
- ★ **Accepting & Inclusive** – We will be accepting of all and champion inclusivity.
- ★ **Leading & Pioneering** – We will maximise our creativity to pioneer and lead on issues that are close to our heart.
- ★ **Responsible & Sustainable** – We will run our Organisation in a responsible and sustainable way, to ensure the longevity and security for our families.

### Statement of Trustees’ responsibilities

The Trustees (who are also directors of CCS Adoption Ltd for the purposes of company law) are responsible for preparing the Trustees’ Report (incorporating the directors’ report) and the financial statements in accordance with applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the income and expenditure, of the charitable company 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 Charities SORP;
- ★ make judgments and accounting estimates that are reasonable and prudent;
- ★ state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ★ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustees are aware:

- ★ there is no relevant audit information of which the charitable company’s auditors are unaware; and
- ★ the Trustees have taken all steps that they ought to make themselves aware of that information.

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**Auditors**

A resolution will be put to the Annual General Meeting that Randall & Payne LLP be reappointed auditors to CCS Adoption Ltd for the coming year.

**Small company provisions**

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.



# ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

## YEAR ENDED 31 MARCH 2024

### About Us

CCS Adoption Ltd (CCS) is an independently funded, registered charity and Adoption Agency (Voluntary Adoption Agency or 'VAA'). The Organisation works to the highest standards to maintain its strong reputation of putting people and relationships at the heart of what it does, evidenced as an Ofsted 'Outstanding' rated Agency consistently since 2010 (last inspection 2024, page 13).

In 2018, the Organisation brought together its existing adoption service, with The Centre for Adoption Support & Education ("The Centre"), allowing us to strengthen, broaden and expand the post Adoption support the Organisation offers families.

The Organisation has continued to concentrate on Adoption work as its method of meeting its objects by building a positive future for children. The ongoing evidence of poor outcomes for children raised in public care confirms the importance of the work undertaken and the public benefit in finding permanent families for children through adoption. Research evidence confirms that children who are raised in adoptive families have better outcomes in the quality of their adult life than those remaining in public care. The clear public benefit is that these outcomes are a cost-effective use of public funds.

Link to research which evidences the value of adoption to society (Nov 2022)

<https://cvaa.org.uk/wp-content/uploads/2022/12/CVAA-The-value-of-adoption-report-final-Nov-22.pdf>

The Organisation aims to provide high quality, independent and professional Adoption services recognising the lifelong impact of adoption. CCS Adoption Ltd works to find and support a wide range of adoptive families for children who need them, with a strong commitment to promote Early Permanency through concurrency and foster-to-adopt placements, which allow for a child joining their potential adoptive family much sooner, thus avoiding delay for children.

CCS Adoption Ltd offers a comprehensive Adoption service that includes recruiting, training, assessing, and approving adopters, and undertaking family finding activities to create adoptive families. Supporting the child and family throughout the adoption process and offering lifelong Adoption Support as well as providing a Clinical Therapeutic Service. CCS Adoption Ltd continues to offer a Birth Records and counselling service to adopted people and their birth relatives. These services are offered to children and adults regardless of personal background, faith, gender, ethnicity, culture, or disability. One of the Organisation's values and principals is working in a climate of acceptance and inclusivity and is therefore open to meeting the needs of all adopted children irrespective of their histories and background.

The Organisation is keen to promote partnership collaborating with other stakeholder groups including Local Authorities, Regional Adoption Agencies (RAA), and Education and Health services all within the South West region.

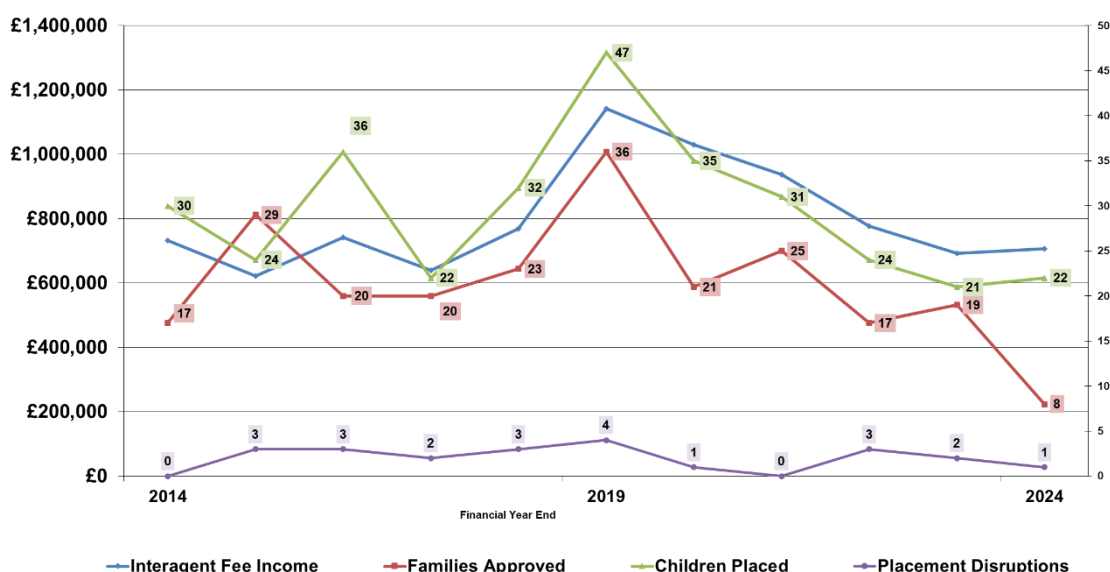
### Adoption, Recruitment & Support

The number of enquiries in 2023/24 have remained similar at 224 compared to 2022/23. The need to be transparent about the children CCS Adoption Ltd are being considered for has resulted in people choosing the local RAA for their assessment, especially when they are looking for younger single children.

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## YEAR ENDED 31 MARCH 2024

### CCS Adoption Recruitment and Placement Statistics



### Panel

The Adoption Panel, which is constituted in accordance with adoption regulations, meets every six weeks to approve adopters and provide independent scrutiny of CCS's adoption work. The Panel has an independent chair and a central list of independent members who have personal/professional experience of adoption. This includes the Agency Medical Adviser, social work professionals and a management representative. All Panel reports are read by the Agency Legal Adviser to quality assure an applicant's legal status to adopt. This diverse group of people speak from a very informed perspective and provide vital scrutiny, quality assurance and validation of CCS's adoption work. Since July 2022, an independent Agency Decision Maker has been recruited to panel to enable this role to be shared and to cover periods of sickness and leave (Liz Pickering).

CCS Adoption Ltd continues to specialise in recruiting adoptive families for 'priority children' i.e., sibling groups, older children, and ethnic minority children.

CCS Adoption Ltd experienced one adoption disruption in the year 2023/24. This was a placement of one child who had been placed since August 2021.

CCS Adoption Ltd offers lifelong support to adoptive families. All families, with whom CCS Adoption Ltd has placed children at any time, are supported through the Organisation's Adoption Support Services according to need.

### Adoption Support

A year of exciting, progressive changes has seen the support we offer to children, young people and families become ever more responsive and has shown exciting joined up working across the CCS team. The huge benefit of working together in the office space has sparked and generated lots of conversations around adoption support and a deeper understanding about what is available and how families and prospective families can access it. As this support is available to families who are both pre and post adoption support, this area has been renamed "Adoption

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### **YEAR ENDED 31 MARCH 2024**

Support” rather than “Post Adoption Support”

We have acknowledged that huge benefits can be gained by ensuring that prospective parents in Stage 2 training are not just fully aware of the range of support on offer but feel actively encouraged to participate in groups and events they feel relevant to them.

#### **Centre Services**

Tots began the academic year in a new location at The Park and, due in the main part to placing older children, began with low numbers. This, however, has changed over the course of the year and we are now seeing numbers of families increasing to one out of the two weekly sessions now full. Adele Parsons joined Fran Smith in September and together they have worked hard to create a structured group full of fun for children and parents.

LGBTQ+ coffee mornings have found a new home at The Park too and has continued to be a well-used and popular group with families and prospective adopters in Stage 2 training.

We built on the success of Holiday Hub and were thrilled to receive local authority funding to be able to grow the activities and events to 4 days during Easter holidays and 17 summer holiday days in 2023. The increase in registered attendees grew from 31 in 2022 to a staggering 88 children and young people across 2023!

Family Fun Afternoons were introduced in May 2023 at our new outdoor base in Knowle, The Roundhouse. These have proved incredibly successful and over the year we have offered 4 activity days, each of which has been fully booked, forcing us to hold a long wait list for the events. As a result, we have planned to increase the sessions for the coming year to enable more families to benefit.

We have continued successful partnership working with Horsecworld, Empire Fighting Chance, All Aboard Water Sports and Forest School and are always looking to establish new relationships.

Chargeable services have generated a small income of £5,383 (£3,160 in 2022/23).

#### **Therapy Services**

The associate therapists' model has proved incredibly successful in our plan to ensure long term financial sustainability of the service. Following transparent scrutiny of how therapy packages are charged, and Adoption Support Fund applications submitted we were thrilled to see the service make a surplus of £34.4K.

Three new associate therapists were recruited throughout the year giving the team a range of therapeutic offers for children and families.

#### **Adoption Special Guardianship Support Fund**

Formally the ASF changes have been made to the development of the fund to include eligible adoptive, special guardianship order and child arrangement order families. Additional criteria were also introduced to ensure each funded therapeutic package includes mandatory outcome measures reported at the beginning and end of every funding period. CCS Adoption Ltd has successfully adhered to these criteria and each new therapeutic package follows this process.

#### **SWAC**

There are three Regional Adoption Agencies (RAAs) members in the South West (Aspire, Adoption West and Adopt South West). Cornwall LA ran its own adoption service until the end of the 2023-24 year, at which point they merged with Adopt South West.

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There are three Voluntary Adoption Agency (VAA) sector members (CCS, PACT and Barnardo's) as Action for Children and SSAFA have both announced that they are closing their adoption services so these will no longer be members.

SWAC provides the following:

- ★ Facilitate family finding and matching of children across all adoption agencies in the South West region, whether statutory or voluntary.
- ★ Provide a focus and conduit for communication between all adoption agencies within the South West region through timely information sharing and promoting best practices in adoption and permanence.
- ★ Provide a hub in the South West region to facilitate good communication at national & regional levels in relation to adoption and permanence.
- ★ Promote positive working relationships and the sharing of best practices between the statutory and voluntary adoption sectors in the region.
- ★ Act as a focal point to access funding and as a steering group for projects which will provide opportunities to develop and improve adoption practices.
- ★ Identify and promote workforce development across all agencies in SWAC.
- ★ Identify and provide a collective response to common challenges in adoption and permanence across the SWAC agencies.

