

Charity Registration No. 1090616

Company Registration No. 04139974 (England and Wales)

ELMORE COMMUNITY SERVICES
TRUSTEES' REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2016

CHARITY COMMISSION
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ELMORE COMMUNITY SERVICES

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ELMORE COMMUNITY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms P A Wooding (Chair) Mr M Hammond Ms T M Lea Dr S Pearce Mr M McNamara (Treasurer) Ms J Kotilaine Mr M Adams Ms A Sanders Dr D Woodburn
CEO	Ms T Jewell (joined April 2015)
Charity number	1090616
Company number	04139974
Registered office	213 Barns Road Oxford Oxfordshire OX4 3UT
Auditors	Shaw Gibbs Limited 264 Banbury Road Oxford OX2 7DY
Bankers	Barclays Bank PLC PO Box 333 54 Cornmarket Street Oxford OX1 3HS

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2016

The trustees present their report and accounts for the year ended 31 March 2016.

Structure, governance and management

Constitution and organisation

Elmore Community Services is a charitable company registered in England (number 04139974) that is limited by guarantee and governed by its Memorandum and Articles of Association,

The company was incorporated on 11 January 2001 and registered as a charity on 15 February 2002 (number 1090616). The charity updated its Articles of Association in this period, widening the charity's objects (principally extending our services beyond the confines of Oxfordshire) and bringing the Articles in line with the Charities Act 2011 with regard to trustee benefits and managing conflicts of interest.

Recruitment and appointment of directors

The Board of Trustees seeks to ensure that the needs of the client group and the organisation are appropriately reflected through the diversity of its members. In an effort to maintain this broad skill mix trustees are required to carry out an informal skill assessment. In the event of particular skills being lost due to retirement or if new identified skills are required, individuals are approached to offer themselves for election by the Board of Trustees. On occasions selective advertising is used. Appointments of Trustees are made in accordance with the Articles of Association including receipt and approval of an application for membership.

Organisational structure

Overall responsibility for Elmore Community Services rests with the Board of Trustees who are also appointed as Directors of the charitable company. The Board of Trustees meet formally at least six times a year. Authority from the Trustees is delegated to a CEO, who is also the company secretary, and is responsible for the day to day running of the charitable company. The CEO is supported operationally by four managers. Three Team Managers and an Administration Manager co-ordinate the multiple needs workers who undertake the direct charitable activities. We recruited a new CEO in 2014, who took up the post in April 2015.

Risk management

As Trustees of Elmore Community Services we recognise and accept our responsibility for ensuring that risks to which the charity is exposed are reviewed and steps taken to mitigate potential damage by use of appropriate controls and corrective actions. A risk management strategy has been implemented which comprises:

- an annual review of the risks which the charity may face
- the establishment of systems and procedures to mitigate those risks identified
- the implementation of procedures designed to minimise any potential impact on the charity should any of those risks materialise

Public benefit

In considering the charity's objective and planning its activities, the trustees have considered the Charity Commission guidance on public benefit. Details of how the charity has carried out its aims for the public benefit are set out in the sections below.

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

Objectives and activities

Elmore Community Services supports people in Oxfordshire with multiple and complex needs to move from high risk situations towards sustained stability. These needs include personality disorders, mental health problems, learning disabilities, anti-social behaviours, offending, homelessness, exploitation, teenage pregnancy and child protection, homelessness, drug and alcohol problems. With such a range of needs, our clients do not fit easily into existing services and are often hard to engage. We support them to achieve stability, integrate back into their communities and start to use mainstream services successfully. We also identify gaps and barriers in current provision, and create models of working that address these issues.

Achievements and performance

During 2015-16, Elmore Community Services worked with 481 clients and also provided advice and information to almost 200 other people in difficulty. Our clients were from across the county, from a wide range of age groups and ethnicities, and there were roughly equal numbers of women and men (and 0.5% transgender).

