

COMPANY REGISTRATION NUMBER: NI031485
CHARITY REGISTRATION NUMBER: 100595

F.A.C.T (Friendship and Caring Trust) Limited
Company Limited by Guarantee

Report and Financial Statements
Year ending 31 October 2022

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F.A.C.T. (Friendship and Caring Trust) Limited

Company Limited by Guarantee

Trustees Annual Report (Incorporating the Directors Report)

Year ended 31 October 2022

The Directors are pleased to present their annual report and the financial statements of the charity for the year ended 31st October 2022.

Reference and administrative details

<u>Charity Number</u>	NIC100595
	The charity is constituted as a company limited by guarantee as per the Memorandum of Association
<u>Registered Number</u>	NI031485
<u>Registered Office</u>	Barnlee Residential Home 37 Lisnaskea Road Barnhill Lisnaskea Co. Fermanagh
<u>Auditors</u>	MacNeary, Rasdale & Co. Ltd Wellington House 30 Darling Street Enniskillen Co. Fermanagh
<u>Bankers</u>	Bank of Ireland 141 Main Street Lisnaskea Co. Fermanagh
<u>Solicitors</u>	W Neil Ferguson 102 Main Street Lisnaskea Co. Fermanagh

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Directors & Senior Staff members

The directors of the charitable company (the charity) are its Directors for the purpose of charities and throughout this report are collectively referred to as the Directors.

The directors serving during the year and since the year end were as follows:

Directors

Mrs Una Lindsay (Chairperson)
Mrs Ruth Hill (Vice-Chairperson)
Mrs Carmel Maguire (Secretary)
Mrs Linda Hall (Assistant Secretary)
Mr Jurgen Hoogerboord (Treasurer)
Miss Siobhan Maguire (Assistant Treasurer)
Mrs Margaret Carey
Ms Mary Burke
Ms Betty Storey

Special Advisors to the Board Mr Tommy Gunn

Senior Staff Members Mrs Geraldine O'Neill (Head of Home)
Mrs Nuala Wardman (Finance Officer)

Other Associated Bodies Choice Housing Association, Business partner, 37-41 May Street, Belfast
RQAI, Monitoring & Inspection, 5 Lanyon Place, Belfast, BT1 3BT

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All members have guaranteed to contribute up to a maximum of £10 to the assets of the Association in the event of it being wound-up.

Structure, Governance and Management

Governing Document

Friendship and Caring Trust (F.A.C.T.) Ltd is a company with charitable status, registration number NIC 100595 and is limited by guarantee not having a share capital. The charity is established for charitable objects and purposes only and is governed by its Memorandum and Article of Association dated 24th October 1996. It was registered as a charity with the Charities Commission in Northern Ireland on 4th September 2014.

Appointment of directors

F.A.C.T. Ltd is made up of a minimum of six people legally appointed as directors. Membership is open to individuals who apply to the Charity and are approved by the Directors. There are currently eight directors in office and this is adequate for the fulfilment of duties.

Director's induction and training

Guidelines are available for the induction of each new director. Roles are outlined and directors review these as required.

Each director declares that he/she is willing to act as a charity director and is fully aware of the organisation's purposes as set out in the governing document: and

He/she is not disqualified from acting as a charity director of any charity for any of the reasons or on any of the grounds listed in section 86 (1) of the Charities Act (Northern Ireland) 2008

The Directors jointly declare that:

- The Funds of the organisation are immediately held in an account in the name of the charity
- The information contained on the application form and the Director declaration form is true, complete and correct
- We understand that to knowingly or recklessly make a false statement is a criminal offence under section 25(1) of the Charities Act (Northern Ireland) 2008

Organisation

The directors regulate the admission and classification of members of the charity. They meet every 6 weeks throughout the year and at any other time that the chairperson deems it necessary. The directors direct and lead the organisation through their strategic planning initiatives. Detailed Financial and Care reports are shared on a monthly basis at board meeting. The Directors carry out unannounced inspections on the home on a regular basis.