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## YEAR ENDED 31 MARCH 2024

### Highlights over the last 12 months

- ★ 8 New Families approved to adopt.
- ★ 22 children placed for adoption.
- ★ 101 Children accessed our therapeutic services.
- ★ 183 families accessed The Centre for Adoption Support.
- ★ Disruption Rate – 4.8%
- ★ CCS received contact from 224 households, making their first enquiries about adoption.
- ★ CCS held 12 information events with 138 households attending these events in total.
- ★ CCS held 48 days of training for adopters, with 85% of respondents attending Day 1 training rated the session 9/10 or higher.
- ★ Consultations - 41 consultations were completed by Clinical Psychologists 2023/24.
- ★ Clinical Assessments - 12 clinical assessments were completed by Clinical Psychologists Helen Kirkaldie, Jude Courtney, and Vicky Perkins.
- ★ Therapy packages - 40 therapy packages were started and ASF applications successfully submitted.
- ★ Hearts and Minds - 41 parents participated across 2023/24 in the therapeutic course delivered by Clinical Psychologists.
- ★ CCS celebrated 120th Anniversary allowing time for acknowledgement and reflection.
- ★ Two Agency Days, May 2023 and November 2023 were held for the whole Organisation.
- ★ Ensured the Organisation was GDP compliant.
- ★ The Trustee Board held their 'Trustee Get Together' in November 2023.

### Ofsted Inspection

CCS Adoption Ltd is currently one of only two Voluntary Adoption Agencies in the UK that has achieved Outstanding five times in a row.

The Organisation was inspected by Ofsted in 19 February 2024 and given the overall quality rating of "Outstanding", as in the previous four inspections (2019, 2015, 2012, 2010). The Ofsted inspection team found the Organisation to be "Outstanding" in all three areas it considered:

- ★ 'Overall experiences and progress of service users.'
- ★ 'How well young people and adults are helped and protected;' and
- ★ 'The effectiveness of leaders and managers.'

The inspection is a comprehensive review of the work of the Organisation over the previous five years involving all aspects of the work undertaken, including recruitment of adopters, preparation and approval process, how matching and linking are undertaken, particularly how the Organisation focuses its work on those children waiting for adoptive families, and all aspects of

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adoption support. Attention is also directed at how the Organisation contributes to regional and national initiatives to improve adoption services. The inspection included consideration of policies and procedures, data, gathering views from service users including young people in adoptive families, feedback from partner agencies who have placed children with CCS families and views of outcomes from local authorities where specific contracted services are delivered.

The inspector commented:

“Adopters report many examples of how the excellent support from the agency has prevented disruption and helped to build the adoptive families’ resilience through difficulties and challenges.”

“The agency prioritises finding adopters for children who are ‘harder to place’. These include older children, sibling groups and children who have additional needs. Many of the children have very complex needs and have experienced extreme trauma and neglect.”

“The agency benefits from exceptionally high-quality leadership and management. Leaders and managers are inspirational, confident, and ambitious for the agency and for children and adopters. The agency’s development plan is very detailed. It demonstrates a clear and ambitious vision for the future of the agency to ensure that it remains financially viable and continues to offer adoption services of high quality.”

The full inspection report (Unique Reference Number SC048462) may be accessed online at:  
<https://www.ccsadoption.org/wp-content/uploads/2024/03/Clifton-Childrens-Society-10222151-FINAL.pdf>

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## YEAR ENDED 31 MARCH 2024

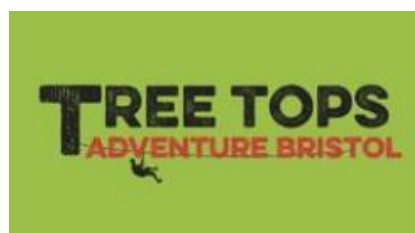
### PARTNERS



### Grants and External Contracts

Adoption West – Service level Agreement: CCS Adoption Ltd delivers a wide range of activities and social events to their families and under a service level agreement it opens these up to Adoption West families and also families from any agencies. The CEO and Adoption Support Manager meet with the Adoption West Director and business manager several times per year to review the contract and service delivery.

### CENTRE ACTIVITIES



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**Our Focus for 2024/2025**

CCS's Strategic Plan has been co-created with all staff and Trustees. The CCS's current strengths, weaknesses, opportunities, and threats were reflected upon. The Strategic Plan covers three years from 2023-2026.

The CVAA almost finalised 3-Year Strategic Plan 2023-2026 and the Adoption England Strategic Plan had been taken into consideration when creating CCS's strategic aims.

The following nine CCS strategic aims encompass the Organisation's key focuses:

**SA1: Successfully recruit, assess, and support adopters for the priority children waiting for adoption.**

**SA2: Recognise and celebrate the lived experience of adoptees and adopters in everything we do.**

**SA3: Maintain and grow CCS's aspirational Trustee board, while enhancing the diversity.**

**SA4: Sustain and nurture CCS's skilled and ambitious workforce, while enhancing the diversity.**

**SA5: Develop and diversify services in response to children and families current and futures needs in adoption and permanence.**

**SA6: Monitor and manage the charities finances to ensure its' stability for the long term.**

**SA7: Pre-empt and be responsive to external market pressures and opportunities.**

**SA8: Continuously learn, reflect, and aim for excellence and compliance in all areas of CCS practice.**

**SA9: Be active in influencing and learning from the regional and national field of adoption and permanence.**



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### **Future developments at CCS Adoption Ltd**

It is known that the adoption climate often moves in cycles, with the numbers of children versus the number of adopters varying and switching over which is greater or lesser than the other. In the year 2023-2024 it is evident that the greater number of children versus a decrease in the number of approved adopters has had a significant impact across the sector. However, this picture is not static and needs to be continually monitored. Emphasis is now on increasing the organisation's pool of adopters, whilst remaining focused on those who wish to adopt priority children.

The income from the ASGSF looks to remain stable, with the therapeutic services making a surplus in 2023-2024. There is only certainty of these funds until March 2025, and with the UK new government all agencies await to see what impact politics has on these decisions. Income from fundraising remains reliant on each year's individual activity, other than a small amount of fundraising income that is provided over several years from some grant providers or individual donors.

After a significant piece of work to create the nine strategic aims, the agency will now be looking to focus work on achieving these aims over 2024-2027.

In 2024 one of CCS's aims is to broaden the geographical reach of the recruitment of adopters. This would mean that prospective adopters in Somerset would have more choices when they are choosing an adoption agency.

The charity continues to consider various areas for diversification; however, the charity has been cautious in not estimating any of this income in the 2023-24 budget. It is unclear if one or more areas of diversification will proceed but they are being kept under constant review by the Senior Management Team and the Trustees.

### **Marketing**

Marketing activity at CCS focuses on four key areas. To provide information to those considering adoption which then enables them to contact CCS at the start of their adoption journey. Secondly to provide information to all adoptive families about the adoption support services we provide and how they can access them. Thirdly to inform the audience of matters to do with CCS internally as a charity. Fourthly to provide information to the audience about the external wider adoption landscape, such as links to research, policy, books, and events.

### **Website**

CCS's Marketing Officer, Giorgia Marangone, continues to manage and update the website's content and develops new pages and posts as needed. Recently, there has been progress on updating the CCS homepage to simplify the user journey.

### **Eventbrite**

CCS Adoption Ltd uses Eventbrite to advertise Information Events which gives the chance for CCS Adoption Ltd to appear when people type "Adoption Information Events" into a search engine. This is being used for bookings alongside telephone and email bookings linked with the events on Facebook and Instagram.

### **Email Marketing**

The CCS Adoption Ltd e-newsletter is distributed using Mailchimp and it focuses on updates on

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CCS, events, Fundraising and Adoption Support.

A process is underway to keep the number of subscribers up-to-date, adding adopters as soon as they are approved. At the moment, we have an audience of 906 subscribers.

#### **Ads**

The organisation continues to use the services of a small digital agency for the management of the CCS Google PPC (pay-per-click) ads grant and social media adverts on Facebook and Instagram. Alongside this, we have been using Instagram boosting for specific posts and audiences.

#### **Social Media**

CCS Adoption Ltd has switched to more video content, using as much real content as possible from unidentified videos and pictures that adopters send and from activities and social events. This creates more engagement since it is more authentic, parents see their children and interact more. With these videos, CCS has started creating and posting Reels on Instagram and Facebook, to also expand the library of reusable material.

The CCS Adoption Ltd Facebook page has 1.4K followers and the CCS Adoption Ltd Instagram account, @ccsadoption, has 680 followers. Content is posted at a rate of one or two posts per day on Facebook and twice per week on Instagram, plus Instagram stories. In 2023 the decision was made to no longer actively engage via X (formerly Twitter).

As the popularity of video content continues to arise, CCS Adoption Ltd will keep into consideration the option of opening a TikTok account. And for this reason, Giorgia attended a training focussed on the use of this social media platform.

#### **Print**

CCS has been engaging with a graphic designer. An update of the CCS Children's Guide was produced in June 2023 and the Information Pack in 2024.

#### **External Training Provision**

CCS Adoption Ltd offers comprehensive adoption preparation training throughout the assessment, family finding and post-placement stages.

In 2023 the training offer has expanded and now on offer are courses or single places available to adoption agencies and individuals, including family and friends, throughout the UK (online). All training is currently delivered by an experienced CCS Adoption Ltd trainer who is also an experienced adoptive parent. Both the online and in-person training sessions are interactive, and research based. Feedback from everybody who attends the training is encouraged so that this can provide the learning that will support adopters to be the best parents and advocates for their children.

# ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD

## YEAR ENDED 31 MARCH 2024

### Fundraising

CCS Adoption Ltd had been working with a Fundraising Consultant to work on applications to trusts and foundations. Then in December 2023 CCS appointed a new fundraising manager, Sarah Yelland, to focus on all aspects of fundraising across CCS.

The Organisation is dependent on fundraising to finance the adoption support services. Fundraising activities included:

- ★ Applications to Trusts and Foundations
- ★ Community fundraising
- ★ Individual giving
- ★ Corporate giving
- ★ Legacies

Adopters and volunteer supporters have also completed various fundraising challenges and supported the Organisation's Annual Appeal. The Board would like to thank everyone that has helped CCS in various ways throughout this year, such as writing grant applications, attending events, and completing challenges.

In 2023/24, the Organisation had a fundraising target of £75,000 and thanks to the generosity of CCS supporters the organisation successfully raised £96,382, 129% of the target. However, the pressure to bring in these substantial sums each year is significant, and CCS needs to constantly be active in its' fundraising activities.

### Trusts and Foundations

There continued to be strong competition for Trusts and Foundation grants however following a number of good applications by a fundraising consultant CCS Adoption Ltd were able to achieve £47,890 income in 2023/24. A further £5,760 was granted from Bristol City Council under the Holiday Activities and Food funding to fund the Holiday Hub Activities (as described under Adoption Support above).

We are immensely grateful to the following trusts, foundations and funds who have supported us through the year. Their kind generosity has enabled us to continue our vital Adoption Support Services for adoptive families for as long as they need support.

