

Charity Registration No. 1090616

Company Registration No. 04139974 (England and Wales)

**ELMORE COMMUNITY SERVICES
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

**Pearson Buchholz Limited
Chartered Accountants and Registered Auditors
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ELMORE COMMUNITY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms L Waddington Dr D Woodburn Dr S Pearce Ms A Sanders Mr A Halime Mr J Lyons-Wainwright Mr T J Hayes Ms A B Shah	(Appointed 2 January 2018) (Appointed 15 February 2018) (Appointed 19 April 2018) (Appointed 19 April 2018)
Secretary	Ms T Jewell	
Charity number	1090616	
Company number	04139974	
Registered office	213 Barnes Road Cowley Oxford OX4 3UT	
Auditor	Pearson Buchholz Limited Units 4 & 5 Swinford Farm Eynsham Oxford OX29 4BL	

ELMORE COMMUNITY SERVICES

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ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2018

The trustees present their report and financial statements for the year ended 31 March 2018.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016)

Objectives and activities

Elmore aspires to a society in which people with multiple and complex needs are supported by effective, coordinated services and are empowered to lead sustainably better lives.

Elmore works directly with people falling through the gaps of existing services, supporting them to tackle their problems, improve their lives, and feel part of their communities. We also identify gaps and barriers in current services and work with individuals and systems to address these. Elmore is based in Oxfordshire and works for the benefit of people of Oxfordshire and those whose difficulties arose here.

Elmore clients are people aged 16+ with multiple and complex needs arising from combinations of issues with...

- Mental health
- Homelessness / vulnerably housed
- Addictions
- Learning difficulties
- Communication difficulties
- Domestic violence
- Exploitation
- Physical health
- Brain injury
- Social isolation
- Offending and anti-social behaviour
- Child protection

...who are struggling to engage with other services and have significant unmet needs

Elmore clients will normally be experiencing at least 3 of these issues. Our remit to identify gaps and barriers in current services and work with individuals and systems to address these encompasses individual and collective advocacy alongside clients, as well as research, lobbying, partnership-building and piloting new initiatives/projects to benefit our client group.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Achievements and performance

During 2017-18, Elmore Community Services worked with 412 clients and also provided advice and information to a further 90 people in difficulty. Our clients were from across the Oxfordshire, from a wide range of age groups and ethnicities. There were notably more women supported than men (62% vs. 38%), which is a change from a roughly 50/50 split in 2016/17. There was also 1 individual of non-binary gender.

Our work with people with mental health issues and complex needs has continued, as part of the Oxfordshire Mental Health Partnership (OMHP). Under this contract, we worked with 196 complex needs clients and 152 mental health clients (note: complex needs clients also have mental health issues). This represents an 8% increase on the previous year, despite reduced income (the same amount as the previous year with no increase to cover inflation).

Over this period, we have continued 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 27 clients to maintain their tenancy in 2017-18. Homelessness is an increasing problem in Oxford (and nationally), and this preventive work with particularly complex clients makes an important contribution.

The New Beginnings Team has continued to build on our work with adult survivors of childhood sexual exploitation (CSE), supporting 27 clients over this period. The effects of CSE are long lasting, and can have a huge impact on people's adult lives. Survivors often experience difficulties with their mental health, problems with relationships, an increased chance of substance misuse, and poorer physical health. New Beginnings works alongside people to offer support in making positive changes to their lives. This year the team has worked in partnership with Thames Valley Police to support several women through a court case brought as a result of historical CSE in Oxford. The work done by this partnership was instrumental in empowering these women to manage the process, and the positive learning from this is being used to develop national police guidance for supporting victims of CSE.