Our work with people with mental health issues and complex needs continued, and alongside this, we played a key role in developing the Oxfordshire Mental Health Partnership which was officially launched in October 2015. The Oxfordshire Mental Health Partnership (OMHP) brings together six organisations providing treatment, care, support and housing to people with severe and enduring mental health issues that are having a major impact on their daily lives. By working far more closely in partnership than we have ever done before, comprehensive support is becoming easier to access and services focus more effectively on the outcomes that patients and their carers have told us they want, such as finding work, getting back into education or training, having better physical health and living as independently as possible. Under the OMHP, we worked with 190 complex needs clients and 167 mental health clients (note: complex needs clients also have mental health issues). Part of Elmore's remit is to advocate for our clients both as individuals and collectively. Over this period, we have started to observe a trend of increasing complexity of clients, both in terms of the range of needs they present with and the difficulties involved in resolving them, which we suspect is related to the financial pressures on other services which might previously have provided them with more effective support, while income/debt and housing issues become ever more challenging for many of our clients in this era of austerity.

Our Tenancy Sustainment contract with Oxford City Council to work with vulnerable tenants was renewed, and we assisted 19 clients to maintain their tenancy in 2015-16. Of these, 84% had mental health issues including 42% who self-harm, while 63% had physical health problems and 42% had drug use issues. As part of this work, we also met regularly with the City Council to identify other tenants at risk of losing their tenancy and help design support packages for them, and we participated in regular efforts to count the number of people sleeping rough in the city. The last official count took place in November 2015 when 39 rough sleepers were counted.

Our Independent Trauma Advice team, begun last year, continued to address modern slavery this year, with 2 years of funding committed by the Thames Valley Police and Crime Commission from the Police Innovation Fund (from April 2015). The term Modern Slavery encompasses trafficking and slavery, and captures a whole range of types of exploitation, many of which occur together. These include but are not limited to: sexual exploitation, domestic servitude, forced labour and criminal exploitation, as well as forced begging, forced benefit fraud, forced marriage, even organ removal. The project continued to refine the model of support available to victims of exploitation and trafficking and to develop the pathways into support, in consultation with a wide range of agencies. We were pleased to be invited to join a new Exploitation and Trafficking subgroup of the Oxford Safer Communities Partnership, and to provide training to city council and probation staff. Over the year, the team provided advice and support to 58 victims, 9 of whom chose to enter the National Referral Mechanism (a framework for identifying victims of human trafficking or modern slavery and ensuring they receive the appropriate support, including urgent transfer to a safe house in another part of the country). Right at the end of the year, we also attracted some funding from Oxfordshire County Council to work with adult survivors of child sexual exploitation, some of whom are still enmeshed in the exploitative relationships that started in childhood, and all of whom are dealing with the long term consequences of severe and prolonged trauma.

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

In April 2015, Elmore became a subcontractor to Turning Point, a national charity which won the prime contract to provide Drug and Alcohol services across Oxfordshire. Our role was assertive outreach to complex clients (the majority homeless), drawing them towards Turning Point treatment hubs, and providing holistic support to enable them to sustain engagement with the 'mainstream' service. We worked with 62 clients over the year, 74% of whom did engage in treatment, and we provided short-term advice and 'brief interventions' to a further 36.

Finally, we joined with Connection Floating Support in Buckinghamshire, to create a pilot project which opened as a service to clients in August 2015, with one year of funding. The service worked with frequent users of A&E, to see if we could reduce the pressure on emergency services by providing them with intensive and consistent support. While similar to our complex needs clients in Oxfordshire, these clients had especially high levels of self-harming (over 80%). After 8 months of implementing the project, anecdotal evidence was already emerging of decreased A&E admissions by these clients, and a reduction in use of ambulances and calls to the Police, which will be followed up as the project progresses.

The Elmore Members Association of clients and ex-clients developed well this year, meeting every six weeks to address 'business' issues such as providing feedback on organisational policies and practices, with meetings also including a therapeutic activity chosen by the members to build their self-confidence and group cohesion. Members gave invaluable feedback on the office move, advising and participating in the communication strategy to clients about this and also designing the new client (meeting) room. They also raised funds for Elmore through a bake sale and sponsored walk.

Finally, Elmore continued its contribution to the professional development of social workers and occupational therapists by providing student placements, linking with Oxford Brookes University, Bucks New University and Ruskin College Oxford. We also worked with Oxfordshire County Council to deliver the Assessed and Supported Year in Employment (ASYE) for newly qualified social workers, with one of our staff completing the programme this year and a further three enrolling. While we do not require our staff to have a professional qualification such as social work or occupational therapy, they provide an excellent basis for the support work that Elmore does, and we are committed to ensuring the continuing professional development of our staff.

