



## **St Anthony of Padua Community Association**

(A company limited by guarantee)

### **Annual Report and Financial Statements**

for the year ended

**31 March 2021**



**Company registration number: 02025848**

**Charity registration number: 517745**

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## Reference and Administrative Details

### Trustees

T P O'Grady	Chair of Trustees
C Atwell	Deputy Chair & Chair of People, Culture & Performance Committee
R E Stanley	Chair of Finance Audit and Business Development Committee
J Campbell	
M Donnelly	
J J McLaughlin	
D Robinson	
B D Nixon	
A Clark	

### Key Management Personnel

H Woods-Waters	Chief Executive Officer
G Davis	HR Manager
T Nicholls	Finance Manager
K Cuthbertson	Registered Care Manager
J Grieveson	Youth Service Manager
L Watson	Day Care Manager
C Dodd	Day Care Manager
K Mulroy	Housing Scheme Manager

### Principal Office

St Anthony of Padua Community Association  
Community Centre  
Welbeck Road  
Walker  
Newcastle upon Tyne  
NE6 3BT

### Company Registration Number

02025848

### Charity Registration Number

517745

**The Charity is incorporated in England and Wales**

### Bankers

#### HSBC Bank plc

7 Northumberland Place  
North Shields  
Tyne & Wear  
NE30 1NU

#### Lloyds Bank plc

Dept 2027  
1 Legg Street  
Chelmsford  
Essex  
CM1 1JS

#### Unity Trust Bank plc

PO BOX 7193  
Planetary Road  
Willenhall  
WVI 9DG

### Auditor

#### MHA Tait Walker

Chartered accountant & statutory auditor  
Bulman House  
Regent Centre  
Gosforth  
Newcastle upon Tyne  
NE3 3LS

## Trustees' Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2021.

### Chair's Statement

The start of this financial year was also the start of the pandemic and Covid-19 certainly stress-tested St Anthony's: its people, its systems and its leadership. Throughout the year everyone got on with their job and as a result our service users were well cared for. It must be recognised that there will have been times when carrying out the work was a source of anxiety to staff. The team effort, front line staff and the numerous support staff, kept the show on the road.

The effective and efficient systems that had been constructed and refined over the years stood us in good stead. During the year new responses were required, flexibility was critical in order to deal with what was often a rapidly changing situation. This included PPE procurement, financial management of grants which often required tight deadlines, strict H&S attention, staff deployment, and crisis management, to name but a few. Managers across the organisation robustly ensured that the organisation remained fit for the purpose of looking after our service users.

In times of stress it is the quality of leadership that can really keep the organisation on course and safe. St Anthony's is indeed blessed to have across all of its departments, leaders who will go the extra mile, flexibly adapt and develop their role, and all of the time lead by example and remain steadfast to our aims and values.

The Trustees recognise the quality of what we have in St Anthony's, feel proud to be able to make a contribution, and appreciative of the fact that when we were tested, we were found to be resilient and always there for our community.



Timothy O'Grady  
Chair of Trustees

## Trustees' Report

### Chief Executive's Statement

Just prior to the first lockdown (23.03.20), our Chair of Trustees asked if I would be keeping a diary. I didn't plan to, however the work and worries of 2020-21 have been well documented through minutes of meetings, correspondence with service users, briefings and updates for staff, the abundance of emails to and from Newcastle City and North Tyneside Councils, the Director of Public Health, the Care Quality Commission, UK Home Care Association, and the internal logs held to record self-isolation of staff and service users, the revision of policies and practices and the abundance of risk assessments, contingency planning and revised care planning.

We have held a COVID file which tracks our journey and serves as a reminder of what we have all come through and how we responded to one of the most significant challenges of many of our working lives.

In the intervening months I have valued the selflessness of all staff, the support of Trustees and Senior Managers and I believe that we have all done our very best, with all staff and volunteers responding positively and constructively to the situation we found ourselves in. It is important however not to underestimate the huge demands that this has placed on everyone, physically, mentally and emotionally and as such will not diminish in the foreseeable future.

Over the last 12 months, responding to the impact of COVID-19 has been our single priority. and much has been achieved as we safely navigated our way through the ever-changing landscape, and we have implemented many changes that have had a positive effect on the quality of our work and practice.

We have received and observed great acts of kindness. We have had positive feedback from service users and their families about the care and support they have received from our day care, home care and extra care services. We have had some great feedback from staff. and the results of our Staff Wellbeing Survey reinforce that staff have felt well supported at this time.

In preparing this year's report I asked staff to share their thoughts on the last year and we have included some of their personal statements in this report.

St Anthony's continues to be an organisation deeply rooted in the community with tremendous staff, volunteers and Trustees and I would join our Chair in thanking you all for your ongoing commitment, dedication and support. I also want to take this opportunity to thank the members of the community who choose us to provide their care; we remain committed to providing a service that meets your need. Thank you.

On a final note, I want to remember for Fr Michael Conaty for it was his vision, determination and inspiration that made St Anthony's and what we do possible.



Helen Woods-Waters  
Chief Executive Officer

### Structure, governance, and management

#### *Nature of governing document*

St Anthony of Padua Community Association was incorporated as a company limited by guarantee on 6th June 1986, as defined by the Companies Act 2006 and was registered as a charity with the Charity Commission on 2nd September 1986. We are governed by our Memorandum and Articles of Association. Trustees updated our objects and Articles of Association which were formally adopted by the Trustees in May 2016 and we routinely review our articles to ensure they reflect the ongoing work of the charity.

#### *Recruitment and appointment of trustees*

New trustees are recruited when their specific skills and values are identified as being beneficial to the charity. Trustees are actively sought for their experience in Finance and Administration, Personnel, Quality Assurance, Research and Development, Social Care and Health, Law, Housing and Business Management. The election of trustees is governed by the Memorandum and Articles of Association and are initially interviewed by two serving trustees before being proposed at the AGM/Board Meeting where their appointment is officially sanctioned.

#### *Induction and training of trustees*

All new Trustees are formally welcomed to the organisation by the Chair of Trustees and the Chief Executive. We support our new Trustees by providing an introduction to the work of St Anthony's which includes a guided tour of our services, properties and meetings with staff, volunteers and service users.

We have a Trustee Induction Pack which includes an:

- Overview of the organisation, its history, values, structure, Policies and Procedures, Annual Plan and services provided
- Introduction to Finance including Trustee responsibilities
- Overview of the Regulatory Frameworks associated with our work including GDPR
- Introduction to Governance and Roles of Trustees, which includes committee structures and meetings, the obligation of trustees including their responsibility to ensure the charity operates within the main legal documents which set out the operational framework for the charity, namely the Memorandum and Articles of Association and required Trustees checks

New trustees are provided with the Charity Commission publication "The Essential Trustee" and are also directed to the Charity Commission website for further information and guidance. Feedback from new trustees on the induction process informs further developments.

## Trustees' Report

### *Arrangements for setting key management personnel remuneration*

The Board give their time freely and trustees do not receive remuneration in their role as Trustee. As reported in last year's report, under Article 8.3, we temporarily appointed a Trustee as Financial Consultant as we were unable to replace the person appointed to cover the Finance Manager's maternity leave when they left at short notice. This decision was taken by Trustees in January 2020 and this arrangement continued to the end of the maternity leave period – August 2020.

The Key Management Personnel (KMP) of the charity are listed at page 1 - Reference and Administration Details. Reporting to the Board, the KMP are responsible for the operational management of the charity.

KMP and all staff remuneration is reviewed annually. The trustees' benchmark salaries against voluntary, private and statutory pay levels for the sector and similar roles using recruitment agency's data on average salaries for specific positions. The Trustees are committed to improving pay levels and pay above the National Living Wage. The Finance, Audit and Business Development Committee are delegated to undertake the annual pay review and set salaries for the coming year which is presented to and signed off by the Board.

### *Organisational structure*

The Board of Trustees have overall responsibility for the management of the charitable company and oversee the work of the Association through a delegated committee structure ensuring all aspects of the business have an effective performance monitoring process. Each Committee meets quarterly in advance of quarterly Trustee Board meetings. The Committees include Finance Audit and Business Development and People, Culture and Performance Committees.

The operational management and leadership of the organisation is delegated to the Chief Executive. The Chief Executive is assisted by the Senior Management Team which includes the, Registered Care Manager, Day Care Manager, Housing Scheme Manager, Youth Manager, HR Manager and Finance Manager.

### *Relationships with related parties*

#### **St Anthony's Youth Education and Support**

T P O'Grady and D Robinson are trustees of St Anthony of Padua Community Association, (STAPCA) and of St Anthony's Youth Education and Support (SAYES), charity number 1130531 and company number 06917895 (England and Wales). STAPCA has provided services to SAYES at arm's length and on normal commercial terms.

#### **Building Futures East**

Building Futures East is a related party by virtue of Mrs H Woods-Waters (CEO of STAPCA) being the spouse of Mr A Woods-Waters (CEO of Building Futures East).

## Trustees' Report

### Objectives and activities

#### *Objects and aims*

St Anthony of Padua Community Association was originally established in 1979. The Association registered as a charity and limited company in 1986. The Association commits to enabling people to develop their full potential and to live independently, with dignity and in safety.

In setting objectives and planning for activities, the Trustees give due consideration to the Charity Commission's guidance relating to public benefit and fee charging.