- ★ Bristol Pride Community Fund
- ★ Burges Salmon Charitable Trust
- ★ Dandia Charitable Trust
- ★ Denman Charitable Trust
- ★ J & M Britton Charitable Trust
- ★ Lennox Hannay Charitable Trust
- ★ Souter Charitable Trust
- ★ The G F Eyre Charitable Trust
- ★ The Lalonde Trust
- ★ The Leonard Laity Stoate Charitable Trust
- ★ Van Neste Foundation

### Individual Giving

The Organisation received £27,570 (including Gift Aid) in individual donations. The Organisation has a small number of regular donors, some of whom have supported CCS for many years. Donations were received in response to the CEO Christmas Letter (alongside the sale of Christmas cards), 'In Memory' donations, donations from ongoing appeals, and donations as a

## **ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**

### **YEAR ENDED 31 MARCH 2024**

direct result of engagement with the Centre.

To demonstrate fairness and transparency, the Organisation does not accept donations from (or raised by) prospective adopters until they have received their adoption order.

In the Autumn of 2022, CCS met with Dr Gareth Rees who having heard about the extent and quality of the work achieved at CCS donated £20,000 with a pledge of a further £10,000 annual donation for the following three years. Dr Gareth Rees has chosen to donate this money to CCS in memory of his wife Dr Corinne Rees, who worked as a paediatrician in the area, particularly with children in the care system and who had been adopted, she had also worked with CCS for a number of years.

### **Community Fundraising**

Donations from the Clifton Catholic Diocese contribute significantly to the organisation's community fundraising income. The Organisation has a long relationship with the Diocese who continue to support through annual appeals, crib collections and parishioner donations. Donations totalling £7,525 were received in 2023/24 (£4,867 in 2022/23). The increase is due to the return of the Annual Appeal by the Diocese, which was unfortunately cancelled in the prior year due to reduced income of parishes because of the pandemic.

In total, £13,769.54 was received through community fundraising. Community fundraising activities included: Church appeals, supporter and staff-led events, individual sporting and challenge events, individual collection boxes, lifestyle giving and 200 club memberships (supporters who take part in a bi-monthly draw).

### **Corporate giving**

The Organisation received a £1,402 (£9,721 in 2022/23) in total via corporate donors, fundraising events, or collections. These included: What's Right, DHL, and Co-op Bank (Broadmead).

### **Legacies**

The organisation received no legacy income in 2023/24 (£500 in 2022/23).

## **ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**

### **YEAR ENDED 31 MARCH 2024**

#### **Compliance**

The Organisation is registered with the Fundraising Regulator and uphold 'The Code of Fundraising Practice' developed by the regulator.

In the year there were no complaints received concerning the operation of the fundraising activities undertaken.

The Organisation does not buy or sell data, engage in telephone fundraising, cold mailing or outsource fundraising to external organisations. This decision was taken to protect vulnerable people and members of the public from unacceptable behaviour related to fundraising, such as: unreasonable intrusion into a person's privacy; unreasonable persistent and undue pressure on a person to give money or donation in kind.

#### **GDPR Compliance**

CCS continues to update and review policies and procedures to make sure the organisation is GDPR compliant. New staff receive GDPR training, and the full staff team receive refresher training every two years (next due in the Autumn of 2024).

#### **Environmental and Sustainable Development**

The Organisation continues to consider where it can be more environmentally sustainable in its practices and its use of resources. A hybrid working policy was introduced in September 2022 which brought clarity to the staff about the agencies expectations of the post pandemic way of working. This alongside many more virtual meetings with Local Authorities has meant that staff continue to travel significantly less than they did pre-pandemic. The appropriateness of services to families being delivered face to face or online continues to be carefully considered and reviewed.

Post-pandemic much of the adopter training has moved back to face to face, where as some of the support groups and parenting courses (Hearts and Minds) remain online as this works better for families.

**ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**  
**YEAR ENDED 31 MARCH 2024**

## **Financial Review**

We are pleased to report CCS Adoption Ltd financial results for the year to 31<sup>st</sup> March 2024 are set out in detail in the attached financial statements.

The income of £1,219,798 (2022/23 - £1,069,222) includes donations of £36,839 (2022/23 - £52,888). No legacies were received during the year (2022/23 - one).

Interagency and other fees totalled £773,326 (2022/23 - £752,719).

The interagency fee is a payment made by a Local Authority for the placement of children in their public care with an adoptive family recruited by the CCS. The fee is a figure agreed by the Consortium of Voluntary Adoption Agencies as representing a contribution to the costs incurred in recruiting, preparing, and supporting adoptive families.

From the 1<sup>st</sup> June 2018 the recommended Interagency Fee was increased following detailed analysis by the Consortium of Voluntary Adoption Agencies (CVAA) and negotiations with The Association of Directors of Children's Services (ADCS) and the Local Government Association (LGA). The analysis and discussions were initiated because the value of the interagency fee has been eroded by inflation and reduced in real terms.

As advised by CVAA CCS has used the uplifted fee structure to apply to all placements from 1<sup>st</sup> June 2018. To prevent any future erosion of the fee, it will be increased on the 1<sup>st</sup> April each year based on the Consumer Prices Index including owner-occupier's Housing costs (CPIH) measure of inflation for the preceding calendar year as published by the Office for National Statistics. This annual increase has been applied for placements from 1<sup>st</sup> April 2023.

The fees represent payment for work conducted over the previous months or even years. The timing of the placement of children for adoption will be dependent on a variety of factors, most importantly the needs of the child. This means that there may be fluctuations in the level of interagency fees receivable in the short term. The Organisation prudently only accounts for these fees when they are receivable.

Therefore, it is always necessary to consider figures in relation to a longer time span, typically three years or more.

Expenditure for the year to 31<sup>st</sup> March 2024 was £1,024,650 (2023 - £1,289,157).

As of 31<sup>st</sup> March 2024, the Organisation's net assets were £1,128,310 (2023 - £933,162). There was a net increase in funds of £195,148 (2023 - decrease of £219,935).

## **Sale of 162 Pennywell Road, Easton**

In November 2022, the Trustees agreed to engage a commercial estate agent to market the offices at Pennywell Road for either lease or sale. This decision was reached for the following reasons:

## **ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**

### **YEAR ENDED 31 MARCH 2024**

- ★ Two organisational restructures have resulted in a reduced number of staff. Along with the introduction of hybrid ways of working, the large capacity of the building is now too great for the staff team.
- ★ Increases in running costs, maintenance, and repair costs.
- ★ Generation of cash to combat the reduction in cash reserves due to two years of deficits.

In June 2023, the sale of the offices was agreed by the Trustees for a sale price of £652,000. The legal process began in June 2023 and the final sale of the office was completed on 19<sup>th</sup> October 2023.

This resulted in a gain on disposal of £136,308. This forms much of the increase in the net assets for the year. See note 23 for further details.

#### **Lease of offices at The Park, Knowle West**

An operating lease for a new office at The Park in Knowle West was entered into on 4<sup>th</sup> April 2023. The twelve-month lease started on 1<sup>st</sup> June 2023 and has since been renewed to 31<sup>st</sup> May 2025. The lease can be terminated by giving six months-notice of termination. The total cost of this lease is £25,264. See note 20 for further details.

#### **Investment policy**

The Trustees' policy is to invest funds in short term or immediate access deposits.

#### **Reserves policy**

The Trustees have a policy of maintaining Free Reserves (Net assets allocated to unrestricted reserves and those of the 'Reserve Policy' Designated Fund less Fixed Assets allocated to unrestricted reserves) at a level of six months expenditure out of unrestricted and designated funds; at this level, the Trustees feel they would be able to provide uninterrupted services.

The six months expenditure chosen for this is that of the first six months of the current financial year (2024/25). The target free reserves level is £565,707 in line with the policy above.

Total free reserves at the year-end were £737,958, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets (see Note 16).

The actual free reserves were therefore above the target level. Having reviewed the forecast Income and Expenditure for the year to 31<sup>st</sup> March 2025 and actual Income and Expenditure for the three months to 30<sup>th</sup> June 2024 the Trustees are confident the free reserves are at a level to provide uninterrupted services.

The Trustees' policy is to hold this amount in a Designated 'Reserves Policy' Fund. The value of this Fund will be updated each year to reflect the value required by the reserves policy.

There is a restricted reserve for post adoption support. This reserve has come about through the existence of a separate fee, in addition to the Interagency Fee, called the Post Adoption Support Module, which was charged on placements between April 1997 and March 2011. An exercise was undertaken in 2018 to ascertain the original value of the individual Post Adoption Support Modules that make up this reserve. After doing so it was agreed that the remaining balance of this fund be calculated based on providing one year of Social Worker support to each child based on 24 hours per year at £25 per hour.

In addition to the restricted reserve, the Trustees have a designated post adoption support reserve. The purpose of this reserve is to ensure that, in the circumstances of the adoption service being no longer financially viable, that an appropriate proportion of the charity's assets

## **ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**

### **YEAR ENDED 31 MARCH 2024**

are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. This reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each child based on 24 hours per year at £25 per hour. This reserve will be increased annually in line with the number of children placed and average salary expenditure.

### **Managing Risk or Principal Risks and uncertainties**

The Trustees have responsibility for the oversight of risk and our Board regularly consider the major risks the charity is exposed to, in particular, those relating to the specific operational areas of the Charity, its investments, and finances.

The Risk Register is reviewed on a quarterly basis during the year in line with the Risk Management Policy.

#### **1. The core business model is reliant on the Interagency Fee**

The interagency fee is the largest source of income for the Organisation and changes to this could pose a risk to the income forecast in the future, acknowledging that significant initial investment in undertaking assessments is not always recouped.

The CEO is active in representing the work of the Organisation within the Consortium of Voluntary Adoption Agencies (CVAA), and the Regional Adoption Agency, which is vital in maintaining negotiations in the sector regarding the fee and placement activity.

#### **2. The income from the ASGSF does not meet the expenditure of running the Therapeutic Service**

The ASGSF is the funding source for the majority of the Therapeutic Service. In early 2022 the Government announced that the Adoption Support Fund would continue for a further three years to the end of March 2025. This provides a level of security that the Therapeutic Service has been lacking in previous years. However, whilst the ASF income per clinical package covers the delivery of the package, there has been insufficient surplus to cover the other expenditure of running the service, such as the administrative and management costs involved up until this year 2023-24. Following adjustments to the service and fees, in 2023-24 the income from ASGSF does now cover the cost of delivering this service.

#### **3. Fundraising for the Costs of The Centre**

The Centre was previously funded by a grant from its founder. The organisation became financially responsible for The Centre in 2018/19 and has funded activities partly through fundraising and partly through a cross-subsidy from the core business of CCS Adoption Ltd.

The Fundraising Strategy will now focus on Trusts and Foundations, prioritising Return on Investment.

#### **4. Data protection & complying with GDPR.**


The Organisation deals with sensitive and complex personal data daily, and recognises it is essential to comply with data protection and GDPR. Risks here include compromising the safety of beneficiaries, a negative impact on the Organisations reputation and resulting fines. This is managed by a comprehensive GDPR compliance process including regular, mandatory training for all staff.