A Registered Home Manager is in place at the Barnlee site.

The directors are responsible for the employment of all staff in Barnlee and Lee Cottage. The staff of Barnlee and Lee Cottage is accountable to the directors. The directors are accountable to the Charities Commission (N.I.).

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Related Parties

Directors are accountable to The Registration Quality and Improvement Authority (RQIA), Choice Housing Association and the various Health Trusts which place residents (long and short term) in Barnlee and Lee Cottage .

F.A.C.T. Ltd is a joint managed partnership with Choice Housing Association Limited. Choice Housing Association Limited is an organisation with which it co-operates in the pursuit of its charitable objective. It also provides F.A.C.T. Ltd with help and guidance. The Association constructed the residential home and is responsible for it. F.A.C.T. Ltd rent the property from Choice Housing Association Limited.

F.A.C.T meet on a quarterly basis with Choice Housing Association representatives and discuss any maintenance and tenancy issues. F.A.C.T meet on an annual basis with the Supported Housing Manager to discuss future developments and planning and to assess any areas of Risk to either party.

Two F.A.C.T. directors are also family members of two of Barnlee's residents. There is a conflict-of-interest policy in place to allow FACT Board to deal with family sensitive issues at Board meetings.

F.A.C.T. Ltd has links to another charitable organisation, Barnlee Crafts and Activities, which was established in 2013 by some past and some present directors of F.A.C.T. Ltd. Part of this organisations charitable activities is to provide long term fundraising for F.A.C.T. Ltd by operating a charity shop. Barnlee and Lee Cottage residents continue to benefit from the people carrier, projector and screen and therapy chair, a hand rail to assist residents journey to the memorial garden, new garden furniture to create outside living space and two new armchairs to create a foyer area in the home in addition to this the donation towards the upgrade of the multisensory room has enabled a complete refurbishment to include a sensory music system and heated water bed. Residents meet with the Volunteers from Barnlee Crafts and Activities on a social occasion and share a meal and entertainment, this is a great way for the residents to thank the volunteers and for the volunteers to see who they are helping. The charity shop hopes to contribute to the planned sensory garden at Barnlee.

Risk Management

The charity is exposed to numerous risks which include financial and non-financial risks. The major financial risk is maintaining the continued levels of income which may be reduced if social services curtail or terminate funding contracts for residents. Increasing staff costs due to National Minimum Wage increases and Pension enrolment challenges alongside the difficulty in recruiting staff due to a national shortage of care personnel.

A key element in the management of financial risk is the setting of a reserves policy and its regular review by Directors. Non-financial risks include fire, health and safety of residents, staff and visitors, and food hygiene. The directors maintain best practice procedures in all these areas to mitigate any risk factors. A risk register is in situ and is addressed at each directors meeting and updated. Risk items noted in the current year were bed voids and increasing staffing cost, the need to use agency staff at a higher cost to the business and the difficulty in recruiting full time or bank staff. Reserves at the balance sheet date of 31 October 2022 represent in excess of 9 months operating costs.

Objectives and activities

Objects and aims

The charity is established for charitable objects and purposes only. In particular the charity is established:

- for the provision of residential accommodation for people with learning disabilities over the age of eighteen years and who suffer from both high and low dependency.

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- for the relief of people with learning disabilities and their carers by providing short stay care, outreach, and other relevant services, and the doing of all such other things as are incidental or conducive to the attainment of the above objects.

The vision that shapes our annual activities is to continue to provide Care and Support to people with learning disabilities in a "Home from Home" environment. To deliver this vision relationship with the resident, Medical professionals, family members and staff are vital. Annual reviews take place to ensure the resident's needs are being met.

The charity has a general aim of providing a comfortable and homely atmosphere which promotes security for the individual within a supportive and therapeutic environment.

F.A.C.T. (Friendship and Caring Trust) Limited directly provides the benefit of residential care, day care and outreach services for adults with a learning disability. This is demonstrated through the provision of Barnlee Residential Care Home, Lee Cottage Residential Facility and our satellite unit, Sheebeg House. In each of these facilities with the exception of Sheebeg House, 24 hour care is provided in conjunction with the aid of RQIA, social services and medical professionals.