The Charity's objects are to provide for the benefit of the persons living within the area of the east end of Newcastle Upon Tyne and any other such area as the Trustees shall from time to time decide in particular by the:

- provision or assistance in the provision of facilities of recreational or other leisure time occupations of such persons in the interests of social welfare and so that their conditions of life may be improved;
- advancement of the education of such persons by the provision of classes workshops and course of instructions;
- advancement of the education of the growth of the area through their leisure time activities so as to develop their mental and spiritual capacities that they may grow to full maturity as individuals and members of society;
- relief of poverty, sickness, disability, old age and conditions of need, in particular by the provision of housing and day and domiciliary care facilities and services with the object of improving the condition of life.

The Trustees oversee the work of the Association through a delegated committee structure ensuring that our objectives are delivered, that all aspects of the business have an effective performance monitoring process with Key Performance Indicators and as importantly that we live our values in every interaction. The Trustees are very active within the organisation and regularly spend time with service users and staff, through both shadowing and holding annual staff focus groups as part of our overarching Quality Assurance Processes. However, during the pandemic these areas of work have been temporarily suspended as we follow strict infection, prevention control measures. Trustees have continued to communicate remotely with staff and we have also undertaken staff wellbeing surveys to ensure staff have felt fully supported during these unprecedented times.

We have an Annual Delivery Plan to support our work, focusing on continual improvement and informed by both self-assessment and external inspection and feedback. As outlined in last year's report our focus during this year has been on,

- delivering safe care services reducing the risk of transmission and the safe reopening of our Day Service,
- securing of sufficient PPE,
- responding to changing government guidance,
- impact of the pandemic on staffing levels, capacity and morale,
- operation of remote services where face to face delivery was subject to closure in line with government restrictions,
- continuing professional and practice development,
- staff recruitment, training, supervision and support to manage delivering services during a pandemic

## Trustees' Report

- the establishment of Conaty House, our new extra care facility which opened November 2019,
- the delivery of the new Gardening Project to reduce social isolation and improve wellbeing for older people in our community,
- Trustee self-assessment using the Charity Governance Code for smaller Charities.

As a regulated Home Care Provider, we are subject to inspection by the Care Quality Commission. As a commissioned provider we are also subject to inspection by Newcastle and North Tyneside Councils in line with the Tendering Specifications. We routinely undertake staff and service user satisfaction surveys and we ensure learning is shared from all compliments, complaints accidents/incidents and safeguarding concerns.

We are committed to continuing professional development and have a comprehensive training programme supporting employees and volunteers meet the required standards to ensure a high-quality, person-centred service that meets the needs and aspirations of our service users. We routinely support student placements and whilst this was suspended in 2020-21 as we came to the end of the year we are working with Newcastle University to provide placements for their new Dietetics course as well as providing remote interview advice and practice for Newcastle College Health and Social Care students.

### *Objectives, strategies and activities*

This has been a very difficult year which has required agility and resilience as we reframed our plans and responded to the impact of the COVID-19 pandemic. The challenges faced by care providers during 2020-21 has been well rehearsed and we await the Governments' longer-term solution to what is referred to as the national crisis in health and social care.

We had the very real challenge of keeping staff, their families, service users and our community safe in advance of;

- a regular supply of PPE from the Government being received from November 2020,
- community testing and
- the roll out of vaccinations.

Securing PPE in the early months was fraught as we had to use our own resources to fund PPE which was extortionate, and which often did not arrive as expected. In addition, we were dealing with changing and often conflicting government guidance. With no community testing in place, we had to deal with the reality of sending staff into people's homes not knowing whether service users or our staff had COVID-19. As staff became ill or were required to self-isolate, we faced capacity issues compounded by a reduction in new recruits to the sector. This was a worrying time for us all and our focus was on continual risk assessment, contingency planning, infection prevention control measures, staff training and monitoring systems.

*"COVID-19 was an unprecedented time, that brought many, many challenges and complexities to the care service we deliver. As a senior management team, we were required to interpret and implement ever changing government and public health advice, so staff were able to undertake their roles safely and competently. All areas of the organisation rose to the challenge and played their part, but none more than the front-line care staff, who throughout the pandemic have provided an unwavering commitment to care for those who were most vulnerable. To play a small part in this makes me very proud."*

**Senior Manager**

## Trustees' Report

At this time we were overwhelmed by the kindness and generosity shown to us by members of the Chinese Community who we did not know. The initial approach was made through a contact of our chair of Trustees, a professor at Reading University who had an ex- student and colleagues who spearheaded a campaign to get much needed PPE to us through their social networks at a time when we were in great need, identifying contacts and coordinating people in China wanting to donate. The donations came from individuals using their own money to buy PPE for us as well as from companies who heard about what we did and wanted to support us with no other agenda than human kindness. We can never thank them enough for the support they showed to us and how they reached out to a small charity in the middle of Walker when there were so many people and organisations in need.

*"During lockdown I really appreciated the flexibility and support of St Anthony's and my colleagues especially at the times I was feeling anxious and worried regarding the pandemic. The fact I was able to work from home a lot of the time during this period really helped especially regarding my childcare situation and with the schools being closed so often. Although I was working from home I tried to help out as much as I could working extra hours from home where needed and I still always felt kept in the loop thanks to regular telephone calls/teams meetings and emails from my manager, my colleagues and also regular communications from our Chief Executive highlighting the most recent updates regarding covid guidance. On my return to working in the office I felt safe and happy to be back especially with the robust cleaning regime and safety rules that everyone in the community centre follows to keep the staff, service users and visitors as safe as possible."*

**Business Administrator**

St Anthony's is its people, and the care of our staff and the recruitment of new staff was never more critical. We continued to recruit and train new staff although at notably lower numbers than previously. We safely provided both face to face and online training for all staff and invested in new training to support delivery through the pandemic. We reviewed and revised recruitment, selection and induction processes to ensure we had the right staff with the necessary personal attributes, understanding and competence to undertake their role. We routinely involve service users in the recruitment of all staff, although this was temporarily suspended to reduce risk of transmission. We offer a comprehensive induction programme which includes classroom-based training, on the job shadowing and e-learning. We have an annual Training Plan for all roles within the organisation, including mandatory, additional and refresher courses which is monitored by our HR Team. We support staff to undertake additional training to provide in-house training including Moving and Handling, First Aid and Safe Administration of Medication as well as commissioning external training companies for areas such as Fire Warden training. As a local employer 90% of staff live in the community we serve.

We have a contract with REMIT to deliver our NVQ programme and encourage staff to progress through the levels. This has continued during 2020-21 with staff accessing training support remotely.

As we were unable to complete the annual Trustee led staff focus groups, as part of our Quality Assurance Framework to measure engagement and levels of satisfaction, we completed a staff Wellbeing Survey to assess how well supported staff felt delivering care in a pandemic and how they rated their mental health wellbeing. The results of the survey were very positive with staff reporting that they felt well supported, had the information and

## Trustees' Report

guidance needed to be safe which was regularly updated and had sufficient PPE to carry out their roles safely.

The annual Conaty Staff Awards provided an opportunity for colleagues to nominate one another and whilst we were unable to hold an event to present the awards this year, we produced a publication to celebrate the winner's achievements. One member of staff nominated everyone in the organisation in recognition of the unique and critical role every single member of staff played in the continuation of the delivery of services to our community during a pandemic.

In the coming year we will focus on

- Review of our delivery plan and identifying new opportunities
- The safe reopening of our Day Service and communal activities within our Extra Care Settings
- The expansion of the Garden Project to reduce social isolation and improve wellbeing for older people in our community
- Delivery of safe care and reducing the risk of transmission of COVID-19
- Retendering for Home Care and Day Care contracts
- Recruitment Campaign
- Implementation of Action Plan following Trustee Governance self-assessment

### Day Care Service

The Day Care Service remains a critical part of our offer at St Anthony's. The service support adults with a range of health, care and social needs including dementia, cognitive impairment, mental health, learning and physical disabilities, social isolation and general frailty.

As reported last year, the service had to close as part of the national lockdown on 22.03.20. In anticipation of lockdown, we had planned a remote service that ensured we kept in contact with all 63 of our service users providing practical and emotional support in response to need.

*"I feel that working during the pandemic was at times tough, although I feel on a personal level that I have gained a lot from the experience. The fact that my current job was thrown up in the air due to the closer of the day centre was strange and sometimes scary, often wondering where we may be in weeks, months or even a years time! But from the rapid change in our work life I feel that we bonded as a company and I formed relationships with staff members who ordinarily I wouldn't usually have much time with, in a similar way the phone calls, meal delivery and basic wellbeing service we provided enabled me to form great relationships with service users and families which in ordinary times would of taken a lot longer so after over a year of difficulties there has been some positive outcomes and the main one being that we are all here because we care and that St Anthony's as a company and a 'family' really do care about staff, service users and the local community."*

**Senior Support Worker**

At the end of the financial year, we were still providing the remote service. We submitted detailed risk assessments and reopening plans to the City Council and Public Health in September 2020 and whilst the plans were commended, due to the rising transmission rates in the northeast, public health put all reopening plans on "pause". Updated reopening plans were resubmitted in March 2021 and at the time of writing this report we had received approval to reopen in late May initially operating a "bubble" model of attendance.

## **Trustees' Report**

From April 2020-March 2021 the remote service delivered,

### ***Over 17,000 wellbeing phone calls***

- Daily or twice daily phone calls to all service users and for those who live alone, this service was also provided at weekends
- Daily phone calls to carers who reported how much they valued the support; many shared the additional strain they were under as a result of the lockdown.
- Where service users had been admitted to hospital/residential care or sadly passed away, we continued phone calls to carers. Carers reported extreme anxiety when loved ones were in hospital or respite as they were unable to visit and often contact by phone was not possible.
- Weekend wellbeing visits for service users needing extra support to maintain their mental health.
- Medi prompts and wellbeing checks
- Shopping calls and laundry service to support people to stay at home

### ***Over 4,500 meals cooked and delivered***

- The kitchen continued to operate providing a daily meal delivery service providing hot and cold food and for some service users, we also provided meals for their family members when requested.