#### **5. Reduction in the number of placement opportunities**



**ANNUAL REPORT OF THE BOARD OF TRUSTEES OF CCS ADOPTION LTD**  
**YEAR ENDED 31 MARCH 2024**

There is a trend where Courts are favouring the making of Special Guardianship Orders over Adoption Orders. This was exacerbated by the COVID-19 pandemic, as the Courts operate virtually and have a huge backlog of cases. In addition, wherever possible RAAs are operating an agenda of self-sufficiency, placing children with their prospective adopters.

A rectangular box containing a handwritten signature in dark ink. The signature is written in a cursive style and reads "S.A. Lockwood".

**Sally Lockwood Chair of Trustees**  
**By order and on behalf of the Trustees**

Date: 11th December 2024

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CCS ADOPTION LTD**  
**YEAR ENDED 31 MARCH 2024**

**Independent auditor's report to the members of CCS Adoption Ltd**

**Opinion**

We have audited the financial statements of CCS Adoption Ltd (the "Charity") for the year ended 31 March 2024 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement, and notes to the financial statements, 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 Financial Reporting Standard 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 in 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'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 2024 and of 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 and Charities Act 2011.

**Basis for opinion**

We conducted our audit in accordance with international Standards in 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 directors' 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 directors with respect to going concern are described in the relevant sections of this report.

**INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CCS ADOPTION LTD**  
**YEAR ENDED 31 MARCH 2024**

**Other information**

The Trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. 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 the 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 (incorporating the strategic report and the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Trustees' report (incorporating the strategic report and the directors' report) has been prepared in accordance with applicable law requirements.

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

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:

- sufficient accounting records have not been kept;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

**Responsibilities of Trustees**

As explained more fully in the Trustees' responsibilities statement, the Trustees 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 they 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

## **FINANCIAL STATEMENTS**

### **YEAR ENDED 31 MARCH 2024**

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.

Our approach to identifying and assessing the risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, was as follows:

- the engagement partner ensured that the engagement team collectively had the appropriate competence, capabilities, and skills to identify or recognise non-compliance with applicable laws and regulations;
- we identified the laws and regulations applicable to the charity through discussions with directors and other management, and from our knowledge and experience of the sector;
- we focused on specific laws and regulations which we considered may have a direct material effect on the financial statements of the operations of the company, including the Companies Act 2006, taxation legislation and data protection, anti-bribery, employment, environmental and health and safety legislation;
- we assessed the extent of compliance with the laws and regulations identified above through making enquiries of management and inspecting legal correspondence; and
- identified laws and regulations were communicated within the audit team regularly and the team remained alert to instances of non-compliance through the audit.

We assessed the susceptibility of the charity's financial statements to material misstatement, including obtaining an understanding of how fraud might occur, by:

- making enquiries of management as to where they considered there was susceptibility to fraud, their knowledge of actual, suspected, and alleged fraud;
- considering the internal controls in place to mitigate risks of fraud and non-compliance with laws and regulations; and
- understanding the design of the charity's remuneration policies.

To address the risk of fraud through management bias and override of controls, we:

- performed analytical procedures to identify any unusual or unexpected relationships;
- tested journal entries to identify unusual transactions;
- assessed whether judgements and assumptions made in determining the accounting estimates set out in the accounting policies were indicative of potential bias; and
- investigated the rationale behind significant or unusual transactions.

In response to the risk of irregularities and non-compliance with laws and regulations, we designed procedures which included, but were not limited to:

- agreeing financial statement disclosures to underlying supporting documentation;
- reading the minutes of meetings of those charged with governance;
- enquiring of management as to actual and potential litigation and claims; and
- reviewing correspondence with HMRC, relevant regulators and the company's legal advisors.

**FINANCIAL STATEMENTS**  
YEAR ENDED 31 MARCH 2024

There are inherent limitations in our audit procedures described above. The more removed that laws and regulations are from financial transactions, the less likely it is that we would become aware of non-compliance. Auditing standards also limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

Material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment or collusion.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at [www.frc.org.uk/apb/scope/private.cfm](http://www.frc.org.uk/apb/scope/private.cfm) This description forms part of our auditor's report.



**Ryan Moore CA (Senior Statutory Auditor)**

For and on behalf of Randall & Payne LLP  
Statutory Auditors  
Chargrove House  
Shurdington Rd  
Shurdington  
Cheltenham  
GL51 4GA

Date: .....

# CCS Adoption Ltd

## Statement of Financial Activities (Including Income and Expenditure Account)

Company Number: 01655971

### Year Ended 31st March 2024

|  |       | Unrestricted<br>General<br>Funds<br>2024 | Unrestricted<br>Designated<br>Funds<br>2024 | Restricted<br>Funds<br>2024 | Total<br>Funds<br>2024 | Total<br>2023<br>Restated (Note 24) |
|--|-------|--|---|-----------------------------|------------------------|-------------------------------------|
|  | Notes | £  | £   | £                           | £                      | £                                   |
| <b>Income from :</b>                         |       |  |   |                             |                        |                                     |
| Donations, legacies and grants               | 2     | 28,546                                   | -   | 61,943                      | 90,489                 | 91,310                              |
| Charitable activities                        | 2     | 983,080                                  | -   | -                           | 983,080                | 972,192                             |
| Other trading activities                     | 2     | 6,183                                    | -   | -                           | 6,183                  | 4,678                               |
| Investment income                            | 2     | 3,738                                    | -   | -                           | 3,738                  | 1,042                               |
| Other income                                 | 2     | 136,308                                  | -   | -                           | 136,308                | -                                   |
| <b>Total income</b>                          | 2     | <b>1,157,855</b>                         | <b>-</b>                                    | <b>61,943</b>               | <b>1,219,798</b>       | <b>1,069,222</b>                    |
| <b>Expenditure on :</b>                      |       |  |   |                             |                        |                                     |
| Promotional and fundraising activities       |       | 19,585                                   | -   | -                           | 19,585                 | 18,093                              |
| Charitable Activities                        |       |  |   |                             |                        |                                     |
| Adoption                                     |       | 691,163                                  | -   | -                           | 691,163                | 860,480                             |
| Adoption Support Service                     |       | 23,752                                   | 18,166                                      | 50,651                      | 92,569                 | 135,984                             |
| Therapeutic Services                         |       | 221,333                                  | -   | -                           | 221,333                | 274,600                             |
| <b>Total expenditure</b>                     | 3     | <b>955,833</b>                           | <b>18,166</b>                               | <b>50,651</b>               | <b>1,024,650</b>       | <b>1,289,157</b>                    |
| <b>Net Income/(Expenditure) for the year</b> | 4     | <b>202,022</b>                           | <b>(18,166)</b>                             | <b>11,292</b>               | <b>195,148</b>         | <b>(219,935)</b>                    |
| <b>Transfers between funds</b>               | 15    | <b>(116,769)</b>                         | <b>116,769</b>                              | <b>-</b>                    | <b>-</b>               | <b>-</b>                            |
| <b>Net movement in funds for the year</b>    |       | <b>85,253</b>                            | <b>98,603</b>                               | <b>11,292</b>               | <b>195,148</b>         | <b>(219,935)</b>                    |
| <b>Reconciliation of Funds</b>               |       |  |   |                             |                        |                                     |
| <b>Fund balance brought forward</b>          | 15    | <b>86,998</b>                            | <b>747,589</b>                              | <b>98,575</b>               | <b>933,162</b>         | <b>1,153,097</b>                    |
| <b>Fund balances carried forward</b>         | 15    | <b>172,251</b>                           | <b>846,192</b>                              | <b>109,867</b>              | <b>1,128,310</b>       | <b>933,162</b>                      |

The Statement of Financial Activities includes all gains and losses recognised in the year. All income and expenditure derives from continuing activities.

The notes on pages 33 to 52 form part of these accounts.

Prior year fund comparatives are in note 8.

# CCS Adoption Ltd

**Balance Sheet as at 31st March 2024**

**Company Number: 01655971**

|  | <u>Notes</u> | <u>£</u>         | <u>2024</u><br><u>£</u> | <u>£</u>       | <u>2023</u><br><u>£</u> |
|--|--------------|------------------|-------------------------|----------------|-------------------------|
| <b>FIXED ASSETS</b>  |              |                  |                         |                |                         |
| Tangible assets  | 9            |                  | 21,070                  |                | 524,571                 |
| Intangible assets  | 10           |                  | 2,015                   |                | 4,058                   |
|  |              |                  | <u>23,085</u>           |                | <u>528,629</u>          |
| <b>CURRENT ASSETS</b>  |              |                  |                         |                |                         |
| Debtors  | 11           | 260,601          |                         | 188,180        |                         |
| Investments  | 12           | 407,648          |                         | 2,224          |                         |
| Cash at bank and in hand                                       |              | 650,528          |                         | 405,498        |                         |
|  |              | <u>1,318,777</u> |                         | <u>595,902</u> |                         |
| <b>CREDITORS:</b> Amounts falling due within one year          | 13           | <u>213,590</u>   |                         | <u>189,603</u> |                         |
| <b>NET CURRENT ASSETS</b>                                      |              |                  | <u>1,105,187</u>        |                | <u>406,299</u>          |
| <b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>                   |              |                  | <u>1,128,272</u>        |                | <u>934,928</u>          |
| <b>CREDITORS:</b> Amounts falling due after more than one year | 14           |                  | <u>(38)</u>             |                | <u>1,767</u>            |
| <b>NET ASSETS</b>  |              |                  | <u>1,128,310</u>        |                | <u>933,161</u>          |
| <b>UNRESTRICTED FUNDS</b>                                      |              |                  |                         |                |                         |
| General Funds  | 15,16        |                  | 172,251                 |                | 86,998                  |
| Designated Funds   | 15,16        |                  | 846,192                 |                | 747,589                 |
|  |              |                  | <u>1,018,443</u>        |                | <u>834,587</u>          |
| <b>RESTRICTED FUNDS</b>  | 15,16        |                  | <u>109,867</u>          |                | <u>98,575</u>           |
| <b>TOTAL CHARITY FUNDS</b>                                     |              |                  | <u>1,128,310</u>        |                | <u>933,162</u>          |

The accounts have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

The notes on pages 33 to 52 form part of these accounts.