We were disappointed that funding could not be identified to continue our work to support victims of modern slavery and exploitation. The Oxfordshire Police and Crime Commission provided support to extend the two year pilot project for three months, to June 2017, but were unable to commit further, despite very positive evaluation by independent experts (see: www.thamesvalley-pcc.gov.uk/victims-first/modern-slavery/). A similar service was later recommissioned from an organisation that could provide support across the whole of Thames Valley (from September 2018). We continue to use our skills and experience when other Elmore clients appear vulnerable or fall victim to exploitation. We also share this expertise through the Oxfordshire Anti-Slavery Network which Elmore helped to found, and co-chairs alongside someone from the statutory sector.

The Elmore Members Association (EMA) of clients and ex-clients has thrived this year. The group provided valuable feedback on the support they receive from Elmore and other agencies, and have usefully discussed their thoughts on a new project we were developing for support to people in mental health crisis at night and weekends (this launched in April 2018). One of the members this year stated: "I have always found the meetings useful and productive. The general atmosphere of inclusiveness and the ethos of democracy makes them a place all members can feel free to discuss anything – from criticisms to praise – and to suggest new ideas".

Elmore continued its contribution to the professional development of social workers and occupational therapists by providing student placements, linking with Oxford Brookes 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.

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Financial review

Elmore Community Services is currently largely dependent on a small number of fixed-term contracts from the NHS and local government, and needs to achieve a more robust funding balance.

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. However, Elmore should secure longer-term viability by increasing and diversifying its sources of income. Elmore 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.

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

Elmore's expenses exceeded its income in 2017/8, unlike the previous five years. Income reduced significantly following the closure of some services over the past two years while new projects were smaller scale and did not make up the shortfall. However, the Trustees considered that Elmore's management capacity was already insufficient, and decided to expand the management team, partly in order to seek new income and projects while maintaining quality of service delivery to existing clients.

Reserves Policy

The level of reserves should be sufficient to safeguard services and cover full running costs for a full three month period. This is an absolute minimum and our aim is to hold six months operating costs.

Above the reserve level of six months operating costs, the reserves can be used for fulfilment of any of Elmore's core purposes.

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. 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 Board of Trustees 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.

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.

The overall deficit for the year 2018 of £25,522 (2017 £22,801 surplus) has been deducted from funds, which at the balance sheet date stood at £722,688 (2017 £748,210).

Risk assessment

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 register is maintained on-line for Trustees to view at any time; this is updated prior to and reviewed at each Board meeting. Trustees also review performance and quality data quarterly, and are alerted to major risks and serious incidents if and when they arise. Horizon-scanning happens continuously.

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Plans for the future

Our strategy 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. A new strategic planning process began in the autumn of 2017 which has included wide consultation with clients, staff and external stakeholders. Elmore's core vision and client group was reaffirmed but more focused. The work of developing the vision into concrete plans and operational priorities continues in 2018-2019.

Structure, governance and management

Elmore Community Services (Elmore) is a charitable company registered in England that is limited by guarantee and governed by its Articles of Association, which were last updated in March 2016. The company was incorporated on 11 January 2001 (number 04139974) and registered as a charity on 15 February 2002 (number 1090616).

The principal office and registered office of the charity is 213 Barnes Road, Cowley, OX4 3UT.

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.

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

Mr M Hammond	(Resigned 25 June 2018)
Ms L Waddington	
Dr D Woodburn	
Ms P Wooding	(Resigned 18 October 2018)
Ms T Lea	(Resigned 12 December 2017)
Dr S Pearce	
Mr M McNamara	(Resigned 23 October 2017)
Ms J Kotilaine	(Resigned 25 September 2017)
Ms A Sanders	
Mr A Halime	(Appointed 2 January 2018)
Mr J Lyons-Wainwright	(Appointed 15 February 2018)
Mr T J Hayes	(Appointed 19 April 2018)
Ms A B Shah	(Appointed 19 April 2018)

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Elmore's governance is the responsibility of the Trustees and the sole Members of the company. The terms of the Articles of Association specify a minimum of three Trustees and no maximum, though we aim for between 9-12 Trustees to be an effective working group while also providing sufficient capacity, diversity, skills and knowledge. The Board is refreshed by the requirement for one third of Trustees to step down at each AGM, though they may, if eligible, offer themselves for re-election. The Chair is elected by the Trustees and has a non-renewable three year term as Chair. During this year, we conducted a Trustee recruitment drive, informed by a skills audit of Trustees and the beginning of a process to develop a new strategic plan (this process will continue into 2018/19), resulting in the appointment of two new Trustees within this period (and a further two in April 2018).