### ***3,360 weekly "Banter" delivered***

- Introduction of the St Anthony's "Weekly Banter" from 01.05.20 which was well received. It included puzzles and quizzes with weekly prizes (including food parcels) being delivered and weekly "health and wellbeing" tips to keep people safe. There were weekly columns for service users to send each other messages so they could keep in contact and a birthday celebration section.
- Almost 3,000 weekly banter delivered, and 48 editions produced
- We sent birthday cards and keeping in touch cards and we still received and sent "postcards of kindness".

### ***We routinely reviewed the offer to keep people connected including***

- Access to day centre resources by delivering jigsaws and books etc
- Establishment of a remote Film Club
- Commissioning Skimstone Arts to engage residents in neighbouring St Anthony's Court (Sheltered accommodation), Conaty House (our new extra care facility) and Garden Lodge (Residential Care) in an outdoor "singalong" that people could enjoy from the safety of their windows. This was well received, and people reported they really looked forward to the weekly session and enjoyed engaging with others from the safety of their homes
- We responded to issues as they arose, e.g. keeping family informed when they were unable to get in touch with their family member by phone, contacting hospitals to support phone consultations for service users who struggled to communicate easily by phone, liaising with GPs and Pharmacy to facilitate the safe delivery of meds, supporting getting minor home repairs and or improvements done including through Your Home Newcastle

### ***We thank our community for their support***

- We thank the Walker community for their fundraising to create a new outdoor seating area in preparation for reopening
- We thank the Islamic Diversity Centre, Bookers, family and friends in kindly contributing to the "summer wellbeing boxes" prepared for and delivered to all our day centre service users

## Trustees' Report

- We thank Spicer's in North Shields for their kind donations of a range of teas that we used to create "tea hampers" delivered to all our service users.
- We thank Shepherd Offshore for their annual food donation enabling us to provide home cooked Christmas lunches. As the centre was unable to open this year, during the week of the 14 December, the team donned their Christmas costumes and Christmas lunch, cooked at the centre, Christmas gifts and a Rington's Food Hamper were delivered to all Day Care service users and any family members at home.
- The Day Service also cooked and delivered Christmas lunches to residents at both our Extra Care facilities and on Christmas Day lunch with heating instructions was delivered to those who were on their own and they received a doorstep, socially distanced visit on Christmas Day with additional presents.

*"During lockdown in the centre was hard but I got to get to know my work colleagues much better, more on a personal level than I would have in normal circumstances. I can honestly say it's been totally rewarding for me to be cooking and sending out meals knowing our dear clients who otherwise may not have had any home cooked meals gets one. At Christmas we cooked Christmas dinner EVERY day it got delivered to each of our clients I was so pleased they all got a Christmas dinner needless to say I was fed up with the sight of sprouts by Friday 😊 but it was worth it!"*

**Kitchen Manager**

## Home Care Service

As a regulated service we are registered with and inspected by the Care Quality Commission (CQC). At our last Inspection we were judged "**Outstanding**". CQC are not routinely inspecting services during the COVID-19 pandemic but have maintained contact with providers through existing monitoring arrangements and engagement and support calls covering four assessment areas:

- Safe Care and Treatment
- Staffing arrangements
- Protection from Abuse
- Assurance Processes, Monitoring and Risk Management

In July 2020 CQC confirmed that they assessed that we were managing the impact of the COVID-19 pandemic.

*"I feel very safe with my company and community, also I have a lot of support of the staff and clients which is very comforting for me"*

**Care Worker**

As the country went into lockdown and people worked from home or were furloughed the Home Care Service remained fully operational. In 2020-21 we delivered **over 113,000 hours of care** completing **over 162,000 visits** travelling over **45,000 miles**. Daily we provided on average 300 hours of care, completed 450 plus visits covering 125 miles. Throughout 2020-21, notwithstanding all the challenges presented by the pandemic, we did not miss one call. Our staff rose to the many challenges to ensure that our community received the care and support they have come to expect.

*"It was extremely challenging working through the pandemic. We cancelled our holidays, worked on our days off and I still don't think we get the same recognition as NHS staff."*

**Care Worker**

## Trustees' Report

Throughout, we have kept in regular contact with service users keeping them briefed on measures we had in place to keep them and our staff safe. We provided regular communications for staff and used a range of tools to measure staff wellbeing.

*"St Anthony's always make sure we are well looked after."*

**Care Worker**

Our staff have been tremendous, they have put service users first, they have managed their own anxieties and provided care and support at home for people who tested positive for COVID-19. They have taken on additional shifts, cancelled leave and responded so positively to ensure that no calls were missed. Over 90% of staff live in our local community and whilst this is one of our strengths, it tested our resilience when local transmission rates were high, and we were faced with the impact of staff being contacted by the NHS GPS app, NHS Test and Trace and local schools as children were being sent home when someone in their class tested positive.

*"This year has been exceptionally challenging for all at St Anthony's. I have felt a mixture of emotions and feelings including fear, anxiety and stress, but as always we have worked together and some-how managed to work our way through this very difficult time, however I am under no illusions that we are anywhere near the end."*

**Care Coordinator**

Staff across the organisation have responded positively to both the weekly testing regime introduced in December 2020 and the rollout of the COVID-19 vaccination from January 2021.

*"St Anthony's have done right by their staff, where the PPE is concerned, I've never did without, so thank you."*

**Care Worker**

We have been commissioned by Newcastle City Council for almost 20 years to deliver the General Home Care Service in the east of the city. The home care service was due to be re-tendered this year, but this has been delayed due to the pandemic and the current contract has been extended to March 2022. The current homecare contract with North Tyneside Council is to 2023.

*"St Anthony's have done a fab job making sure we are all fully protected. Believe me that's a lot of hard work from our amazing office staff and money from a company who gives back what they take in. This is a company I can say I am proud to work for. At the beginning, middle, end of a shift we are grateful to see a smiles, we are all struggling at times and a smile can make anyone feel appreciated."*

**Care Worker**

## Extra Care Housing

As reported last year, we opened Conaty House, a new extra care facility in November 2019 just in advance of the start of the pandemic. We now offer 46 extra care apartments, 4 of which are 2 bedroomed. Our properties continue to be in high demand and occupancy levels in 2020-21 were good despite the pandemic with Conaty House performing at 99% occupancy and Assisi House at 97%.

## Trustees' Report

On 23.03.20 and in line with national lockdown restrictions we closed the communal areas in both Assisi House and Conaty House moving the furniture into storage to reduce the risk of transmission and the mixing of households. Throughout the year we continued to review the safe opening of these areas and whilst shielding remains in place and restrictions on the number of households that can meet indoors, the communal areas remained closed.

We have kept residents and their families updated and in the main there has been full support for our approach in keeping both Assisi and Conaty House COVID free. We sought advice from Public Health, the Local Authority and Your Homes Newcastle and have been commended on our approach to infection prevention and control and at the time of writing this report we have had no incidents of transmission at either property.

*"Well, it certainly has been a challenge the last 18 months but, my priorities were to keep my lovely service users, staff and colleagues safe and well which I could only do with the excellent support with PPE etc from St Anthony's."*

**Deputy Coordinator**

We celebrated the first anniversary of the opening of Conaty House in November 2020 with a remote "afternoon tea" and commemorative gift delivered to each resident. Throughout the year the team have been creative and have tried to keep people's spirits up and this has included a sing-along which took place outdoors which residents could join in with from their windows. The new gardener has supported much activity in the garden ensuring that the basics of face, space, hands and air were followed. As we ended the financial year and due to the rates of local infection, the communal lounges remain closed.

The Registered Manager and Housing Manager continue to work collaboratively to ensure high standards of both home care and housing services are met. Tenants remain involved in the management of the housing scheme, including the recruitment of staff. The planning and review of care is embedded in our practice, and we have continued this through the pandemic, undertaking risk assessments on each occasions and where applicable these have been completed by phone.

In 2020-21 the Housing Manager supported over 50 tenancies and secured increased benefits amounting to £270k.

*"Working in Social Housing for the past 31 years my business was always about housing people into homes that met their housing need. When everything went into lockdown and therefore housing moves suspended, with the exception of crisis moves, it was vitally important to me to contact people who had been offered an apartment on a weekly basis. This was mainly to let them know that they were not forgotten and as soon as we could it would be business as usual and also just to chat and let them know that if they wanted to ring me or their families that I was always available. Once the restrictions eased it was full steam ahead and thankfully people moved in and settled really well despite these challenging times."*

**Housing Manager**

## The Garden Project

As reported last year, we secured funding from the Kellett Fund for 12 months to run a pilot "Garden Project" and if successful in achieving the project objectives, we would aim to secure further funds. The project start date was delayed due to the pandemic however we

## **Trustees' Report**

are delighted to confirm that we appointed to the Gardener post and the project started November 2020.

The project utilises the social and therapeutic value of gardening to build connections/friendships for older people in our community, particularly those at risk of social isolation and experiencing loneliness creating opportunities for sharing skills, knowledge, and getting people outdoors into the natural environment.