The financial statements were approved by the Board of Trustees on 12th November 2024 and were signed on its behalf by :

S Lockwood  
Chair of Trustees

# CCS Adoption Ltd

## Statement of Cash Flows for the year ended 31st March 2024

Company Number: 01655971

|   | 2024           | 2023             |
|---|----------------|------------------|
|   | £              | £                |
| <b>Cash flows from operating activities</b>         | <u>16,013</u>  | <u>(168,498)</u> |
| <b>Non-operational cash flows:</b>                  |                |                  |
| <b>Investing activities :</b>                       |                |                  |
| Payments for tangible fixed assets                  | (19,532)       | (3,269)          |
| Proceeds from disposal of fixed assets              | 650,234        | -                |
| Transfer of investments to/(from) bank              | (405,424)      | 1,316            |
| Investment income                                   | <u>3,738</u>   | <u>1,042</u>     |
|   | <u>229,016</u> | <u>(911)</u>     |
|   | <u>229,016</u> | <u>(911)</u>     |
| Net Cash Inflow/(Outflow) for the year              | <u>245,029</u> | <u>(169,409)</u> |
| Cash and bank balances at the beginning of the year | <u>405,499</u> | <u>574,908</u>   |
| Cash and bank balances at the end of the year       | <u>650,528</u> | <u>405,499</u>   |

### Notes to the Cash Flow Statement

Reconciliation of net movement in funds to net cash flow from operating activities

|  |               |                  |
|--|---------------|------------------|
| Statement of Financial Activities: Net movement in funds | 195,148       | (219,935)        |
| Investment income  | (3,738)       | (1,042)          |
| Depreciation/Amortisation (Tangible fixed assets)        | 16,123        | 14,258           |
| Amortisation (Intangible fixed assets)                   | 2,043         | 2,043            |
| Loss/(profit) on the sale of fixed assets                | (143,324)     | -                |
| (Decrease) / Increase in creditors                       | 22,182        | (58,008)         |
| Decrease / (increase) in debtors                         | (72,421)      | 94,186           |
|  | <u>16,013</u> | <u>(168,498)</u> |

### Cash Flow Restrictions

Charity law prohibits the use of net cash inflows on any endowed or other restricted fund to offset net cash outflows on any fund outside its own objects, except on special authority. In practice, this restriction has not had any effect on cash flows for the year.

The notes on pages 33 to 52 form part of these accounts.



**1. Accounting Policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

**Basis of Accounting**

The Financial Statements have been prepared under the historical cost convention and in accordance with the Companies Act 2006 and the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)).

The Charity is a public benefit entity as defined under FRS102.

**Preparation of accounts on a going concern basis**

Along with other similar charities and organisations, the charity has been subject to the current economic uncertainty. The charity has realised a large deficit in the 2021/2022 and 2022/2023 financial years. During the 2022/2023 two substantial organisational restructures have taken place. This has reduced the staff numbers by 50% since the 2021/2022 year. This was required in order to reduce the overall expenditure, and provide a structure that the charity needs for its long-term sustainability. This has been the main focus of the CEO.

The charity produced an operating surplus of £56.7k during the year and the sale of the office at Pennywell Road (see note 23) produced gains of £136.3k. This has strengthened the cash flow providing a welcome boost to the free reserves. The Trustees have chosen to prepare the financial statements on a going concern basis. The Trustees are of the opinion this is the most appropriate basis based on the forecasts of income and expenditure and cash flow.

**Fund Accounting**

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor.

**Income recognition policies**

Items of income, including government grants, are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds.
- Any performance conditions attached to the items of income have been met or are fully within the control of the charity.
- There is sufficient certainty that receipt of the income is considered probable and the amount can be measured reliably.
- Receipt of a legacy is only considered probable when the amount can be measured reliably and the charity has been notified of the executors' intention to make a distribution.

**1. Accounting Policies (Continued)**Expenditure

Expenditure is recognised in the period in which it is incurred. This includes attributable VAT which cannot be recovered.

Costs of raising funds comprise the costs associated with attracting voluntary income and the costs of fundraising.

Charitable expenditure comprises those costs incurred by the charity in the delivery of activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fee and costs linked to the strategic management of the charity. They have been included within support costs.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

Depreciation

Depreciation of fixed assets is calculated to write off their cost or valuation less any residual value over their estimated useful lives as follows : -

|                                       |                             |
|---------------------------------------|-----------------------------|
| - Office Equipment                    | 33 1/3% on reducing balance |
| - Freehold Buildings (excluding land) | 2 % on cost                 |

Expenditure on items of less than £1,000 are not capitalised but written off as repair and maintenance.

Amortisation

Website development has been capitalised to the extent that it is probable that future economic benefits attributable to the website are likely which will benefit to the charity. The asset is being amortised over its estimated useful life of 4 years. The management reviews the carrying value of this asset annually for impairment.

Leasehold improvements are capitalised and amortised over the remaining lease term.

The improvements were capitalised in July 2023, and as of 31 March 2024, the lease has been agreed to extend to 31 May 2025.

Amortisation of the improvements is calculated on this basis, resulting in an amortisation period of 23 months. This policy is reviewed annually, and calculations will take into account any extension of the lease, and therefore increased amortisation period.

**1. Accounting Policies (Continued)**Pension Contributions & Employee Benefits

Employees of the charity may join TPT defined contribution pension schemes which are funded by contributions from employees and the charity as employer. The contributions are expensed in the period to which they relate.

In the past the charity and its employees contributed to TPT Growth Plan 1,2 and 3. These schemes are multi-employer, defined benefit schemes accounted for as a defined contribution schemes (see Note 22 for the full details of these plans). Full provision has been made for the expected additional liability of the charity in respect of these plans. This liability is reviewed annually and the liability is restated each year at its Net Present Value.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid after taking account of any discounts due.

Investments Accounting

CCS Adoption Ltd does not hold any investments in shares or equity instruments. Our investment policy is focused on safeguarding the charity's funds while aiming to generate a modest return through the use of fixed-term deposit accounts and similar low-risk financial products.

Investments are made through a combination of direct arrangements with banking institutions and the CAF Charity Deposit Platform, managed by Flagstone, which facilitates access to a range of deposit accounts. These deposits are held at reputable financial institutions, ensuring diversification and minimising risk.

Investments are recognised at the amount invested and are reviewed regularly to ensure compliance with the charity's risk management and financial policies. The treatment of these investments depends on their notice period. Any cash held with a notice period of over three months are classified as 'Investments', or as 'Cash at Bank' if under three months. They are valued at their nominal value, reflecting the amounts held at financial institutions.

Interest income is recognised on an accruals basis as it is earned, in accordance with the terms of the deposit agreements.

Creditors

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.

# CCS Adoption Ltd

## Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

### 2. Income

|  | Unrestricted<br>General<br><u>2024</u><br>£ | Unrestricted<br>Designated<br><u>2024</u><br>£ | Restricted<br><u>2024</u><br>£ | Total<br><u>2024</u><br>£ | Total<br><u>2023</u><br>£ |
|--|---|--|--------------------------------|---------------------------|---------------------------|
| Collection boxes                       | 37  | -  | -                              | 37                        | 91                        |
| Church collections                     | 7,525                                       | -  | -                              | 7,525                     | 4,269                     |
| Gift Aid and donations                 | 16,284                                      | -  | 12,993                         | 29,277                    | 47,713                    |
| School collections                     | -   | -  | -                              | -                         | 815                       |
| Grants                                 | 4,700                                       | -  | 48,950                         | 53,650                    | 37,922                    |
| <u>Donations Legacies and Grants</u>   | <u>28,546</u>                               | <u>-</u>                                       | <u>61,943</u>                  | <u>90,489</u>             | <u>91,310</u>             |
| Interagency fees                       | 708,435                                     | -  | -                              | 708,435                   | 692,987                   |
| Local authority contracts              | 35,469                                      | -  | -                              | 35,469                    | 29,063                    |
| Adoption support service activity fees | 5,383                                       | -  | -                              | 5,383                     | 3,020                     |
| Other fees                             | 24,039                                      | -  | -                              | 24,039                    | 27,649                    |
| Therapeutic Services Income            | 209,754                                     | -  | -                              | 209,754                   | 219,473                   |
| <u>Charitable activities</u>           | <u>983,080</u>                              | <u>-</u>                                       | <u>-</u>                       | <u>983,080</u>            | <u>972,192</u>            |
| 200 Club                               | 1,578                                       | -  | -                              | 1,578                     | 1,794                     |
| Other fundraising                      | 4,315                                       | -  | -                              | 4,315                     | 2,884                     |
| Room hire                              | 290   | -  | -                              | 290                       | -                         |
| <u>Other trading activities</u>        | <u>6,183</u>                                | <u>-</u>                                       | <u>-</u>                       | <u>6,183</u>              | <u>4,678</u>              |
| Deposit interest                       | 3,738                                       | -  | -                              | 3,738                     | 1,042                     |
| <u>Investment income</u>               | <u>3,738</u>                                | <u>-</u>                                       | <u>-</u>                       | <u>3,738</u>              | <u>1,042</u>              |
| Gains on Disposal of Freehold Property | 136,308                                     | -  | -                              | 136,308                   | -                         |
| <u>Other income</u>                    | <u>136,308</u>                              | <u>-</u>                                       | <u>-</u>                       | <u>136,308</u>            | <u>-</u>                  |
| <b>Total income</b>                    | <b>1,157,855</b>                            | <b>-</b>                                       | <b>61,943</b>                  | <b>1,219,798</b>          | <b>1,069,222</b>          |

Prior year income comparatives are on note 8.

3. Expenditure

|   | Staff Costs<br>(note 5)<br>£             | Direct Costs<br>£             | Support<br>costs<br>(see below)<br>£             | Total 2024<br>£             |
|---|--|-------------------------------|--|-----------------------------|
| <u>Raising funds</u>                                |  |                               |  |                             |
| Promotion and fundraising activities                | 6,909                                    | 8,391                         | 4,285  | 19,585                      |
| <u>Charitable Activities</u>                        |  |                               |  |                             |
| Adoption  | 435,794                                  | 49,805                        | 205,564  | 691,163                     |
| Adoption Support Service                            | 73,104                                   | 14,898                        | 4,567  | 92,569                      |
| Therapeutic Services                                | 61,208                                   | 125,767                       | 34,358   | 221,333                     |
|   | 570,106                                  | 190,470                       | 244,489  | 1,005,065                   |
|   | 577,015                                  | 198,861                       | 248,774  | 1,024,650                   |
| <b>Prior Year Comparatives (Restated - Note 24)</b> |  |                               |  |                             |
|   | Staff Costs<br>(note 5)<br>Restated<br>£ | Direct Costs<br>Restated<br>£ | Support<br>costs<br>(see below)<br>Restated<br>£ | Total 2023<br>Restated<br>£ |
| <u>Raising funds</u>                                |  |                               |  |                             |
| Promotion and fundraising activities                | 7,564                                    | 6,673                         | 3,856  | 18,093                      |
| <u>Charitable Activities</u>                        |  |                               |  |                             |
| Adoption  | 619,166                                  | 44,083                        | 197,231  | 860,480                     |
| Adoption Support Service                            | 88,925                                   | 14,675                        | 32,384   | 135,984                     |
| Therapeutic Services                                | 102,833                                  | 139,211                       | 32,556   | 274,600                     |
|   | 810,924                                  | 197,969                       | 262,171  | 1,271,064                   |
|   | 818,488                                  | 204,642                       | 266,027  | 1,289,157                   |

3. Expenditure (Continued)

Support Costs

Support costs and overheads were allocated between charitable activities and promotional and fund raising activities as follows :

| Cost Type                              | Basis of Apportionment |
|--|------------------------|
| Marketing                              | Usage                  |
| Operations                             | Usage                  |
| Staff costs (note 5)                   | Staff time             |
| Agency, staff development and training | Staff time             |
| Office costs                           | Staff time             |
| Governance and finance                 | Staff time             |
| Premises and depreciation              | Staff time             |
| Systems and IT                         | Staff time             |