Objectives for the year

The main objectives for the year continue to be the provision of valuable care and support services to residents, and their families.

Strategies

A strategy of sympathetic expansion of the charity's facilities and the provision of additional resources is embraced by the directors. Adequate funds have been put aside over the past number of years to allow this strategy to be realised. We will continue to maintain a robust financial and strategic approach to sustaining our services with the potential to build capacity in the future.

Review of significant activities

The major areas of activity are residential care, sitting services, outreach, family support groups, therapy room, supportive employment, and day-care. Outreach is not currently a viable service but F.A.C.T continue to monitor the demand and the viability. A planned upgrade of the garden facilities is in progress for the incoming financial year and a sensory garden project team have come together to plan and provide a wonderful enhancement to the lives of our residents. It has proved more difficult to progress this project due to rising costs of both labour and Materials. The plan has gone out to additional designers to redesign and provide costings.

Our volunteers

The Charity is very involved in the Community and relies on Volunteer help. The Board in full consists of all voluntary members 9 in total assisted by 1 Advisory group member. Local community groups assist F.A.C.T in the continued integration of our residents into the community and provide transport and Friendship to allow residents to attend events.

A related party charity Barnlee Crafts and Activities have 25 volunteers who run a charity shop in Derrylin and the funds raised are used to support our organisation to advance education and to support and promote the benefit of people with learning disability and, associated problems aged 18 years and over and their carers in the Lisnaskea area and the environs of County Fermanagh. We will continue to support our volunteers to ensure they remain motivated to manage change and deliver core aims.

We are very thankful to FACT volunteers and the Related Charity Volunteers.

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Achievements and Performance

Review of activities

The charity was unable to hold its annual barbeque in the homes garden this year due to the Covid 19 restrictions.

Residents were also unable to go on a holiday this year and asked to go on day trips to places of interest when it was safe to do so. Due to the changing needs of some residents and the Covid 19 pandemic more activities took place within the home. An extensive range of activity materials were purchased to create fun and exercise during the periods where residents were unable to leave the facility. Activities outside the home were gradually re-introduced. The two new multimedia screens continue to be very useful within the home whilst they had been used throughout the pandemic to enable Lee Cottage and Barnlee to meet virtually and to assist with virtual home visits they now enjoy downloading games of bingo and also movies. The residents continue to enjoy the home cinema screen and music dvds and outings on the bus to feed the ducks, go bowling and eat out to name a few of the favourites activities. In house music and therapies have returned and the ice cream man's visits are an enjoyable event.

A memorial service is usually held annually to allow residents, volunteers, family members and staff to fondly remember those who are no longer with us. Clergy members from all denominations attend and the ceremony is followed by refreshments again with the Covid 19 restrictions we had to postpone this but plan to revisit this as soon as safe to do so.

Therapists attend the home and offer a selection of holistic therapies to suit the residents needs, one resident travels to a salt clinic on a weekly basis.

A small number of residents avail of local leisure facilities when available for swimming, exercise programmes and spa facilities. Some residents take part in activities organised by other community groups and enjoy these immensely.

Residents continue to enjoy a varied menu and supplies are sourced as locally as possible. Some residents who choose to perform duties and have varied roles within the home. A garden project is under way to grow some produce and the residents and staff are keen to see the crops flourish. Themed evenings are enjoyed by all from High teas to takeaways of choice are very popular.

In December 2009, a bungalow at Sheebeg, Lisnaskea was purchased. This property was developed and expanded in order to provide respite services as an extension to the services provided at Barnlee. However, due to lack of available funding and low usage, the facility was closed to respite in April 2014. The Directors are keen to use this facility for the benefit of the Barnlee community and are at present looking into the various ways that this can be done. In the meantime it serves as a Staff Training Facility, Meeting Rooms, and venue for resident's activities.