The project is based in what was the presbytery garden and we secured funding from both the Sir James Knott Trust and the Linden Family and Prime Fund and together with a contribution from the Trustees we have been able to fully relandscape the garden ensuring improved access for people living with dementia and those with mobility needs. The hard landscaping work was almost completed at the end of the financial year. In the interim period, the Gardener, who has a background in mental health services, used the "Weekly Banter" to engage with service users supporting a propagation project growing sweet peas at home to be planted in the garden.

The project is creating opportunities for people to pursue and develop practical interests and skills enabling people to connect and enjoy the garden throughout the year. The project will offer activities on site as well as developing a programme of visits to gardens of interest across the region. We provide transport to support people's participation.

Early indicators are that the project is making a difference to people's lives, creating a safe place to engage safely.

### **Joint work with Children's Social Care**

In 2019 we approached Newcastle City Council to discuss local housing needs for vulnerable adults as we were planning the refurbishment of the presbytery adjacent to Assisi House. In discussion it was clear that there was a demand for housing for vulnerable children and young people which were in line with our charitable objectives.

The Council was moving away from the provision of larger children's homes, as evidence showed better outcomes were achieved for children by placing them in more homely environments with a smaller number of other children, making it feel more like home and less institutional. The city therefore wished to work with partners to identify suitable properties that may provide high quality modern and above all normal family home environments for children and young people.

The Presbytery was refurbished providing 2 flats allowing for staff and child accommodation and 2 young people moved into the flats in early 2021. In addition to the provision of suitable accommodation we are working with the settings to engage the young people in our youth offer and garden project.

### **Supporting our Community**

Our centre is a resource routinely used by the community providing both a base for local groups, the parish and a venue for community events. However, during 2020-21 this has all but stopped due to the pandemic.

We have provided space for our health partners to administer young people's general inoculations and we have also operated as a polling station.

We continue to source the following services locally; plumbing, plastering, roofing, building work, window cleaning and provisions and we also work with a local social enterprise, investing in training and sustainable employment of young people, who provide our garden maintenance service.

## Trustees' Report

The Association continues to provide an annual grant and infrastructure support in kind to the “Bostey” (St Anthony’s Youth Education and Support Service), our local youth project and we provided a further grant this year to support the work they were doing during the pandemic to keep in touch with young people. This support delivers on our objects as outlined in our articles, to support young people. In addition, the Trustees agreed to a further donation to another local charity, Building Futures East, whose response to food poverty during the pandemic was inspiring.

The Bostey also closed in line with national lockdown requirements and as reported last year, the team immediately designed a remote service in response to identified need.

*“The Bostey’s first response after the commencement of the first lockdown was to put together 50 emergency packs for families which included essential food, toiletries, sanitary products, activities for children and young people. As youth workers began to digest what was happening ideas started flowing and the planning begun. It was also agreed early on that all families should be classed as vulnerable. We took into consideration that nobody had ever been in this position before and families we had been talking to were scared and had already begun to feel lonely and isolated. Targeted supported for identified families would continue.*

*We directly engaged with 1000’s of local people as well as 100’s of children and young people all from various backgrounds. We received 100’s of messages each month from people thanking us and offering to donate us. We developed new relationships with businesses, and we have helped people understand that the Bostey is a Charity, and we fundraise all year round to keep the project going.*

*Partnership work has always been a big part of the work that we do at the Bostey it allows us to offer more opportunities and enables our children and young people to enjoy more of what is on offer locally and around the city. The strengthen of these partnerships were evident from the start of the first lockdown, which enabled us to have a fast organised response for our community as the foundations had already been built for many years. New collaborations were also created which we will build on during 2021.*

*We still have a long way to go in terms of “getting back to normal” and we know that there will be many more challenges to face in the coming months and years, but we have lots of new and exciting plans and we have been working hard behind the scenes talking with new and existing partners to bring more new and exciting opportunities for the children and young people in our local community.”*

**Youth Service Manager**

## Volunteers

There is a strong tradition of volunteering within the community and the Association values highly the important contribution volunteers make. We are very fortunate to have several very committed volunteers who over many years have given up their time to support the organisation, particularly in the day centre, the kitchen and in the youth service but also supporting community access to the centre outside office hours and in undertaking other tasks to ensure the smooth running of services. We are indebted to our team of highly skilled volunteers whom we could not do without.

However due to the pandemic and infection control restrictions in place during the year there have been limitations to the roles our volunteers could play in the day service, however, the “Bostey” volunteers have played a key role in providing remote services to young people and

## **Trustees' Report**

their families during lockdown. We have kept in touch with all our volunteers and where required delivered meals and shopping. Volunteers have supported with wellbeing calls, sending cards and letters and assisting with preparing and delivering hampers. As we prepare for the reopening of the day service, we are meeting our volunteers to plan their return to the service.

### **Fundraising disclosures**

The charity is required to report how it deals with fundraising from the public. The charity does not use a professional fundraiser or commercial participator to raise funds. Any monies raised direct from the public follows all guidelines set out by the Charity Commission and UK law in every respect. We respect the privacy and contact preferences of all public donors.

### **Public benefit**

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

## Trustees' Report

### Financial review

#### *Policy on reserves*

The Trustees have reviewed their Reserves Policy taking into consideration the current local authority contracts in place. As the vast majority of our work is commissioned, should we lose a contract or decide to close, the majority of staff would be subject to TUPE. We have therefore reduced the level of general funds that the charity would need to maintain, and this is reviewed annually based on current and projected business. The charity's policy is to maintain general funds, which are the free reserves of the charity, at a level equal to at least three months of general expenditure, which equates to approximately £600,000. This provides sufficient funds to cover management, administration and support costs, redundancies and any other emergency situations which may arise from time to time. Free reserves exclude fixed assets, long term liabilities and those funds which have been designated by the trustees in order to recognise future planned expenditure.

At the year end, £266,723 was designated by the trustees in relation to the value of St. Francis of Assisi House which was partly funded through grants received from external funders. The trustees designated £1,589,294 being the revaluation uplift on St. Francis of Assisi House, the Community Centre, Conaty House and Bostey and the Presbytery.

The current level of free reserves is £390,172 (2020: £266,919), whilst this is below the level considered suitable it shows an increase over the prior year's free reserves, and the Charity seek to continue rebuilding its reserves with budgeted surpluses.

#### *Principal funding sources*

Our primary source of funding is through contracted work for home care and day care commissioned by local authorities and from rental income from Assisi House and Conaty House, our extra care housing schemes. During 2020-21 we also received funding through the Government's Infection Control Fund contributing to both additional costs incurred, and additional work required to manage through the pandemic.

#### *Investment policy and objectives*

Under the Memorandum and Articles of Association, the charity has the power to make any investment which the trustees see fit. The trustees aim to receive on balance a minimum of 4% return on its investments, which include returns made on capital projects.

## Trustees' Report

### *Going concern*

As outlined in our 2019-20 Annual Report, whilst the COVID-19 pandemic has impacted the charity, we have continued to operate and have been able to continue to provide most services, albeit at slightly reduced levels throughout 2020-21.

With additional safety measures in place, we were able to continue to provide the Home Care and extra care housing services that we provided pre COVID-19, and these services account for almost 90% of our income from charitable activities. The impact of COVID-19 on Home Care services, was that a small number of Home Care packages were temporarily suspended in the early stages of national lockdown which have now resumed. We are taking on new work and continue to keep in regular contact with our commissioners. Restrictions during the first lockdown also resulted in short term delays in filling vacancies in our Extra Care Housing facilities, however overall occupancy at yearend for both properties has exceeded the 95% forecast with Assisi House annual occupancy at 96.85% and Conaty House annual occupancy at 98.58%.

The Day Care service and other income, such as hall hire, have been more severely impacted by COVID-19 and the restrictions that were, by necessity, put in place by the Government. Whilst we continued to receive payment from both Newcastle and North Tyneside Councils, we lost all private income for the day service including kitchen income. We are currently pursuing a Business Interruption claim with our insurers to cover this loss of income. Throughout the pandemic and from closing the Day Service on 23.03.20 we provided a remote service to our Day Service Users which included daily phone calls, delivery of home cooked meals, production of a weekly magazine and other tasks such as shopping and laundry. Following approval from Newcastle City Council and Public Health, we have been able to reopen the Day Service as of 17 May 2021. However, we are limited on the number of people who are able to attend per day however people are delighted to be back. We are planning a marketing campaign to increase numbers as we have lost some service users during the last 14 months.

Despite the impacts of COVID-19 noted above, our income from charitable activities for 2020-21 has increased overall. We have faced increased costs as a result of the pandemic for PPE, staffing etc. but we have actively sought ways of reducing the impact of COVID-19 and accessed available grant funding; we have used the Government's furlough scheme to reduce the cost of staff who have been shielding, we have reclaimed the cost of SSP for staff who have been self-isolating, and we have utilised the national funding for infection control provided through the Local Authority.

We continue to monitor the situation, reviewing our finances carefully and at the most recent Finance, Audit and Business Development Committee meeting (29.04.21) and the subsequent full Board meeting (25.05.21) the Trustees are of the opinion that the charity is able to continue to operate as a going concern, and the financial statements are prepared on this basis.

### *Risk management*

The Governance arrangements ensure effective oversight of risk management across the organisation. Each Trustee committee has a set of performance indicators which allow for any potential risks to be identified and mitigated against. The Senior Management Team meet regularly and on a quarterly basis conduct Health and Safety Reviews. The Registered Care Manager is the Safeguarding Lead for the organisation and all staff are trained in adult and children's safeguarding.