Financial review

Reserves policy

Definition

'Reserves' are the resources the charity has or can make available to spend for any or all of the charity's purposes once it has met its commitments and covered its other planned expenditure. Reserves are to be spent at the Board of Directors' discretion in furtherance of any of the charity's objectives.

Purpose

There is a level of instability with funding for Elmore Community Services, as much is via grants and contracts that only guarantee funding for a limited time period, and many expire on the same date in the year.

Elmore Community Services needs to secure viability beyond the immediate future. Reserves allow the organisation to absorb setbacks such as a decline or interruption of sources of income, mitigate risk and to take advantage of initiatives and opportunities that may arise. Elmore Community Services works with vulnerable people and needs to ensure continuity in its provision of a service in order to help safeguard them from hardship and uncertainty.

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

Procedure

The level of reserves the charity needs

The Director and Board of Directors will review the level of reserves of the charity on a regular basis and ensure the provision is in line with the guidance issued by the Charity Commission, and sufficient to safeguard the core services for as long as possible through periods of risk or uncertainty.

The level of reserves should, as a minimum, be sufficient to safeguard services and cover full running costs for a full three month period (2016: £185,310). This is an absolute minimum and our aim is to hold six full months operating costs (2016: £370,620).

Above the reserve level of 6 months operating costs, the reserves can be used for new project development opportunities, exceptional one-off expenditure items and major investments where the benefits will be spread over a number of years (such as IT upgrades, communications materials etc) and for research and evaluation activities. Up to £5,000 of expenditure from reserves can be authorised by the Chair; all expenditure above £5,000 must be ratified by the Board.

The monitoring of the reserves

The day to day monitoring of this policy will be the responsibility of the Chief Executive of Elmore Community Services, who will be expected to bring any issues to the attention of the Board.

The Board of Directors will review the reserves levels on an annual basis as part of the budget planning for the following year. They will be informed by the forecasts for levels of future income, the risk associated with each source of income, the prospects for opening up new sources, the expected level of expenditure and the current and expected economic forecasts.

The overall surplus for the year 2015-2016 of £45,711 (2014-2015: £107,931) has been added to the total funds, which at the balance sheet date stood at £680,427 (2014-2015: £634,716).

Investment policy

Monies surplus to operational working capital requirements are invested in line with our investment policy, the objective of which is to maximise returns whilst ensuring that as far as possible funds are both adequately safeguarded and appropriately accessible.

Plans for the future

In 2014, Elmore developed a new strategy – Reaching the Unreachable and Changing Lives – which describes our approach to meeting our organisational objectives for the period of 2014-2018.

It takes into account our specialist, creative approaches to working with individuals who are most marginalised from mainstream society, whilst appreciating the most difficult financial constraints and challenging external environments that this sector has faced in the past twenty five years. Our support can contribute to many outcomes, but particularly to help individuals have an improved level of wellbeing and recovery.

Our mission is to "reach the unreachable through providing flexible support in complex situations".

We believe that we can do this through:

- Identifying gaps and barriers in current provision
- Creating and implementing models of working that address these issues
- Working directly with the people on the margins of society
- Promoting our clients basic rights of society

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

We have developed five strategic objectives to build on our legacy and success of the last twenty five years:

- Enhanced delivery
- People development
- Partnership working and influencing agendas
- Sustainability
- Innovation and the future

The strategy was reviewed and refreshed this year (a process that concluded in May 2016), providing renewed emphasis on maintaining efficient delivery of high quality services (in the context of severe cuts to public services, though thankfully not ours at this point).

Directors

The following persons served as Directors throughout the year unless otherwise stated below. They are also Trustees under charity law, and have a beneficial interest in the charitable company.

Ms P A Wooding (Chair)
Mr M Hammond
Ms T M Lea
Dr S Pearce
Mr M McNamara (Treasurer)
Mr S Czajewski (resigned 21 March 2016)
Ms J Kotilaine
Mr M Adams
Ms A Sanders
Dr D Woodburn

The Trustees guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding-up.