All residents have received the Covid vaccination and swab testing has been stepped down and only takes place in line with the PHA guidelines if we have an outbreak. PPE continues to be available and is used in line with PHA guidelines.

Funding

Investments and Bank interest continues to be low due to market trend. The F.A.C.T Board continue to review banking facilities and engage with a financial advisor to review safe and secure investment options. An additional bank account which earns interest is in use and surplus monies from the current account is transferred over after Board approval. F.A.C.T continue to investigate alternative/additional banking facilities to minimise risk. The local BOI branch in Lisnaskea closed and we make the journey to the Enniskillen branch to fulfil our banking needs.

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Financial Review

The surplus for the year amounted to £122,320 (2021 surplus £54,103). This surplus resulted in spite of the challenging economic times. The main driver for this surplus was the securing of residents to fill our voids. Filling voids resulted in no significant need for increased staff and increased tariffs from the Trusts further bolstered this surplus. We are pleased with this financial outturn and made the decision to pass this on to our staff with enhanced bonus' at Christmas 2022 and increased wage rates. Costs are still on the increase, notably food and provisions as well as staffing therefore the need to keep a careful watch on income and expenditure is paramount. Management continue to make a concerted effort to increase occupancy and the directors and management commitment to reduce overheads has given us a strong financial foundation. On a further positive note the Balance Sheet continues to be strong with net assets of £1,126,798 (2021 : £1,004,478).

Wages and salary costs of the company have remained high during the year. This is due to continuous auto enrolment in pensions, which initiated 1 November 2015, and secondly due to the increasing "living wage" and a Board salary review to enhance recruitment and to recognise the contribution from staff in a challenging year. Covid absences were managed well and staff returned to work as soon as they were medically fit and in line with PHA regulations.

Additionally, there is a significant risk that funding from NI Housing Executive Supporting People will cease at short notice. In the current year this source remained as 2022 figures and provided the company with income of £48,320. It reverted back to figures received in 2015 during the financial year. Research around this funding has recently been participated in by the home, no feedback has been received in relation to this.

This year continues to have been a challenge for residents and staff adapting, adhering and coming to terms with the necessary restrictions and changing protocols the pandemic left us with. An equal challenge is presented to rebuild a safe and changed environment and to establish our residents back in the community with meaningful and safe activities. We will actively seek additional funding where possible to minimise this risk.

Funding Sources

F.A.C.T funding relies on the available beds being occupied. The WHSCT, SHSCT and HSE continue to be associated and form the commissioning Trust bodies. In addition, the NIHE and family contributions add to the funds available. Funders have shown themselves to be supportive, flexible and adaptive to the current situation. F.A.C.T would like to take this opportunity to thank all funders.

F.A.C.T do not have any borrowing and are mortgage free.

Funds are used in the day to day running of the home to pay for rent, utilities, staffing, food and ensuring the home is safe and comfortable. Monthly expenditure is reviewed and areas of concern are raised at the board meetings and action plans devised. Larger value purchases are planned and researched and where possible 3 quotations are sought.

Staff are encouraged to use a common-sense approach to budgeting and good cost control and rota management.

Residents focus groups are in place and needs may arise from these discussions. Approvals are followed and purchases are put in place. These items could range from a new food item on the menu to a new suite of furniture for the communal area and for the incoming year, a new sensory garden. The new Jacuzzi bath planned for the year was postponed due to stock availability, but we are delighted to state that it is guaranteed delivery post year end.

Residents where possible are consulted in expenditure that may change the look/feel of the home and will help select furnishing for their own rooms and communal areas.

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When excess funds are noted the F.A.C.T Board will look to establish if there are any beneficial accounts to transfer the money into to generate income. Full board approval is required to implement the transaction.

Decisions regarding services can often be made outside of the control of the business or the funders and F.A.C.T endeavour to follow current affairs to establish what may have an impact on the incoming/outgoing funds.

We wish to acknowledge the Care home support teams the PHA and the learning disability team at the WHSCT for their continued ongoing support throughout the pandemic.