## **Trustees' Report**

A robust monitoring process is in place and quarterly operational and financial reports are provided to the relevant committee. During 2020-21 Trustees, as planned, have been undertaking a full self-assessment using the Charity Governance Code for smaller Charities. This work has been led by the People, Culture and Performance Committee and recommendations and action plan will be presented to the Board in the coming year.

The Chief Executive ensures regular risk audits through a variety of internal and external inspections and operational management is monitored through regular supervision meetings with senior managers. We regularly review our staffing structure to ensure operational effectiveness and safe working practices. As approved by Trustees we have appointed to a new post, Estates Manager, who will take a lead on and bring an expertise in health and safety to the business.

The Care Quality Commission are not routinely inspecting services during the COVID-19 pandemic but were maintaining contact with providers through existing monitoring arrangements and engagement and support calls covering four assessment areas:

- Safe Care and Treatment
- Staffing arrangements
- Protection from Abuse
- Assurance Processes, Monitoring and Risk Management

CQC confirmed that they assessed that we were managing the impact of the COVID-19 pandemic.

The Senior Management Team keep Policies and Procedures under review and seek approval where required from Trustees for any proposed changes.

## Trustees' Report

### Trustees Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and 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 are sufficient to show and explain the charitable company's transactions and 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.

### Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

### Reappointment of auditor

In accordance with section 485 of the Companies Act 2006, a resolution for the re-appointment of MHA Tait Walker as auditors of the charity is to be proposed at the forthcoming Annual General Meeting.

The annual report was approved by the trustees of the charity on 30/4/21 and signed on its behalf by:



.....  
T P O'Grady  
Trustee

# **Independent Auditor's Report to the Members of St Anthony of Padua Community Association**

## **Opinion**

We have audited the financial statements of St Anthony of Padua Community Association (the 'charity') for the year ended 31 March 2021, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, 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 United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

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

## **Basis for opinion**

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

## **Conclusions relating to going concern**

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

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

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

## **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 that fact.

We have nothing to report in this regard.

# **Independent Auditor's Report to the Members of St Anthony of Padua Community Association**

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

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

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

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

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

## **Responsibilities of trustees**

As explained more fully in the Statement of Trustees Responsibilities [set out on page 20] 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 the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

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

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

## Independent Auditor's Report to the Members of St Anthony of Padua Community Association

- Enquiries with management about any known or suspected instances of non-compliance with laws and regulations and fraud;
- Reviewing board minutes;
- Challenging assumptions and judgements made by management in their significant accounting estimates;
- Review financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations; and
- Auditing the risk of management override of controls, including through testing journal entries and other adjustments for appropriateness.

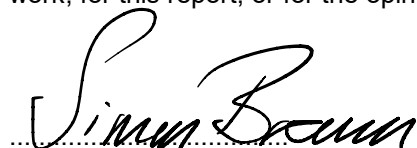
Because of the field in which the client operates, we identified the following areas as those most likely to have a material impact on the financial statements: Health and Safety; employment law (including the Working Time Directive); Care Quality Commission; anti-bribery and corruption; and compliance with the UK Companies Act. We performed a review of the laws and regulations above and did not identify any breaches of these or adverse correspondence with regulators within the financial year.

Owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements in the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK). For instance, the further removed non-compliance is from the events and transactions reflected in the financial statements, the less likely the auditor is to become aware of it or to recognise the non-compliance.

A further description of our responsibilities is available on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities](http://www.frc.org.uk/auditorsresponsibilities). This description forms part of our auditor's report.

### Use of our report

This report is made solely to the charitable company's trustees, 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 trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Simon Brown BA ACA DChA (Senior Statutory Auditor)  
For and on behalf of MHA Tait Walker, Statutory Auditor  
Bulman House  
Regent Centre  
Gosforth  
Newcastle upon Tyne  
NE3 3LS

Date: 1/12/2021

MHA Tait Walker is a trading name of Tait Walker LLP.

**Statement of Financial Activities for the Year Ended 31 March 2021  
(Including Income and Expenditure Account and Statement of Total  
Recognised Gains and Losses)**

	Note	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>					
Donations and legacies	3	40,649	164,718	205,367	21,062
Charitable activities	4	2,443,986	-	2,443,986	2,132,298
Investment income	5	16,380	-	16,380	15,693
Other income	6	8,130	-	8,130	14,384
Total Income		<u>2,509,145</u>	<u>164,718</u>	<u>2,673,863</u>	<u>2,183,437</u>
<b>Expenditure on:</b>					
Charitable activities	7	<u>(2,327,434)</u>	<u>(98,086)</u>	<u>(2,425,520)</u>	<u>(2,037,627)</u>
Total Expenditure		<u>(2,327,434)</u>	<u>(98,086)</u>	<u>(2,425,520)</u>	<u>(2,037,627)</u>
Net income		181,711	66,632	248,343	145,810
Transfers between funds		66,204	(66,204)	-	-
<b>Other recognised gains and losses</b>					
Gains/losses on revaluation of fixed assets		<u>359,463</u>	<u>-</u>	<u>359,463</u>	<u>-</u>
Net movement in funds		607,378	428	607,806	145,810
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>3,366,353</u>	<u>11,162</u>	<u>3,377,515</u>	<u>3,231,705</u>
Total funds carried forward	23	<u><u>3,973,731</u></u>	<u><u>11,590</u></u>	<u><u>3,985,321</u></u>	<u><u>3,377,515</u></u>

All of the charity's activities derive from continuing operations during the above two periods.

**Comparative Statement of Financial Activities for the Year Ended  
31 March 2020**  
(Including Income and Expenditure Account and Statement of Total  
Recognised Gains and Losses)

	Note	Unrestricted £	Restricted £	Total 2020 £
<b>Income and Endowments from:</b>				
Donations and legacies	3	9,575	11,487	21,062
Charitable activities	4	2,132,298	-	2,132,298
Investment income	5	15,693	-	15,693
Other income	6	14,384	-	14,384
Total income		<u>2,171,950</u>	<u>11,487</u>	<u>2,183,437</u>
<b>Expenditure on:</b>				
Charitable activities	7	<u>(2,029,732)</u>	<u>(7,895)</u>	<u>(2,037,627)</u>
Total expenditure		<u>(2,029,732)</u>	<u>(7,895)</u>	<u>(2,037,627)</u>
Net income		<u>142,218</u>	<u>3,592</u>	<u>145,810</u>
Net movement in funds		142,218	3,592	145,810
<b>Reconciliation of funds</b>				
Total funds brought forward		<u>3,224,135</u>	<u>7,570</u>	<u>3,231,705</u>
Total funds carried forward	23	<u><u>3,366,353</u></u>	<u><u>11,162</u></u>	<u><u>3,377,515</u></u>

**(Registration number: 02025848)**  
**Balance Sheet as at 31 March 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	13	7,244,940	7,134,733
Investments	14	<u>375,000</u>	<u>-</u>
		<u>7,619,940</u>	<u>7,134,733</u>
<b>Current assets</b>			
Debtors	15	106,865	302,898
Cash at bank and in hand	16	<u>1,086,610</u>	<u>410,414</u>
		1,193,475	713,312
<b>Creditors: Amounts falling due within one year</b>	17	<u>(791,713)</u>	<u>(435,231)</u>
<b>Net current assets</b>		<u>401,762</u>	<u>278,081</u>
<b>Total assets less current liabilities</b>		8,021,702	7,412,814
<b>Creditors: Amounts falling due after more than one year</b>	18	<u>(4,036,381)</u>	<u>(4,035,299)</u>
<b>Net assets</b>		<u>3,985,321</u>	<u>3,377,515</u>
<b>Funds of the charity:</b>			
<b>Restricted</b>		<u>11,590</u>	<u>11,162</u>
<b>Unrestricted income funds</b>			
Designated funds		1,856,017	1,516,205
Unrestricted funds		<u>2,117,714</u>	<u>1,850,148</u>
Total unrestricted funds		<u>3,973,731</u>	<u>3,366,353</u>
<b>Total funds</b>	23	<u>3,985,321</u>	<u>3,377,515</u>

The financial statements on pages 24 to 47 were approved by the trustees, and authorised for issue on 30/11/21 and signed on their behalf by:



.....  
T P O'Grady  
Trustee

## Statement of Cash Flows for the Year Ended 31 March 2021

	Note	2021 £	2020 £
<b>Cash flows from operating activities</b>			
Net cash income		248,343	145,810
<b>Adjustments to cash flows from non-cash items</b>			
Depreciation		112,420	59,504
Investment income	5	<u>(16,380)</u>	<u>(15,693)</u>
		344,383	189,621
<b>Working capital adjustments</b>			
Decrease/(increase) in debtors	15	196,033	(64,667)
Increase/(decrease) in creditors	17	<u>237,122</u>	<u>(267,930)</u>
Net cash flows from operating activities		<u>777,538</u>	<u>(142,976)</u>
<b>Cash flows from investing activities</b>			
Interest receivable and similar income	5	20	18
Purchase of tangible fixed assets	13	(57,633)	(2,601,065)
Purchase of investments		(180,531)	-
Rent received		<u>16,360</u>	<u>15,675</u>
Net cash flows from investing activities		<u>(221,784)</u>	<u>(2,585,372)</u>
<b>Cash flows from financing activities</b>			
Advances of loans and borrowings		198,814	2,868,168
Repayment of loans and borrowings	17	<u>(78,372)</u>	<u>(30,000)</u>
Net cash flows from financing activities		<u>120,442</u>	<u>2,838,168</u>
Net increase in cash and cash equivalents		676,196	109,820
Cash and cash equivalents at 1 April		<u>410,414</u>	<u>300,594</u>
Cash and cash equivalents at 31 March		<u>1,086,610</u>	<u>410,414</u>

All of the cash flows are derived from continuing operations during the above two periods.