Statement of trustees' responsibilities

Company law requires the Directors to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of their incoming resources and the application of resources, including income and expenditure, for the year then ended.

In preparing those financial statements the Directors should follow best practice and

- select suitable accounting policies and then apply them consistently
- make judgements and estimates that are reasonable and prudent
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements
- prepare the financial statements on the going concern basis unless it is inappropriate to assume that the charitable company will continue on that basis

The Directors are responsible for keeping accounting records which 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 and the Charities Act 2011.

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

The Directors are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, we the Trustees, as the company's directors, certify that:

- so far as we are aware, there is no relevant audit information of which the company's auditors are unaware; and
- as the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Auditors

A resolution proposing that Shaw Gibbs Limited be reappointed as auditors of the company will be put to the members.

On behalf of the board of trustees

Mr M McNamara (Treasurer)

Trustee

Dated: 22 September 2016

ELMORE COMMUNITY SERVICES

INDEPENDENT AUDITORS' REPORT

TO THE TRUSTEES OF ELMORE COMMUNITY SERVICES

We have audited the accounts of Elmore Community Services for the year ended 31 March 2016 set out on pages 10 to 18. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees, as a body, in accordance with section 144 of the Charities Act 2011 and regulations made under section 154 of that Act. 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 auditors' 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.

Respective responsibilities of trustees and auditors

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of Elmore Community Services for the purposes of company law, are responsible for the preparation of the accounts and for being satisfied that they give a true and fair view.

The trustees have elected for the accounts to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly we have been appointed as auditors under section 144 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our responsibility is to audit and express an opinion on the accounts in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the accounts

An audit involves obtaining evidence about the amounts and disclosures in the accounts sufficient to give reasonable assurance that the accounts are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the accounts. In addition, we read all the financial and non-financial information in the Trustees' Annual Report to identify material inconsistencies with the audited accounts. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on accounts

In our opinion the accounts:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2016 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.

ELMORE COMMUNITY SERVICES

INDEPENDENT AUDITORS' REPORT (CONTINUED) TO THE TRUSTEES OF ELMORE COMMUNITY SERVICES

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Report is inconsistent in any material respect with the accounts;
or
- the charitable company has not kept adequate accounting records; or
- the accounts are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Stephen John Wetherall
Senior Statutory Auditor
Shaw Gibbs Limited

**Chartered Certified Accountants
and Statutory Auditor**
264 Banbury Road
Oxford
OX2 7DY

Dated: 26 September 2016

ELMORE COMMUNITY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2016

	Notes	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
<u>Incoming resources from generated funds</u>					
Donations and legacies		137	-	137	432
Investment income	2	599	-	599	-
		<u>736</u>	<u>-</u>	<u>736</u>	<u>432</u>
Incoming resources from charitable activities	3	621,097	165,120	786,217	738,206
Total incoming resources		<u>621,833</u>	<u>165,120</u>	<u>786,953</u>	<u>738,638</u>
<u>Resources expended</u>					
Costs of generating funds					
Costs of generating contracts, donations and legacies	5	32,363	-	32,363	27,323
Net incoming resources available		<u>589,470</u>	<u>165,120</u>	<u>754,590</u>	<u>711,315</u>
Charitable activities	4	543,759	165,120	708,879	603,384
Total resources expended		<u>576,122</u>	<u>165,120</u>	<u>741,242</u>	<u>630,707</u>
Net income for the year/ Net movement in funds		<u>45,711</u>	<u>-</u>	<u>45,711</u>	<u>107,931</u>
Fund balances at 1 April 2015		<u>634,716</u>	<u>-</u>	<u>634,716</u>	<u>526,785</u>
Fund balances at 31 March 2016		<u><u>680,427</u></u>	<u><u>-</u></u>	<u><u>680,427</u></u>	<u><u>634,716</u></u>

All of the above results are derived from continuing activities. The statement of financial activities includes all gains and losses recognised in 2016 and 2015 and hence Net incoming resources for the year is also the charitable company's net income for the year.

The accompanying accounting policies and notes form an integral part of these financial statements.