Support costs are as follows :

|  | Raising<br>Funds<br>2024 | Charitable<br>Activities<br>2024 | Total<br>2024 |
|--|--------------------------|----------------------------------|---------------|
|  | £                        | £                                | £             |
| Marketing                              | 860                      | 7,744                            | 8,604         |
| Operations                             | 42                       | 2,037                            | 2,079         |
| Staff costs                            | 1,554                    | 107,846                          | 109,400       |
| Independent Contractors                | -                        | -                                | -             |
| Agency, staff development and training | 88                       | 6,090                            | 6,178         |
| Office costs                           | 324                      | 22,470                           | 22,794        |
| Governance and finance                 | 159                      | 11,008                           | 11,167        |
| Premises and depreciation              | 745                      | 51,674                           | 52,419        |
| Systems, IT & Amortisation             | 513                      | 35,620                           | 36,133        |
|  | 4,285                    | 244,489                          | 248,774       |

Prior Year Comparatives (Restated - Note 24)

|  | Raising<br>Funds<br>2023 | Charitable<br>Activities<br>2023 | Total<br>2023 |
|--|--------------------------|----------------------------------|---------------|
|  | £                        | £                                | £             |
| Marketing                              | 796                      | 7,164                            | 7,960         |
| Operations                             | 33                       | 1,622                            | 1,655         |
| Staff costs                            | 1778                     | 148,800                          | 150,578       |
| Independent Contractors                | 145                      | 12,147                           | 12,292        |
| Agency, staff development and training | 60                       | 5,029                            | 5,089         |
| Office costs                           | 312                      | 26,125                           | 26,437        |
| Governance and finance                 | 71                       | 5,916                            | 5,987         |
| Premises and depreciation              | 457                      | 38,278                           | 38,735        |
| Systems, IT & Amortisation             | 204                      | 17,090                           | 17,294        |
|  | 3,856                    | 262,171                          | 266,027       |

# CCS Adoption Ltd

## Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

### 4. Net Income / (Expenditure) for the year

This is stated after charging :

|                                      | <u>2024</u> | <u>2023</u> |
|--------------------------------------|-------------|-------------|
|                                      | £           | £           |
| Depreciation - Owned Assets          | 16,123      | 14,258      |
| Amortisation - Website               | 2,043       | 2,043       |
| Audit Fees                           | 7,038       | 6,900       |
| Operating leases land and buildings  | 19,549      | -           |
| Discounting of pension contributions | <u>158</u>  | <u>122</u>  |

### 5. Staff Cost and Numbers

|  | <u>2024</u>    | <u>2023</u>             |
|--|----------------|-------------------------|
|  | £              | Restated (Note 24)<br>£ |
| Staff Costs were as follows :                                  |                |                         |
| Salaries and wages   | 598,922        | 799,183                 |
| Social security costs  | 46,407         | 72,661                  |
| Pension costs - current contributions (see Note 21)            | 35,154         | 45,772                  |
| Pension expenses (see Note 22)                                 | 2,713          | 2,634                   |
| Income and expenditure impact of the Growth Plan (see Note 22) | 159            | 12                      |
| Severance payments   | 3,060          | 48,804                  |
|  | <u>686,415</u> | <u>969,066</u>          |

Staff costs are apportioned as follows :

|  |                |                |
|--|----------------|----------------|
| Promotional and fundraising activities | 8,463          | 7,564          |
| Expenditure on charitable activities   | 677,793        | 810,912        |
| Discounting of pension contributions   | 159            | 12             |
|  | <u>686,415</u> | <u>818,488</u> |

The number of employees whose total employment benefits (excluding employer pension costs) for the year were in excess of £60,000 fall within the bands as follows:

|                   | <u>2024</u> | <u>2023</u> |
|-------------------|-------------|-------------|
| £60,000 - £69,999 | <u>1</u>    | <u>0</u>    |

The average monthly head count was 30 staff (2023 - 39) and the average monthly number of full time equivalent employees (including casual and part time staff) during the year was 17 (2023 - 26)

Total key management personnel benefits amounted to £61,122 (2023 - £56,854)

Non-statutory severance payments of £ nil (2023 - £ nil) were made in the period.  
Statutory severance payments of £3,060 (2023 - £48,804) were made in the period.

**6. Taxation**

No liability to UK Corporation Tax arose for the year ended 31st March 2024 or for the year ended 31st March 2023.

**7. Prior Year Fund Comparatives (Restated - Note 24)**

|   | Unrestricted<br>General<br>Funds<br><u>2023</u><br>Restated<br>£ | Unrestricted<br>Designated<br>Funds<br><u>2023</u><br>£ | Restricted<br>Funds<br><u>2023</u><br>£ | Total<br>Funds<br><u>2023</u><br>Restated<br>£ |
|---|--|---|---|--|
| <b><u>Income from</u></b>                             |  |   |   |  |
| Donations, Legacies and Grants                        | 38,389   | 25,100  | 27,821                                  | 91,310   |
| Charitable activities                                 | 939,409  | 32,783  | -                                       | 972,192  |
| Other trading activities                              | 4,578  | -   | 100                                     | 4,678  |
| Investment income                                     | 1,042  | -   | -                                       | 1,042  |
| <b><u>Total income</u></b>                            | <b>983,418</b>   | <b>57,883</b>   | <b>27,921</b>                           | <b>1,069,222</b>                               |
| <b><u>Expenditure on</u></b>                          |  |   |   |  |
| Raising funds   | 18,093   | -   | -                                       | 18,093   |
| Charitable Activities                                 |  |   |   |  |
| Adoption  | 860,480  | -   | -                                       | 860,480  |
| Adoption Support Service                              | 46,706   | 57,883  | 31,395                                  | 135,984  |
| Therapeutic Services                                  | 274,600  | -   | -                                       | 274,600  |
| <b><u>Total expenditure</u></b>                       | <b>1,199,879</b>   | <b>57,883</b>   | <b>31,395</b>                           | <b>1,289,157</b>                               |
| <b><u>Net Income / (Expenditure) for the year</u></b> | <b>(216,461)</b>   | <b>0</b>  | <b>(3,474)</b>                          | <b>(219,935)</b>                               |
| <b><u>Transfers between funds</u></b>                 | <b>99,827</b>  | <b>(99,827)</b>   | <b>-</b>                                | <b>-</b>                                       |
| <b><u>Net movement in funds for the year</u></b>      | <b>(116,634)</b>   | <b>(99,827)</b>   | <b>(3,474)</b>                          | <b>(219,935)</b>                               |
| <b><u>Reconciliation of Funds</u></b>                 |  |   |   |  |
| <b><u>Fund balances brought forward</u></b>           | <b>203,632</b>   | <b>847,416</b>  | <b>102,049</b>                          | <b>1,153,097</b>                               |
| <b><u>Fund balances carried forward</u></b>           | <b>86,998</b>  | <b>747,589</b>  | <b>98,575</b>                           | <b>933,162</b>                                 |



8. Prior Year Income Comparatives

|  | Unrestricted<br>General<br>Funds<br><u>2023</u><br>£ | Unrestricted<br>Designated<br>Funds<br><u>2023</u><br>£ | Restricted<br>Funds<br><u>2023</u><br>£ | Total<br>Funds<br><u>2023</u><br>£ |
|--|--|---|---|------------------------------------|
| Collection boxes                       | 91   | -   | -                                       | 91                                 |
| Church collections                     | 4,269  | -   | -                                       | 4,269                              |
| Gift Aid and donations                 | 21,160   | 25,100  | 1,453                                   | 47,713                             |
| School collections                     | 547  | -   | 268                                     | 815                                |
| Legacies receivable                    | 500  | -   | -                                       | 500                                |
| Grants                                 | 11,822   | -   | 26,100                                  | 37,922                             |
| <u>Donations Legacies and Grants</u>   | <u>38,389</u>  | <u>25,100</u>   | <u>27,821</u>                           | <u>91,310</u>                      |
| Interagency fees                       | 692,987  | -   | -                                       | 692,987                            |
| Local authority contracts              | -  | 29,063  | -                                       | 29,063                             |
| Adoption support service activity fees | -  | 3,020   | -                                       | 3,020                              |
| Other fees                             | 26,949   | 700   | -                                       | 27,649                             |
| Therapeutic Services Income            | 219,473  | -   | -                                       | 219,473                            |
| <u>Charitable activities</u>           | <u>939,409</u>                                       | <u>32,783</u>   | <u>-</u>                                | <u>972,192</u>                     |
| 200 Club                               | 1,794  | -   | -                                       | 1,794                              |
| Other fundraising                      | 2,784  | -   | 100                                     | 2,884                              |
| <u>Other trading activities:</u>       | <u>4,578</u>   | <u>-</u>  | <u>100</u>                              | <u>4,678</u>                       |
| Deposit interest                       | 1,042  | -   | -                                       | 1,042                              |
| <u>Investment income</u>               | <u>1,042</u>   | <u>-</u>  | <u>-</u>                                | <u>1,042</u>                       |
| <b>Total income</b>                    | <b>983,418</b>                                       | <b>57,883</b>   | <b>27,921</b>                           | <b>1,069,222</b>                   |

**9. Tangible Fixed Assets**

| <b>Cost</b>                      | <b>Freehold<br/>Property</b> | <b>Office<br/>Equipment</b> | <b>Leasehold<br/>improvement</b> | <b>Total</b> |
|----------------------------------|------------------------------|-----------------------------|----------------------------------|--------------|
|                                  | £                            | £                           | £                                | £            |
| At 1st April 2023                | 574,116                      | 106,354                     | -                                | 680,470      |
| Additions                        | -                            | -                           | 19,532                           | 19,532       |
| Disposals                        | (574,116)                    | (18,973)                    | -                                | (593,089)    |
| At 31st March 2024               | -                            | 87,381                      | 19,532                           | 106,913      |
| <b>Depreciation/Amortisation</b> |                              |                             |                                  |              |
| At 1st April 2023                | 65,095                       | 90,804                      | -                                | 155,899      |
| Charge for the year              | 3,570                        | 4,910                       | 7,643                            | 16,123       |
| On disposal                      | (68,665)                     | (17,514)                    | -                                | (86,179)     |
| At 31st March 2024               | -                            | 78,200                      | 7,643                            | 85,843       |
| <b>Net Book Values</b>           |                              |                             |                                  |              |
| At 31st March 2024               | -                            | 9,181                       | 11,889                           | 21,070       |
| At 31st March 2023               | 509,021                      | 15,550                      | -                                | 524,571      |