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 1 Charity status

The charity is limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the trustees is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

The address of its registered office is: Community Centre, Welbeck Road, Walker, Newcastle upon Tyne, NE6 3BT

## 2 Accounting policies

### Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

### Statement of compliance

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102). They also comply with the Companies Act 2006 and Charities Act 2011.

### Basis of preparation

St Anthony of Padua Community Association meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

These financial statements are prepared in sterling which is the functional currency of the entity.

### Going concern

Whilst the COVID-19 pandemic has impacted the charity, we have continued to operate and have been able to continue to provide most services, albeit at slightly reduced levels.

With additional safety measures in place, we have been able to continue to provide the Home Care and extra care housing services that we provided pre COVID-19, and these services account for almost 90% of our income from charitable activities. The impact of COVID-19 on Home Care services, was that a small number of Home Care packages were temporarily suspended in the early stages of national lockdown which have now resumed. Whilst new referrals are coming through there is reduction on what would have been expected pre COVID-19. We are taking on new work and continue to keep in regular contact with our commissioners. Restrictions during lockdown also resulted in short term delays in filling vacancies in our Extra Care Housing facilities, however we have since achieved full occupancy in both facilities in the second quarter of the financial year 2020-21.

# Notes to the Financial Statements for the Year Ended 31 March 2021

The Day Care service and other income, such as hall hire, have been more severely impacted by COVID-19 and the restrictions that were, by necessity, put in place by the Government. At the time of writing this report however, we are in the process of seeking compensation from our insurance provider to cover loss of income. This is an ongoing process but the FCA have recently taken a test case to the High Court which found in favour of policy holders, and so we are hopeful that our loss in income will be at least reduced. Looking ahead, there are plans in place to reopen our Day Care service, we are continually reviewing the situation and consulting with the Local Authority and Public Health England to make this possible.

During the last 6 months we have seen a reduction in our overall income, coupled with increased costs for PPE, staffing etc. More recently, as the restrictions began to be eased, we have seen a slight increase in income in some areas of the charity but overall, our income remains lower than pre COVID-19. To mitigate this, we have actively sought ways of reducing the impact of COVID-19 and accessed available grant funding; we have used the Government's furlough scheme to reduce the cost of staff who have been shielding, we have reclaimed the cost of SSP for staff who have been self-isolating, and we have utilised the national funding for infection control provided through the Local Authority.

We continue to monitor the situation daily but having reviewed our finances carefully, the Trustees are of the opinion that the charity is able to continue to operate as a going concern, and the financial statements are prepared on this basis.

## **Estimation uncertainty and judgements**

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

There are considered to be no significant judgements (apart from those involving estimations) that management has made in the process of applying the entity's accounting policies which effect the amounts recognised in the financial statements.

## **Income and endowments**

All income is recognised once the charity has entitlement to the income, it is probable that the income will be received and the amount of the income receivable can be measured reliably.

## **Donations and legacies**

Donations are recognised when the charity has been notified in writing of both the amount and settlement date. In the event that a donation is subject to conditions that require a level of performance by the charity before the charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the charity and it is probable that these conditions will be fulfilled in the reporting period.

## **Grants receivable**

Grants are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

## **Investment income**

Investment income is included when receivable.

## **Charitable activities**

Income from Charitable activities is accounted for when earned.

# Notes to the Financial Statements for the Year Ended 31 March 2021

## **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

## **Charitable activities**

Charitable expenditure comprises those costs incurred by the charity in the delivery of its 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.

## **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

## **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees' meetings and reimbursed expenses.

## **Government grants**

Government grants are recognised based on the accrual model and are measured at the fair value of the asset received or receivable. Grants are classified as relating either to revenue or to assets. Grants relating to revenue are recognised in income over the period in which the related costs are recognised. Grants relating to assets are recognised over the expected useful life of the asset. Where part of a grant relating to an asset is deferred, it is recognised as deferred income.

## **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## **Tangible fixed assets**

Individual fixed assets costing £500 or more are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Long leasehold properties are held at their fair value, whilst all other assets are at historical cost.

Costs directly attributable to an asset under construction (such as bank fees, interest and staff time) are capitalised until the building is available for use.

# Notes to the Financial Statements for the Year Ended 31 March 2021

## Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Asset class	Depreciation method and rate
Leasehold Property	The lower of over the life of the lease and the Trustees judgement
Fixtures and Fittings	15% reducing balance
Motor Vehicles	25% reducing balance
Computer Equipment	33% reducing balance
Leasehold Property Improvements	The lower of over the life of the lease and the Trustees judgement

## Programme Related Investment – Mixed Motive

The charity rents out part of the property known as the Presbytery (which forms part of the leasehold property at St Francis of Assisi House) to the local authority under a separate lease agreement. The Presbytery property could not be practically used by the charity in carrying out its own activities and therefore the Board agreed to lease this to the local authority so that complementary services could be provided from the Presbytery. Whilst the property is held as a programme related investment, it has a mixed motive of providing incidental income to the charity (rental income under the terms of the lease) whilst meeting the general objectives of the charity itself (as the services delivered by the local authority are in line with the charity's aims and objectives).

The Presbytery building, like the charity's own tangible fixed assets, is carried at fair value (which is taken to be open market value). The original historical cost of the property is not known directly as it forms part of the historical cost disclosed for St Francis of Assisi House (which is shown in the Tangible Fixed Asset note). The historical cost disclosed is in relation to the refurbishment expenditure incurred by the charity in bringing the condition of the property up to the standard required by the tenant prior to it being leased to the local authority.

As a PRI the value of the building is not normally depreciated, being carried at the Board's valuation each year, with a formal valuation being undertaken at least every fifth year. However, given that the property itself is a leasehold property, then the property (the original historic cost) is depreciated over the term of the underlying lease term.

The Board continue to assess all factors which may impact the value of the PRI and where an impairment is considered appropriate would charge the SoFA with that impairment (and release, as a transfer, from the designated reserve back to general reserves any amount which reversed the original uplift in valuation, which is being held as a designated reserve).

## Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

## Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

# Notes to the Financial Statements for the Year Ended 31 March 2021

## Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

## Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

## Fund structure

Unrestricted income funds are general funds that are available for use at the trustee's discretion in furtherance of the objectives of the charity.

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

## Defined contribution plans

Contributions to defined contribution plans are recognised as an expense in the period in which the related service is provided.

## Financial instruments

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Basic financial instruments are initially recognised at the amount receivable or payable including any related transaction costs, unless the arrangement constitutes a financing transaction, where it is recognised at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Current assets and current liabilities are subsequently measured at the cash or other consideration expected to be paid or received and not discounted.

Debt instruments are subsequently measured at amortised cost.

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 3 Income from donations and legacies

	Unrestricted funds General £	Restricted funds £	Total 2021 £
Donations and legacies;			
Donations	3,398	-	3,398
Members fund contributions	20	112	132
Grants, including capital grants;			
Government grants	31,031	111,120	142,151
Charitable organisations	6,200	12,313	18,513
Capital grants	-	41,173	41,173
	<u>40,649</u>	<u>164,718</u>	<u>205,367</u>
	Unrestricted funds General £	Restricted funds £	Total 2020 £
Donations and legacies;			
Donations	1,599	-	1,599
Members fund contributions	1,566	10,487	12,053
Grants, including capital grants;			
Charitable organisations	<u>6,410</u>	<u>1,000</u>	<u>7,410</u>
	<u>9,575</u>	<u>11,487</u>	<u>21,062</u>

## 4 Income from charitable activities

	Unrestricted funds General £	Total 2021 £
Community Association	6,753	6,753
Care Services	1,557,251	1,557,251
Extra Care Housing	<u>879,982</u>	<u>879,982</u>
	<u>2,443,986</u>	<u>2,443,986</u>
	Unrestricted funds General £	Total 2020 £
Community Association	21,049	21,049
Care Services	1,590,860	1,590,860
Extra Care Housing	<u>520,389</u>	<u>520,389</u>
	<u>2,132,298</u>	<u>2,132,298</u>

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 5 Investment income

	Unrestricted funds General £	Total 2021 £
Interest receivable and similar income;		
Interest receivable on bank deposits	20	20
Income from rents	<u>16,360</u>	<u>16,360</u>
	<u>16,380</u>	<u>16,380</u>
	Unrestricted funds General £	Total 2020 £
Interest receivable and similar income;		
Interest receivable on bank deposits	18	18
Income from rents	<u>15,675</u>	<u>15,675</u>
	<u>15,693</u>	<u>15,693</u>

Included in rents is £10,000 charged to St Anthony's Youth Educational Support for the rental of the Bostey.