ELMORE COMMUNITY SERVICES

BALANCE SHEET

AS AT 31 MARCH 2016

		2016		2015	
	Notes	£	£	£	£
Fixed assets					
Tangible assets	7		36,255		8,393
Current assets					
Debtors	8	33,309		34,585	
Cash at bank and in hand		699,796		675,222	
		<u>733,105</u>		<u>709,807</u>	
Creditors: amounts falling due within one year	9	<u>(88,933)</u>		<u>(83,484)</u>	
Net current assets			<u>644,172</u>		<u>626,323</u>
Total assets less current liabilities			<u>680,427</u>		<u>634,716</u>
Income funds					
Unrestricted funds	11		<u>680,427</u>		<u>634,716</u>
			<u>680,427</u>		<u>634,716</u>

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved by the board, authorised for issue on 22 September 2016 and signed on their behalf by

Mr M McNamara (Treasurer)
Trustee

Company Registration No. 04139974

The accompanying accounting policies and notes form an integral part of these financial statements.

ELMORE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

1.1 Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with Financial Reporting Standard for Smaller Entities (effective January 2015), the Companies Act 2006 and the recommendations of the Statement of Recommended Practice Accounting and Reporting by Charities (the SORP) issued in January 2015.

1.2 Incoming resources

Donations

All monetary donations are included in full in the statement of financial activities when receivable, provided that there are no donor-imposed restrictions as to the timing or the related expenditure, in which case recognition is deferred until the pre-condition is met.

Grants receivable

Revenue grants are credited as incoming resources when they are receivable provided conditions for receipt have been complied with, unless they relate to a specified future period, in which case they are deferred.

1.3 Resources expended

Expenditure, which is charged on an accruals basis, is allocated between:

- Expenditure incurred directly to the fulfilment of the charity's objectives;
- Expenditure incurred in supporting the activities that directly fulfil the charity's objectives;
- Expenditure incurred in the management and administration of the charity.

1.4 Fund accounting

Restricted funds are to be used for specific purposes laid down by the donor. Expenditure for those purposes is charged to the fund.

Unrestricted funds are donations and other incoming resources received or generated for expenditure on the general objectives of the charity.

1.5 Tangible fixed assets and depreciation

Depreciation is provided on fixed assets in order to write-off each asset over its anticipated useful life. For equipment, fixtures and fittings the rate of depreciation is 25% straight line.

1.6 Taxation

As Elmore Community Services is a registered charity, its income and capital gains are generally exempt from tax if applied for charitable purposes.

1.7 Pensions

The pension costs charged against profits represent the amount of the contributions payable to the scheme in respect of the accounting period.

1.8 Deferred income

Deferred income consists of resources received by a charity that do not meet the criteria for recognition as income in the statement of financial activities (SoFA) because entitlement to the income does not exist at the balance sheet date. Deferred income is not recognised in the SoFA until the charity is entitled to the income. Instead, deferred income is disclosed as a liability in the balance sheet.

ELMORE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

2 Investment income

	2016 £	2015 £
Interest receivable	599	-

3 Grants

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Oxfordshire CCG:				
Multiple Complex Needs	205,931	-	205,931	193,372
Mental Health Floating Support	262,094	-	262,094	246,167
Welfare Reforms	-	-	-	28,800
Oxfordshire County Council:				
Learning Disability	3,587	-	3,587	4,608
Adult CSE Survivors Service	-	8,290	8,290	-
Turning Point	120,000	-	120,000	-
Thames Valley Police and Crime Commissioner:				
Independent Trauma Advisor Support Service	-	117,806	117,806	-
Oxford City Council:				
Anti social behaviour	-	-	-	5,000
Tenancy Sustainment	-	35,630	35,630	41,157
Hostel Inreach	-	3,394	3,394	40,757
Student Placements and Training	4,942	-	4,942	12,560
Thames Valley Probation Service	-	-	-	5,000
Lankelly Chase Foundation	-	-	-	3,750
Henry Smith	-	-	-	12,500
Department of Health	-	-	-	28,800
Ministry of Justice	-	-	-	59,369
The Mustard Tree Foundation	-	-	-	56,366
Secondment	24,543	-	24,543	-
	<u>621,097</u>	<u>165,120</u>	<u>786,217</u>	<u>738,206</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