Plans for future periods

A major financial concern for the Charity will be the ongoing financial sustainability given the level of support from our Commissioning bodies, reductions in funding over the past years and the rising costs to fund our staffing, payroll and pension Provision. Priorities for the future are the recruitment and retention of staff and the filling of the remaining voids. A positive interest is notable in the voids.

F.A.C.T(Friendship And Caring Trust) Limited are committed to securing longevity for the objects of the charity are: (a) the provision of residential and supported housing accommodation, care and support services for people with learning disabilities over the age of eighteen years and who suffer from both high and low dependency; and (b) for the relief of people with learning disabilities and their carers by providing outreach domiciliary services and other relevant services, and the doing of all such other things as are incidental or conducive to the attainment of these objects and to continue to provide Care and Support to people with learning disabilities in a "Home from Home" environment.

To achieve these commitments, F.A.C.T (Friendship and Caring Trust) Limited continue to review current services and to explore Supported Living Options.

Public Benefit Statement

The public benefit that flows from purpose are:

- 1) In considering the benefits flowing from F.A.C.T's purpose relating to The provision of residential and supported housing accommodation, care and support services for people with learning disabilities aged 18 and over.
- 2) In considering the benefits flowing from F.A.C.T's purpose relating to the relief of people with learning disabilities and their carers by providing outreach domiciliary services and other relevant services, residents and attenders of F.A.C.T.'s services

The beneficiaries

- 1) The beneficiaries in point 1 are our residents who are adults with learning disabilities aged 18 and over.
- 2) The beneficiaries in point 2 are our residents who are adults with learning disabilities aged 18 and over, their families and adults with learning disabilities aged 18 and over and their families who live in our community catchment area.

The benefits that flow from purpose point 1 our residents who are adults with learning disabilities aged 18 and over are our residents availing of the service benefit from a personalised, professional, caring approach in a safe environment in order to establish a programme to maximize the overall quality of life and choice for each resident. This has significant benefits for the quality of life for each resident and enables residents to realise their full potential. F.A.C.T. also provides a sensory room to improve coping strategies and challenging behaviour and access to health care services. This enables significant health benefits for adults, many of whom are affected by significant dependency issues and improvements in the physical, mental, emotional and social capabilities of residents.

In considering the benefits flowing from F.A.C.T's purpose relating to point 2 the relief of people with learning disabilities and their carers by providing outreach domiciliary services and other relevant services, residents and attenders of F.A.C.T.'s services are provided with a mini-bus for social outings, shopping and appointments.

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This enables the beneficiaries to enjoy a high quality of life and to enjoy opportunities which they may not be otherwise be able to access. This vastly improves their quality of life and provides significant relief to the families of residents and attenders. F.A.C.T. also provides a sensory room to improve coping strategies and challenging behaviour and access to health care services.

This enables significant health benefits for adults, many of whom are affected by significant dependency issues and improvements in the physical, mental, emotional and social capabilities of residents.

No harm arose from the purposes listed in point 1 and point 2. Benefits are assessed at the following levels: A monthly Registered Managers report is presented to the Board of Management by Geraldine O' Neill, the F.A.C.T. (Friendship and Caring Trust) Limited Registered Manager. This report highlights the opportunities that were made available to residents, and her assessment of the impact of the activities on the health and wellbeing of the residents. There is a follow up discussion and questions from the board members, to allow a proper appraisal of her report. The AGM, which is open to the public, and encouragement given for all to attend, Geraldine O' Neill, the F.A.C.T. (Friendship and Caring Trust) Limited Registered Manager presents an annual summary Registered Managers report to the meeting. Her presentation in written form is an integral part of the annual report. Her presentation is discussed, with supporting representations by both residents and their families. Annual reviews are held for the beneficiaries listed in point 1, our residents who are adults with learning disabilities aged 18 and over, this review will discuss the purpose of the benefit. The providers F.A.C.T LTD (Friendship & Caring Trust) Limited carry out a monthly unannounced monitoring inspection. A quality assurance questionnaire is undertaken annually to residents and their representatives, an analysis of this is produced and available for viewing. This allows a proper evaluation and assessment of the benefits being provided.