**10. Intangible Fixed Assets**

| <b>Cost</b>            | <b>Website</b> |
|------------------------|----------------|
|                        | £              |
| At 1st April 2023      | 8,172          |
| Additions              | -              |
| At 31st March 2024     | 8,172          |
| <b>Amortisation</b>    |                |
| At 1st April 2023      | 4,114          |
| Charge for the year    | 2,043          |
| At 31st March 2024     | 6157           |
| <b>Net Book Values</b> |                |
| At 31st March 2024     | 2,015          |
| At 31st March 2023     | 4,058          |

# CCS Adoption Ltd

## Notes forming part of the Financial Statements

For the Year Ended 31st March 2024

### 11. Debtors: Amounts falling due within one year

|                | <u>2024</u>    | <u>2023</u>    |
|----------------|----------------|----------------|
|                | £              | £              |
| Trade debtors  | 211,081        | 155,150        |
| Accrued income | 31,490         | 10,342         |
| Other Debtors  | 1,378          | 1,933          |
| Prepayments    | 16,652         | 20,755         |
|                | <u>260,601</u> | <u>188,180</u> |

### 12. Investments

|   | <u>2024</u>    | <u>2023</u>  |
|---|----------------|--------------|
|   | £              | £            |
| Bank deposit accounts requiring more than 3 months notice of withdrawal | <u>407,648</u> | <u>2,224</u> |

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

|                               | <u>2024</u>    | <u>2023</u>    |
|-------------------------------|----------------|----------------|
|                               | £              | £              |
| Trade creditors               | 32,331         | 23,339         |
| Taxation and social security  | 10,475         | 13,931         |
| Other creditors               | 4,229          | 510            |
| TPT Growth Plan recovery plan | 1,964          | 2,357          |
| Accruals                      | 22,736         | 40,001         |
| Deferred income               | 141,855        | 109,465        |
|                               | <u>213,590</u> | <u>189,603</u> |

### Deferred income reconciliation

|   |                |                |
|---|----------------|----------------|
| Balance brought forward                                   | 109,465        | 97,454         |
| Amounts released to the statement of financial activities | (102,919)      | (90,003)       |
| Amounts deferred in the year                              | 135,309        | 102,014        |
| Balance carried forward                                   | <u>141,855</u> | <u>109,465</u> |

Interagency Fees are made of two parts. Part 1 corresponds to two-thirds of the total fee, and Part 2 the final third. When a placement is made the full fee is invoiced. Part 1 is recognised immediately as this covers the work up to the day of placement. Part 2 funds 12-months of post-placement support and a pro-rata amount is recognised monthly. If an adoption order is made within these 12 months then the balance is recognised immediately. The majority of the deferred income consist of the pro-rata amount of the Part 2 of the interagency fees which have not yet been reconigised as the funded work is yet to be delivered. The minority of the deferred income consists of funds specific to the delivery of therapetic support to named children & families. These are recognised at the point when therapeutic support is delivered, else the funds are deferred. The balance of the deferred income consists of SWAC membership fees and event registration income.

**14. Creditors : Amounts falling due after more than one year**

|   | <u>2024</u> | <u>2023</u>  |
|---|-------------|--------------|
|   | £           | £            |
| Other Creditors - TPT Growth Plan recovery plan | (38)        | 1,767        |
|   | <u>(38)</u> | <u>1,767</u> |

**TPT Growth Plan recovery plan**

TPT recovery plan payments are explained in detail in Note 22, payments are the expected to fall due as follows:  
(the liability in the accounts is shown at Net Present Value)

|                            | <u>2024</u>  | <u>2023</u>  |
|----------------------------|--------------|--------------|
|                            | £            | £            |
| Within one year            | 1,964        | 2,357        |
| Between one and five years | -            | 1,964        |
| In five years or more      | -            | -            |
|                            | <u>1,964</u> | <u>4,321</u> |

**15. Movement in Funds**

|  | At 1st April<br>2023<br>£ | Income and<br>gains<br>£ | Expenditure<br>and losses<br>£ | Transfers<br>£   | At 31st March<br>2024<br>£ |
|--|---------------------------|--------------------------|--------------------------------|------------------|----------------------------|
| <b>Restricted Funds</b>                    |                           |                          |                                |                  |                            |
| Post Adoption Support                      | 88,200                    | -                        | -                              | -                | 88,200                     |
| Adoption Support (Legacy fund)             | 5,597                     | -                        | (1,290)                        | -                | 4,307                      |
| Family Grants                              | 3,482                     | -                        | (271)                          | -                | 3,211                      |
| Adoption Support Grants                    | 442                       | 61,943                   | (49,090)                       | -                | 13,295                     |
| Sylvia Adams Grant                         | -                         | -                        | -                              | -                | -                          |
| COVID-19 Support Grants                    | 854                       | -                        | -                              | -                | 854                        |
| <b>Total Restricted Funds</b>              | <u>98,575</u>             | <u>61,943</u>            | <u>(50,651)</u>                | <u>-</u>         | <u>109,867</u>             |
| <b>Unrestricted Designated Funds</b>       |                           |                          |                                |                  |                            |
| Reserves Policy                            | 504,589                   | -                        | -                              | 61,118           | 565,707                    |
| Post Adoption Support                      | 243,000                   | -                        | -                              | 14,400           | 257,400                    |
| Fixed Assets                               | -                         | -                        | (18,166)                       | 41,251           | 23,085                     |
| The Centre for Adoption Support            | -                         | -                        | -                              | -                | -                          |
| <b>Total Unrestricted Designated Funds</b> | <u>747,589</u>            | <u>-</u>                 | <u>(18,166)</u>                | <u>116,769</u>   | <u>846,192</u>             |
| <b>Unrestricted Funds</b>                  |                           |                          |                                |                  |                            |
| General Funds                              | <u>86,998</u>             | <u>1,157,855</u>         | <u>(955,833)</u>               | <u>(116,769)</u> | <u>172,251</u>             |
| <b>Total Funds</b>                         | <u>933,162</u>            | <u>1,219,798</u>         | <u>(1,024,650)</u>             | <u>-</u>         | <u>1,128,310</u>           |

Movement in Funds - Prior Year

|  | At 1st April<br>2022<br>£ | Income and<br>gains<br>£ | Expenditure<br>and losses<br>£ | Transfers<br>£  | At 31st March<br>2023<br>£ |
|--|---------------------------|--------------------------|--------------------------------|-----------------|----------------------------|
| <b>Restricted Funds</b>                    |                           |                          |                                |                 |                            |
| Post Adoption Support                      | 88,200                    | -                        | -                              | -               | 88,200                     |
| Adoption Support (Legacy fund)             | 6,347                     | -                        | (750)                          | -               | 5,597                      |
| Family Grants                              | 5,630                     | -                        | (2,148)                        | -               | 3,482                      |
| Adoption Support Grants                    | 442                       | 27,921                   | (27,921)                       | -               | 442                        |
| Sylvia Adams Grant                         | 576                       | -                        | (576)                          | -               | -                          |
| COVID-19 Support Grants                    | 854                       | -                        | -                              | -               | 854                        |
| <b>Total Restricted Funds</b>              | <b>102,049</b>            | <b>27,921</b>            | <b>(31,395)</b>                | <b>-</b>        | <b>98,575</b>              |
| <b>Unrestricted Designated Funds</b>       |                           |                          |                                |                 |                            |
| Reserves Policy                            | 617,016                   | -                        | -                              | (112,427)       | 504,589                    |
| Post Adoption Support                      | 230,400                   | -                        | -                              | 12,600          | 243,000                    |
| Fixed Assets                               | -                         | -                        | -                              | -               | -                          |
| The Centre for Adoption Support            | -                         | 57,883                   | (57,883)                       | -               | -                          |
| <b>Total Unrestricted Designated Funds</b> | <b>847,416</b>            | <b>57,883</b>            | <b>(57,883)</b>                | <b>(99,827)</b> | <b>747,589</b>             |
| <b>Unrestricted Funds</b>                  |                           |                          |                                |                 |                            |
| General Funds                              | 203,632                   | 983,418                  | (1,199,879)                    | 99,827          | 86,998                     |
| <b>Total Funds</b>                         | <b>1,153,097</b>          | <b>1,069,222</b>         | <b>(1,289,157)</b>             | <b>-</b>        | <b>933,162</b>             |

16. Analysis of Net Assets between Funds

As at 31st March 2024

|                    | Unrestricted<br>General<br>Funds<br>£ | Unrestricted<br>Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|--------------------|---------------------------------------|--|--------------------------|---------------------|
| Fixed Assets       | -                                     | 23,085                                   | -                        | 23,085              |
| Other Net Assets   | 172,251                               | 823,107                                  | 109,867                  | 1,105,225           |
| <b>Total Funds</b> | <b>172,251</b>                        | <b>846,192</b>                           | <b>109,867</b>           | <b>1,128,310</b>    |

As at 31st March 2023

|                    | Unrestricted<br>General<br>Funds<br>£ | Unrestricted<br>Designated<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>Funds<br>£ |
|--------------------|---------------------------------------|--|--------------------------|---------------------|
| Fixed Assets       | 197,429                               | 243,000                                  | 88,200                   | 528,629             |
| Other Net Assets   | (110,431)                             | 504,589                                  | 10,375                   | 404,533             |
| <b>Total Funds</b> | <b>86,998</b>                         | <b>747,589</b>                           | <b>98,575</b>            | <b>933,162</b>      |

Total free reserves for the year are considered to be £737,958, the total of the Reserves Policy designated fund, and general unrestricted funds not committed to fixed assets.

**17. Purpose of Restricted and Designated Funds****Post Adoption Support Restricted and Designated Fund**

Following placement and subsequent adoption CCS Adoption Ltd has certain ongoing legal and moral obligations to the children adopted through the charity. These obligations can continue for up to 100 years. Although it is not possible to accurately predict the level of finance or timing that will be required to meet these obligations having reviewed the potential future liability it is apparent that this fund needs to be regularly (at least annually) reviewed and maintained to reflect these future liabilities.

The restricted fund arose in respect of placements between 1997 and March 2011 when a Post Adoption Support fee was paid in addition to the Interagency Fee. The balance on the fund has been calculated based on providing one year of Social Worker support to each relevant adoptee based on 24 hours per year at £25 per hour.

In addition to the restricted fund the Trustees have designated a post adoption support reserve. The purpose of this reserve is that in the circumstances that the agency is no longer able to continue to provide post adoption support, that an appropriate portion of the charities assets are devoted to continuing to provide a level of post adoption support in the most suitable way available at the time. The reserve would function in tandem with the restricted reserve in this case. The balance of this fund is also calculated based on providing one year of Social Worker support to each adoptee based on 24 hours per year at £25 per hour. This reserve will increase annually in line with the number of children placed and average salary expenditure.

**Adoption Support Legacy Fund**

CCS Adoption Ltd received a restricted legacy during 2015/16 of £10,000 this is used to provide therapeutic life story work and to support adopted children in education.

**Family Grants**

These are funds received on the condition that they will be expended on assisting families in need.

**Reserves Policy Fund**

As explained in more detail in The Trustees' Report (see page 23) The Trustees have a reserves policy of maintaining free reserves at a level of 6 months expenditure. This is to help ensure continuity of service as the timings of income are uncertain.