4 Charitable activities

	Unrestricted funds £	Restricted funds £	Total 2016 £	Total 2015 £
Provision of Community Services				
Staff, consultancy and related costs	402,368	121,217	523,585	408,346
Office costs	109,053	43,903	152,956	167,500
Management and administrative support	10,825	-	10,825	9,139
Insurance	7,273	-	7,273	7,991
Audit fees	5,640	-	5,640	4,214
Depreciation	8,600	-	8,600	6,194
	<u>543,759</u>	<u>165,120</u>	<u>708,879</u>	<u>603,384</u>

5 Total resources expended

	Staff costs £	Other costs £	Total 2016 £	Total 2015 £
Costs of generating contracts, donations and legacies	32,363	-	32,363	27,323
Charitable activities	534,409	174,470	708,879	603,384
	<u>566,772</u>	<u>174,470</u>	<u>741,242</u>	<u>630,707</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

6 Employees

Number of employees

The average monthly number of full time equivalent employees during the year was:

	2016	2015
	Number	Number
CEO	1.00	-
Team Leader	4.00	3.00
Multiple need workers	18.00	17.50
Office support	1.00	1.00
	<hr/>	<hr/>
	24.00	21.50
	<hr/> <hr/>	<hr/> <hr/>

Employment costs

	2016	2015
	£	£
Wages and salaries	513,100	404,590
Social security costs	45,110	33,882
Other pension costs	8,562	6,335
	<hr/>	<hr/>
	566,772	444,807
	<hr/> <hr/>	<hr/> <hr/>

There were no employees whose annual remuneration was £60,000 or more.

During the year no trustee was reimbursed for expenses (2015: £Nil).

No Trustee received any remuneration during the year (2015: £Nil).

ELMORE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

7 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2015	37,587
Additions	36,488
At 31 March 2016	74,075
Depreciation	
At 1 April 2015	29,193
Charge for the year	8,627
At 31 March 2016	37,820
Net book value	
At 31 March 2016	36,255
At 31 March 2015	8,393

8 Debtors	2016 £	2015 £
Trade debtors	33,309	17,508
Prepayments and accrued income	-	17,077
	33,309	34,585

9 Creditors: amounts falling due within one year	2016 £	2015 £
Trade creditors	906	9,912
Taxation and social security	15,081	10,654
Other creditors	52,206	53,988
Accruals & deferred income	20,740	8,930
	88,933	83,484

ELMORE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

10 Commitments under operating leases

At 31 March 2016 the company had total commitments under non-cancellable operating leases as follows:

	Land and buildings	
	2016	2015
	£	£
Payable:		
Within one year	17,674	-
Between two and five years	88,370	-
In over five years	147,283	-
	<u>253,327</u>	<u>-</u>

11 Fund Movements

	Balance at 1 April 2015	Movement in funds		Balance at 31 March 2016
		Incoming Resources	Resources Expended	
	£	£	£	£
Restricted Funds				
Adult CSE Survivors Service	-	8,290	(8,290)	-
TV PCC Independent Trauma Advisor Support Service	-	117,806	(117,806)	-
Tenancy Sustainment	-	35,630	(35,630)	-
Hostel Inreach	-	3,394	(3,394)	-
	<u>-</u>	<u>165,120</u>	<u>(165,120)</u>	<u>-</u>
Unrestricted Funds				
Unrestricted	634,716	621,833	(576,122)	680,427
	<u>634,716</u>	<u>786,953</u>	<u>(741,242)</u>	<u>680,427</u>

The funds of the charity comprise restricted funds and unrestricted funds.

The restricted funds are those where the donor has imposed restrictions on the income of the funds. The fund transfers are to resolve completed restricted fund projects, where unallocated expenditure is not required to be repaid.

The unrestricted funds consist of freely available general reserves.

ELMORE COMMUNITY SERVICES

NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2016

12 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2016 are represented by:			
Tangible fixed assets	36,255	-	36,255
Current assets	733,105	-	733,105
Creditors: amounts falling due within one year	(88,933)	-	(88,933)
	<u>680,427</u>	<u>-</u>	<u>680,427</u>