Financial assessments are carried out by Commissioning Trusts for each individual. A tariff is agreed to meet the assessed needs of the resident and paid by the Trusts. In considering the harm that may arise from potential injury and from the care of vulnerable people, care is taken by the Board to ensure the protection of residents. The Regulation and Quality Improvement Authority (RQIA) (Northern Ireland's independent health and social care regulator and registration body) also regularly inspect Barnlee and Lee Cottage. The directors have sought to minimise potential harm through appropriate risk assessments, and, where necessary, the use of safety equipment and instruction. In considering the private benefits arising from the Company's work, it is acknowledged that incidental private benefits are received by staff as a result of payments made to secure employment. This is considered necessary for the running of the organisation. The private benefits received by directors as a consequence of any necessary and transferrable governance or management training is considered incidental and necessary in order to ensure that benefit is provided to the beneficiaries.

In setting our objectives and planning our activities for the year the directors have given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped to achieve the charity's purpose and provide a benefit to the beneficiaries.

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Chairperson's Report 2022

Welcome everyone to our 26th AGM - our 1st public meeting since 2019! The turbulence of the last 3 years is firmly behind us. We are looking forward to a bright future for Barnlee and Lee Cottage.

Focus is always on our residents, and they are fully back out and partaking in the activities that they enjoy. Covid 19 and its disruptive nature did stall, activities at times for the residents during 2022 but always not for long and once residents had the "all clear" their activities resumed. I would encourage anyone who visits the home to wander around the day room and request to see the activities folder which the staff use to capture the residents during their daily life, enjoying activities from bowling and days out walking to egg hunts and ice-cream. There are constantly changing needs for all our residents and staff work tirelessly with residents and families to ensure that alternative outlets are sought.

For this and so much more Geraldine and your staff, I thank you. We have an enthusiastic energetic and very capable team in place. One of the boards main priorities in the year has been to show our staff that we appreciate the care they provide and to reward them for this care. We will continue to do this as we recognise that they are our most valuable resource.

Our Home, Barnlee / Lee cottage, internally is looking fresh after a repaint and the refurbishment of the bathrooms, kitchens, and laundry room. We are still working with Choice, our Housing Partner, to complete other work as there is always a need, just like in any home.

Our charity shop is going from strength to strength. Mary and the team of volunteers continue to work hard and I am constantly told how great the shop looks and how well stocked it is in conversations with friends and relatives. Mary and all the invaluable volunteers a big thank you from the board and of course the residents - we hope to have some expenditure soon towards our garden and that will be greatly appreciated. Mary tells us the shop is open a staggering 10 years this year and she, and the board, are planning a celebration to mark this great achievement.

Our Garden Project is still progressing, if slowly! Residents continue to enjoy the pathway made through the garden, and the garden furniture previously donated by the shop. It had been hoped to commence the bulk of the work in springtime this year to be completed by the summer which would have rendered the garden unusable. Thankfully given this lovely weather we didn't so we are looking to the autumn to start the work once a contractor is secured.

Finally, it is with sincere thanks to all Directors, sub committees, volunteers and to all who have generously given their time and talents voluntarily throughout the year. The home depends upon the generosity and support of all of the community. Thank you to all who donated in any way, big or small, over the last 12 months. I wish to extend mine and the board's condolences and sincere sympathy to Barry's family. I offer condolences to all those associated with FACT and Barnlee who have been bereaved since our last AGM. Our thoughts and prayers are with the families.

We, the board, must always look forward. We want growth and stability in Barnlee / Lee Cottage for our residents and staff and support from the community is a key factor. Therefore, we thank you all for attending tonight and we look forward to 2023.



Una Lindsay

Chairperson

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Directors' responsibilities statement

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

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

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

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

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

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Auditor

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


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

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

Small company provisions

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

The Directors' annual report was approved on 22nd June 2023 and signed on behalf of the board of Directors by:


Mr. J. Hoogenboord
Director


Mrs U Lindsay
Director