**17. Purpose of Restricted and Designated Funds (Cont.)****Fixed Assets**

This fund represented the value of the fixed assets. Funds representing the net book value of the charities assets were transferred into this fund during the year

**The Centre for Adoption Support**

This designated fund is a fund designated to help ensure the continuity of The Centre for Adoption Support service whilst further funding is sought.

**Adoption Support Grants**

The restricted fund (formally called The Centre Project) was created by grants and donations received restricted for delivery of Adoption Support Services at the charity.

**Sylvia Adams Grant**

These funds were received from the Sylvia Adams Charitable Trust following a successful grant application to provide funding for the Tot's Group and to provide Theraplay Training for appropriate staff members

**COVID-19 Support Grants**

This represents grant funds remaining that were received in direct response to the COVID-19 pandemic resulting from successful grant applications.

The balance is the remaining of the grant received through the Department for Education, to fund 75% of salaries for Adoption, Adoption Support and Therapeutic Services.

**18. Contingent Liabilities**

The Trustees' of the charity recognise it has an ongoing and moral obligation to the children adopted through the charity. These obligations can continue for up to 100 years, with no accurate predictable information available in relation to timing and amounts involved. Refer to the details of the Post Adoption Support Funds in note 17.

**19. Related Parties**

CCS Adoption Ltd is managed and controlled by the directors/trustees. None of the directors/trustees received any remuneration for their services.

During the year CCS Adoption Ltd paid fees of £ nil (2023 - £ nil) to related parties of the trustees.

Expenses of £26 (2023 £ nil) were reimbursed to the Trustees.

The Trustees, key management and related parties made donations to the charity during the year of £174 (2023 - £160).

No other related party transactions occurred in the year or in the prior year other than those reported in this note and elsewhere in the accounts.

The charity relies on the goodwill and generosity of professionals involved as Trustees, Committee and Panel Members giving of their time voluntarily to support the work of the charity.

**20. Operating Leases**

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

|                         | <u>2024</u>   | <u>2023</u> |
|-------------------------|---------------|-------------|
|                         | £             | £           |
| Payable within one year | 24,963        | -           |
| Payable after one year  | 4,211         | -           |
| Total payable           | <u>29,174</u> | <u>-</u>    |

An operating lease for the office at The Park in Knowle West was entered into on 4th April 2023.

The initial term of this lease began on 1st June 2023 for 12 months. It has since been extended to 31st May 2025.

Thereafter the lease can be terminated by giving six months notice of termination.

**21. Pension Costs**

CCS Adoption Ltd's employers' and employees' pension contributions are paid into TPT's Growth Plan Series 4 and Flexible Retirement Plan. These are both Defined Contribution Plans. The employer contribution rate is 6% and the employee contribution rate is 5%.

Employees can make Additional Voluntary Contributions.

The employer contributions made during 2023/24 were £35,314 (2022/23 - £46,074)

The employee contributions made during 2023/24 were £41,122 (2022/23 - £50,200)



**22. The Growth Plan**

In the past CCS Adoption Ltd has paid pension contributions into TPT's Growth Plan series 1,2 and 3. These plans have been closed to new contributions since at least 30th September 2013.

The Scheme is a multi-employer scheme which provides benefits to some 638 non-associated participating employers. The Scheme is a defined benefit scheme in the UK. It is not possible for CCS Adoption Ltd to obtain sufficient information to enable it to account for The Scheme as a defined benefit scheme. Therefore it accounts for The Scheme as a defined contribution scheme.

The Scheme is subject to the funding legislation outlined in the Pensions Act 2004 which came into force on 30th December 2005. This together with documents issued by the Pensions Regulator and Technical Actuarial Standards issued by the Financial Reporting Council, set out the framework for funding defined benefit occupational pension schemes in the UK.

The Scheme is defined as a 'last man standing arrangement'. Therefore CCS Adoption Ltd is potentially liable for other participating employers' obligations if those employers are unable to meet their share of The Scheme deficit following withdrawal from the scheme. Participating employers are legally required to meet their share of the scheme deficit on an annuity purchase basis on withdrawal from The Scheme.

A full actuarial valuation for The Scheme was carried out at 30th September 2020. This valuation showed assets of £800.3 million, liabilities of £831.9 million and a deficit of £31.6 million. To eliminate this funding shortfall, the Trustee has asked the participating employers (638) to pay additional contributions to the scheme as follows:

**Deficit contributions**

From 1st April 2022 to 31st January 2025, £3,312,000 per annum payable monthly and increasing by 3% on each 1st April.

Unless a concession has been agreed with the Trustee the term to 31 January 2025 applies.

Note that the scheme's previous valuation was carried out with an effective date of 30 September 2017. This valuation showed assets of £794.9m, liabilities of £926.4m and a deficit of £131.5m. To eliminate this funding shortfall, the Trustee asked the participating employers to pay additional contributions to the scheme as follows:

**Deficit contributions**

From 1st April 2019 to 31st January 2025, £11,243,000 per annum payable monthly and increasing by 3% on each 1st April.

**22. The Growth Plan (Cont.)**

The recovery plan contributions are allocated to each participating employer in line with their estimated share of the Series 1 and Series 2 liabilities.

Where the scheme is in deficit and CCS Adoption Ltd has agreed a deficit funding arrangement CCS Adoption Ltd recognises a liability for this obligation. The amount recognised is the net present value of the deficit reduction contributions payable under the agreement that relates to the deficit. The net present value is calculated using the discount rate detailed in these disclosures. The unwinding of the discount rate is recognised as a finance cost.

|                            | 31/03/2024 | 31/03/2023 | 31/03/2022 |
|----------------------------|------------|------------|------------|
|                            | £          | £          | £          |
| Present Value of provision | 1,926      | 4,124      | 6,469      |

**Reconciliation of opening and closing provisions**

|   | 2024         | 2023         |
|---|--------------|--------------|
|   | £            | £            |
| Provision at start of year              | 4,124        | 6,469        |
| Unwinding of discount factor            | 158          | 122          |
| Deficit contribution paid               | (2,357)      | (2,357)      |
| Remeasurements -                        |              |              |
| impact of any change in assumptions     | 1            | (110)        |
| amendments to the contribution schedule | -            | -            |
| Provision at end of year                | <u>1,926</u> | <u>4,124</u> |
| Income and expenditure impact           |              |              |
| Interest expense                        | 158          | 122          |
| Remeasurements -                        |              |              |
| impact of any change in assumptions     | 1            | (110)        |
| amendments to the contribution schedule | -            | -            |
|   | <u>159</u>   | <u>12</u>    |

**Assumptions**

|                              | 31/03/2024 | 31/03/2023 | 31/03/2022 |
|------------------------------|------------|------------|------------|
| Rate of discount % per annum | 5.31%      | 5.52%      | 2.35%      |

The discount rates shown above are the equivalent single discount rates which, when used to discount the future recovery plan contributions due, would give the same results as using a full AA corporate bond yield curve to discount the same recovery plan contributions.

**22. The Growth Plan (Cont.)**

Deficit Contribution Schedule

The following schedule details the actual contributions payable by CCS Adoption Ltd each year.

| Year ending 31st March | <u>2024</u>  | <u>2023</u>  | <u>2022</u>  |
|------------------------|--------------|--------------|--------------|
|                        | £            | £            | £            |
| Year 1                 | 1,964        | 2,357        | 2,357        |
| Year 2                 |              | 1,964        | 2,357        |
| Year 3                 |              |              | 1,964        |
| Year 4                 |              |              |              |
|                        | <u>1,964</u> | <u>4,321</u> | <u>6,678</u> |

If CCS Adoption Ltd ceased to participate in the scheme there would be a debt on withdrawal payable TPT have estimated this debt on withdrawal as at 30th September 2023 to be £34,039 (30th September 2022 £52,008). As there are no plans to withdraw from the scheme this liability has not been accounted for.

**Plan expenses**

Previously, the deficit contributions paid by employers included an allowance to cover the running costs of the Plan; these include TPT's internal administration costs as well as external advisory costs and pension levies. For the 2017 valuation the allowance was £3.6m p.a.

Following consultation with the Employers Committee, it has been agreed that the expenses for running the Plan should be accounted for separately from deficit contributions. This approach is more transparent and has the benefit to employers of reducing the value of deficit contributions that must be disclosed in employer accounts for the purposes of FRS102.

The total amount of expenses paid by employers each year remains broadly unchanged. Rather than these being included in the deficit contributions paid, expenses will in future be shown and charged for separately. The annual expenses charge from 1 April 2022 is £3.7m per annum and will increase by 3% each year. The expenses contribution will be reviewed again at the 2023 valuation.

It was also agreed that, like the deficit contributions, the Plan expenses will continue to be allocated based upon each employer's percentage share of liabilities.

**23. Sale of 162 Pennywell Road, Easton**

**Reason for disposal**

In November 2022, the trustees agreed to engage a commercial estate agent to market the offices at Pennywell Road for either lease or sale.

This decision was reached for the following reasons:

- Two organisational restructures have resulted in a reduced number of staff. Along with the introduction of hybrid ways of working, the large capacity of the building is now too great for the staff team.
- Increases in running costs, maintenance and repair costs.
- Generation of cash to combat the reduction in cash reserves due to two years of deficits.

**Sale Details**

|                            |                   |                       |
|----------------------------|-------------------|-----------------------|
| Date of sale completion    | 19th October 2023 |                       |
|                            | £                 | £                     |
| Sale price                 | 652,000           |                       |
| Legal Fees                 | (2,416)           |                       |
| Agency Fees                | (7,825)           |                       |
| Sale proceeds              |                   | <u>641,759</u>        |
| Original Cost              | 574,116           |                       |
| Accumulated Depreciation   | (68,665)          |                       |
| Net book value at Disposal |                   | <u>505,451</u>        |
| Gain on disposal           |                   | <u><u>136,308</u></u> |

**Use of proceeds**

The proceeds from the sale have been invested into fixed-term and notice accounts, as per the policy. This will provide an income stream to offset the rental payments for the offices at The Park.

**24. Restatements of Prior Period Expenditure**

During the financial year, the charity identified the need to restate its prior period expenditure figures. The restatements were necessary due to reclassification of items. The specific reasons for the restatements are detailed below:

Independent Contractors were previously included in Staff Costs in error. These costs have now been correctly classified as Direct Costs for the charitable activities, or included with Support Costs as appropriate.

Life Assurance Premiums were previously included Pension Costs in error. These costs have now been correctly classified as Direct Costs for the charitable activities, or included with Support Costs as appropriate.

These reclassifications has necessitated restatement of the prior year comparators in the Statement of Financial Activities, Notes 3, 5 and 7.

These expenditure items have been reclassified to better reflect their nature and improve the presentation of the financial statements. These reclassifications have no impact on the net assets or the surplus/deficit for the prior period.

**25. Post-Balance Sheet Events**

On the 26th September 2024, the company name was officially changed to 'CCS Adoption Ltd', replacing the former name of 'Clifton Children's Society'.