## 6 Other income

	Unrestricted funds General £	Total 2021 £
Other income	<u>8,130</u>	<u>8,130</u>
	Unrestricted funds General £	Total 2020 £
Other income	<u>14,384</u>	<u>14,384</u>

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 7 Expenditure on charitable activities

	Activity undertaken directly £	Activity support costs £	2021 £
Community Association	20,173	24,916	45,089
Care Services	1,614,284	118,174	1,732,458
Extra Care Housing	336,149	220,595	556,744
Governance costs	-	91,229	91,229
	<u>1,970,606</u>	<u>454,914</u>	<u>2,425,520</u>
	Activity undertaken directly £	Activity support costs £	2020 £
Community Association	23,099	24,528	47,627
Care Services	1,494,014	114,868	1,608,882
Extra Care Housing	208,719	99,240	307,959
Governance costs	-	73,159	73,159
	<u>1,725,832</u>	<u>311,795</u>	<u>2,037,627</u>
	Unrestricted funds General £	Restricted funds £	Total 2021 £
Community Association	9,152	11,021	20,173
Care Services	1,532,366	81,918	1,614,284
Extra Care Housing	336,149	-	336,149
Support costs	449,767	5,147	454,914
	<u>2,327,434</u>	<u>98,086</u>	<u>2,425,520</u>
	Unrestricted funds General £	Restricted funds £	Total 2020 £
Community Association	15,204	7,895	23,099
Care Services	1,494,014	-	1,494,014
Extra Care Housing	208,719	-	208,719
Support costs	311,795	-	311,795
	<u>2,029,732</u>	<u>7,895</u>	<u>2,037,627</u>

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 8 Analysis of governance and support costs

### Support costs allocated to charitable activities

	Finance costs £	Staff costs £	Other support costs £	Total funds £
Community Association	652	3,938	20,326	24,916
Care Services	1,402	101,307	15,465	118,174
Extra Care Housing	89,827	58,329	72,439	220,595
Governance	-	65,030	26,199	91,229
<b>Total for 2021</b>	<u>91,881</u>	<u>228,604</u>	<u>134,429</u>	<u>454,914</u>
<b>Total for 2020</b>	<u>35,856</u>	<u>196,963</u>	<u>78,976</u>	<u>311,795</u>

### Governance costs

	2021 £	2020 £
Staff costs	65,030	51,714
Audit fees	11,760	11,520
Accountancy	2,782	3,188
Legal and professional fees	7,468	4,763
Depreciation	4,189	1,974
	<u>91,229</u>	<u>73,159</u>

The charity allocates costs direct to activities as far as possible, then identifies the remaining costs of its support functions. It then identifies those costs which relate to the governance function. Having identified its governance costs, the remaining support costs together with the governance costs are apportioned between the key charitable activities undertaken in the year. The basis of apportionment and analysis of support and governance is set out as follows:

Direct to governance: Audit fees and legal, professional and accountancy fees. Allocated to governance: A percentage of wages and depreciation charges. Direct to charitable activities: all other support costs.

## 9 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 10 Staff costs

The aggregate payroll costs were as follows:

	2021 £	2020 £
<b>Staff costs during the year were:</b>		
Wages and salaries	1,721,223	1,538,057
Pension costs	21,267	18,095
Other staff costs	2,801	2,839
	<u>1,745,291</u>	<u>1,558,991</u>

The monthly average number of persons (including senior management team) employed by the charity during the year was as follows:

	2021 No	2020 No
Management	7	7
Care staff	120	114
	<u>127</u>	<u>121</u>

The number of employees whose emoluments fell within the following bands was:

	2021 No	2020 No
£60,001 - £70,000	<u>1</u>	<u>1</u>

The total employee benefits of the key management personnel of the charity were £209,533 (2020 - £202,180).

## 11 Auditors' remuneration

	2021 £	2020 £
Audit of the financial statements	<u>9,800</u>	<u>9,600</u>
<b>Other fees to auditors</b>		
Other non-audit services	<u>550</u>	<u>450</u>

## 12 Taxation

The charity is exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 13 Tangible fixed assets

	Long leasehold property £	Furniture and equipment £	Motor vehicles £	Leasehold property improvements £	Total £
<b>Cost</b>					
At 1 April 2020	7,563,641	145,888	3,000	3,910	7,716,439
Additions	25,864	25,469	6,300	-	57,633
Transfers	(50,254)	-	-	-	(50,254)
Revaluations	205,521	-	-	-	205,521
At 31 March 2021	<u>7,744,772</u>	<u>171,357</u>	<u>9,300</u>	<u>3,910</u>	<u>7,929,339</u>
<b>Depreciation</b>					
At 1 April 2020	507,958	70,287	2,467	994	581,706
Charge for the year	88,072	14,175	264	196	102,707
Transfers	(14)	-	-	-	(14)
At 31 March 2021	<u>596,016</u>	<u>84,462</u>	<u>2,731</u>	<u>1,190</u>	<u>684,399</u>
<b>Net book value</b>					
At 31 March 2021	<u>7,148,756</u>	<u>86,895</u>	<u>6,569</u>	<u>2,720</u>	<u>7,244,940</u>
At 31 March 2020	<u>7,055,683</u>	<u>75,601</u>	<u>533</u>	<u>2,916</u>	<u>7,134,733</u>

### Revaluation

The fair value of the charity's Community Centre was revalued in July 2019 by Alistair Woodruff (FRICS) of Woodruff & Co, an independent valuer. Had this class of asset been measured on a historical cost basis, their carrying amount would have been £243,362 (2020: £229,130).

The fair value of the charity's St. Francis of Assisi House was revalued in June 2021 by Alistair Woodruff (FRICS) of NE Residential Surveys Limited, an independent valuer. Had this class of asset been measured on a historical cost basis, their carrying amount would have been £1,517,484 (2020: £1,534,348).

The fair value of the charity's Conaty House and The Bostey was revalued in June 2021 by Alistair Woodruff (FRICS) of NE Residential Surveys Limited, an independent valuer. Had this class of asset been measured on a historical cost basis, their carrying amount would have been £3,952,558 (2020: £3,992,482).

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 14 Social investments

### Programme related investments

	The Presbytery £	Total £
<b>Cost</b>		
Additions	180,531	180,531
Transfers	50,254	50,254
Revaluations	<u>153,942</u>	<u>153,942</u>
At 31 March 2021	<u>384,727</u>	<u>384,727</u>
<b>Provision</b>		
Charge for the year	9,713	9,713
Transfers	<u>14</u>	<u>14</u>
At 31 March 2021	<u>9,727</u>	<u>9,727</u>
<b>Net book value</b>		
At 31 March 2021	<u>375,000</u>	<u>375,000</u>

The fair value of The Presbytery was revalued in June 2021 by Alistair Woodruff (FRICS) of NE Residential Surveys Limited, an independent valuer. Had this class of asset been measured on a historical cost basis, their carrying amount would have been £221,058 (2020: £50,144).

## 15 Debtors

	2021 £	2020 £
Trade debtors	44,551	185,793
Prepayments	43,379	34,888
Accrued income	<u>18,935</u>	<u>82,217</u>
	<u>106,865</u>	<u>302,898</u>

## 16 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	974	326
Cash at bank	1,010,457	334,929
Short-term deposits	<u>75,179</u>	<u>75,159</u>
	<u>1,086,610</u>	<u>410,414</u>

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 17 Creditors: amounts falling due within one year

	2021 £	2020 £
Loans and other borrowings	214,573	95,213
Trade creditors	30,025	34,204
Other taxation and social security	18,534	17,829
Other creditors	223,598	556
Accruals and deferred income	304,983	287,429
	<u>791,713</u>	<u>435,231</u>

Creditors due within one year includes the following liabilities, on which security has been given by the charity:

	2021 £	2020 £
Diocese loan	30,000	30,000
Bank loan	184,573	65,213
	<u>214,573</u>	<u>95,213</u>

## Deferred income

	2021 £	2020 £
Deferred income at 1 April 2020	30,000	-
Resources deferred in the period	5,723	30,000
Amounts released from previous periods	(11,021)	-
Deferred income at year end	<u>24,702</u>	<u>30,000</u>

## 18 Creditors: amounts falling due after one year

	2021 £	2020 £
Bank loans	3,886,381	3,855,299
Other loans	150,000	180,000
	<u>4,036,381</u>	<u>4,035,299</u>

Creditors amounts falling due after more than one year includes the following liabilities, on which security has been given by the charity:

	2021 £	2020 £
Diocese loan	150,000	180,000
Bank loan	3,886,381	3,855,299
	<u>4,036,381</u>	<u>4,035,299</u>

## Notes to the Financial Statements for the Year Ended 31 March 2021

The Diocese loan attracts interest at a rate of 2.5% per annum of the average balance outstanding during the period of a year 1st April - 31 March. The first amount was payable by 31st March 2016, and repayments are due annually thereafter for the term of the loan.

The bank loan is secured by a fixed and floating charge over the assets of the charity. The loan attracts interest at a rate of 2% over base of the balance outstanding. The total facility available to draw down is £4,200,000. Repayments are due monthly with a maturity date of 14 January 2044.

Included in the creditors are the following amounts due after more than five years:

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
After more than five years by instalments	<u>3,177,080</u>	<u>3,354,404</u>

### **Bank loans and overdrafts after five years**

The bank loan attracts interest at a rate of 2% over base of the balance outstanding and repayments are due monthly with a maturity date of 14 January 2044.

## **19 Obligations under leases and hire purchase contracts**

### **Operating lease commitments**

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

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
<b>Other</b>		
Within one year	9,553	9,423
Between one and five years	<u>37,111</u>	<u>45,756</u>
	<u>46,664</u>	<u>55,179</u>

## **20 Pension and other schemes**

### **Defined contribution pension scheme**

The charity operates a defined contribution pension scheme. The pension cost charge for the year represents contributions payable by the charity to the scheme and amounted to £18,798 (2020 - £18,095).

## **21 Commitments**

### **Capital commitments**

The total amount contracted for but not provided for in the financial statements was £8,708 (2020- £50,000).

# **Notes to the Financial Statements for the Year Ended 31 March 2021**

## **22 Contingent liabilities**

The restricted income received during the financial year ending 2015 from Newcastle Council totalling £266,723 was spent as part of the refurbishment of St. Francis of Assisi House. This restricted income is subject to a ten year clawback clause to 2024. The clawback is subject to a clause which is enacted only if the building is sold for a purpose other than to enable the purchase of a similar building to provide the same services within Newcastle upon Tyne, and would require repayment of part or all of the £266,723. The trustees have considered this and whilst they do not intend to dispose of the property, once this ten year period has elapsed in 2024, the contingent liability would cease. As a result the trustees have designated £266,723 in order to recognise this, accepting that all restrictions have been met.

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 23 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Transfers £	Other recognised gains/(losses) £	Balance at 31 March 2021 £
<b>Unrestricted</b>						
<b>General</b>						
General	1,850,148	2,509,145	(2,307,783)	66,204	-	2,117,714
<b>Designated</b>						
St Francis of Assisi Building	266,723	-	-	-	-	266,723
St Francis of Assisi Revaluation	1,080,646	-	(11,209)	-	163,079	1,232,516
Community Centre Revaluation	168,836	-	(8,442)	-	-	160,394
Conaty House & The Bostey Revaluation	-	-	-	-	42,442	42,442
The Presbytery Revaluation	-	-	-	-	153,942	153,942
	<u>1,516,205</u>	<u>-</u>	<u>(19,651)</u>	<u>-</u>	<u>359,463</u>	<u>1,856,017</u>
<b>Total Unrestricted</b>	<u>3,366,353</u>	<u>2,509,145</u>	<u>(2,327,434)</u>	<u>66,204</u>	<u>359,463</u>	<u>3,973,731</u>
<b>Restricted</b>						
The Members Fund	10,162	112	316	-	-	10,590
The NCC Garden Project	1,000	-	-	-	-	1,000
Kellett Fund Garden Project	-	11,021	(11,021)	-	-	-
Sir James Knott Trust Capital Grant	-	1,292	-	(1,292)	-	-
NCC Contribution to Presbytery Works	-	41,173	-	(41,173)	-	-
Adult Social Care Infection Control Funding – Round 1	-	45,199	(45,199)	-	-	-
Adult Social Care Infection Control Funding – Round 2	-	42,137	(34,911)	(7,226)	-	-
Adult Social Care Infection Control Funding – Daycare	-	12,042	(3,042)	(9,000)	-	-
Adult Social Care Workforce Capacity Fund	-	11,742	(4,229)	(7,513)	-	-
<b>Total restricted</b>	<u>11,162</u>	<u>164,718</u>	<u>(98,086)</u>	<u>(66,204)</u>	<u>-</u>	<u>11,590</u>
<b>Total funds</b>	<u>3,377,515</u>	<u>2,673,863</u>	<u>(2,425,520)</u>	<u>-</u>	<u>359,463</u>	<u>3,985,321</u>

# Notes to the Financial Statements for the Year Ended 31 March 2021

The transfers made from restricted to unrestricted funds in the year reflect the capital additions. Having spent the restricted monies and met the donor restrictions these reserves have been released to unrestricted funds.

The specific purposes for which the funds are to be applied are as follows:

## St Francis of Assisi House Building Fund

The trustees have provided a designation to reflect the value of the grant received in respect of St. Francis of Assisi House, which is subject to a contingent repayment (as detailed in note 21) period to the year 2024. After this contingent period has elapsed, the trustees intend to release the designation.

## St Francis of Assisi House Revaluation

The trustees have designated the revaluation uplift following the external valuation in September 2015, September 2018 and June 2021.

## Community Centre Revaluation

The trustees have designated the revaluation uplift following the external valuation in September 2016 and July 2019.

## Presbytery Revaluation

The trustees have designated the revaluation uplift following the external valuation in June 2021.

## Members Fund

The Members Fund relates to income received and expenditure made on Amenities membership activities.

## The NCC Garden Project

This fund relates to grants received from Newcastle Council for The Garden Project.

## Kellett Fund Garden Project

This fund relates to grant income received from the Community Foundation serving Tyne & Wear and Northumberland for The Garden Project.

## Sir James Knott Trust Capital Grant

This fund relates to grant income received as a contribution towards the cost of hard landscaping to improve accessibility to the garden, as part of the Garden Project.

## NCC Contribution to Presbytery Works

This fund relates to an agreed contribution from Newcastle City Council for expenditure on additional refurbishment works undertaken at the Presbytery building. This additional work was required by the Council in preparation for their lease of the building, in line with their proposed use for emergency placements of vulnerable children.

## Adult Social Care Infection Control Funding – Round 1

This fund is provided by the Department of Health and Social Care via the local authority, to implement relevant infection control measures in response to the COVID-19 pandemic.

## Adult Social Care Infection Control Funding – Round 2

This fund is provided by the Department of Health and Social Care via the local authority, to continue to support adult social care providers to reduce the rate of COVID-19 transmission in and between care settings.

## Notes to the Financial Statements for the Year Ended 31 March 2021

### Adult Social Care Infection Control Funding - Daycare

Discretionary element to support the wider care sector to put in place COVID-19 infection control measures as daycare provider, to cover additional costs of infection prevention and control measures faced during the COVID-19 pandemic and in preparing for the re-opening of services.

### Adult Social Care Workforce Capacity Fund

This fund is provided by the Department of Health and Social Care via the local authority, to deliver measures to supplement and strengthen adult social care capacity in response to the COVID-19 pandemic.

## 24 Analysis of net assets between funds

	Unrestricted		Restricted	Total funds
	General	Designated		
	£	£	£	£
Tangible fixed assets	5,388,923	1,856,017	-	7,244,940
Programme related investments	375,000	-	-	375,000
Net current assets/(liabilities)	390,172	-	11,590	401,762
Creditors over 1 year	(4,036,381)	-	-	(4,036,381)
Total net assets	<u>2,117,714</u>	<u>1,856,017</u>	<u>11,590</u>	<u>3,985,321</u>

	Unrestricted			Total funds at 31 March 2020
	General	Designated	Restricted	
	£	£	£	£
Tangible fixed assets	5,618,528	1,516,205	-	7,134,733
Net current assets/(liabilities)	266,919	-	11,162	278,081
Creditors over 1 year	(4,035,299)	-	-	(4,035,299)
Total net assets	<u>1,850,148</u>	<u>1,516,205</u>	<u>11,162</u>	<u>3,377,515</u>

## 25 Analysis of net funds

	At 1 April 2020	Cash flow	New Advances	At 31 March 2021
	£	£	£	£
Cash at bank and in hand	410,414	676,196	-	1,086,610
Diocese Loan	(210,000)	30,000	-	(180,000)
Bank Loan	(3,920,512)	48,372	(198,814)	(4,070,954)
Net debt	<u>(3,720,098)</u>	<u>754,568</u>	<u>(198,814)</u>	<u>(3,164,344)</u>

## Notes to the Financial Statements for the Year Ended 31 March 2021

	At 1 April 2019 £	Cash flow £	Other non-cash changes £	At 31 March 2020 £
Cash at bank and in hand	300,594	109,820	-	410,414
Diocese Loan	(240,000)	30,000	-	(210,000)
Bank Loan	(1,052,344)	-	(2,868,168)	(3,920,512)
Net debt	<u>(991,750)</u>	<u>139,820</u>	<u>(2,868,168)</u>	<u>(3,720,098)</u>

# Notes to the Financial Statements for the Year Ended 31 March 2021

## 26 Related party transactions

During the year the charity made the following related party transactions:

### St Anthony's Youth Education and Support

St Anthony's Youth Education and Support (The Bostey) is a related party by virtue of T P O'Grady and D Robinson being trustees of both charities.

During the year St Anthony of Padua Community Association:

Recharged wages costs to The Bostey of £60,939 (2020: £50,221)

Recharged rent to The Bostey of £10,000 (2020: £10,000)

Recharged establishment costs of £6,294 (2020: £2,218)

Made donations of £48,761 to The Bostey (2020: £43,761) comprising of:

- an annual subsidy of £26,400 (2020: £26,400)
- a wages subsidy of £7,361 (2020: £7,361)
- a COVID donation of £5,000 (2020: Nil)
- a donation of £10,000 (2019: £10,000) to cover rental charges.

At the balance sheet date the amount due from St Anthony's Youth Education and Support was ££5,662 (2020 - £2,218).

### Building Futures East

Building Futures East is a related party by virtue of Mr A Woods-Waters (husband of Mrs H Woods-Water, Chief Executive of St Anthony of Padua Community Association) being the Chief Executive of Building Futures East.

During the year, Building Futures East provided gardening services amounting to £2,479 (2020: £2,772) under the original terms of agreement accepted by the Board prior to the appointment of Mrs H Woods-Water as Chief Executive of St Anthony of Padua Community Association. During the year St Anthony of Padua Community Association also made a donation of £5,000 (2020: £Nil) to Building Futures East..

At the balance sheet date the amount due to Building Futures East was £66 (2020 - £339).

### Penshaw Consultancy Ltd

Penshaw Consultancy Ltd is a related party by virtue of D Robinson being a director of the company.

During the year, Penshaw Consultancy Ltd provided consultancy services amounting to £5,000 (2020: £2,500). Trustees approved the appointment of Penshaw Consultancy Ltd on 23.01.20 under Article provision 8.3. This appointment followed the unexpected resignation of the Finance Manager's maternity cover.

At the balance sheet date the amount due from Penshaw Consultancy Ltd was £Nil (2020 - £2,500).