The Board of Trustees meets six times per year (regular quarterly meetings plus two strategy meetings) and there is a Finance Subcommittee which meets in between the quarterly meetings. In 2017/18, The Board also had working groups on Strategy, ICT, Quality, and The Mental Health Partnership, reflecting priority areas of the organisation needing Board support over this period.

Authority from the Trustees is delegated to a Chief Executive who is also the company secretary, and is responsible for the day to day running of the charitable company. The Chief Executive 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. During this year, a need for additional management capacity was identified, and a Service Manager position was introduced (reporting to the Chief Executive) to free up the Chief Executive's time for more strategic-level work, including fundraising.


Public benefit

In considering the charity's objectives and planning its activities, the Trustees have considered the Charity Commission guidance on public benefit. Details of how the charity has carries out its aims for the public benefit are set out in the sections above.

Auditor

Pearson Buchholz Limited were appointed as auditor to the company and a resolution proposing that they be re-appointed will be put at the Annual General Meeting in December 2018.

The trustees' report was approved by the Board of Trustees.


.....
Dr D Woodburn
Trustee
Dated: 18/12/2018

ELMORE COMMUNITY SERVICES

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2018

The trustees, who are also the directors of Elmore Community Services for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

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

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make 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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that 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.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

ELMORE COMMUNITY SERVICES

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF ELMORE COMMUNITY SERVICES

Opinion

We have audited the financial statements of Elmore Community Services (the 'charity') for the year ended 31 March 2018 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, 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 accounts 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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 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.

ELMORE COMMUNITY SERVICES

INDEPENDENT AUDITOR'S 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 in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; 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, the trustees, who are also the directors of the charity for the purpose of company law, are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Auditor's responsibilities for the audit of the financial statements

The trustees have elected for the financial statements to be audited in accordance with the Charities Act 2011 rather than the Companies Act 2006. Accordingly, we have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

ELMORE COMMUNITY SERVICES

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF ELMORE COMMUNITY SERVICES

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. 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 charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Pearson Buchholz Ltd

19/12/18

Pearson Buchholz Limited

Chartered Accountants
Statutory Auditor

Units 4 & 5
Swinford Farm
Eynsham
Oxford
OX29 4BL

Pearson Buchholz Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

ELMORE COMMUNITY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Unrestricted funds £	Restricted funds £	Total 2018 £	Total 2017 £
Income from:					
Donations and legacies	4	-	-	-	500
Charitable activities	5	506,009	160,630	666,639	757,193
Investments	6	16	-	16	469
Total income		506,025	160,630	666,655	758,162
Expenditure on:					
Raising funds	7	5,916	-	5,916	32,902
Charitable activities	8	525,545	153,952	679,497	702,459
Other	12	884	-	884	-
Total resources expended		532,345	153,952	686,297	735,361
Net gains/(losses) on investments	13	(5,879)	-	(5,879)	-
Net movement in funds		(32,199)	6,678	(25,521)	22,801
Fund balances at 1 April 2017					
As originally reported		705,904	-	705,904	679,639
Prior year adjustment	14	(2,410)	44,716	42,306	45,770
As restated		703,494	44,716	748,210	725,409
Fund balances at 31 March 2018		671,295	51,394	722,689	748,210

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

ELMORE COMMUNITY SERVICES

BALANCE SHEET

AS AT 31 MARCH 2018


	Notes	2018		2017	
		£	£	£	£
Fixed assets					
Tangible assets	15		20,241		28,119
Investments	16		488,205		-
			<u>508,446</u>		<u>28,119</u>
Current assets					
Debtors	18	34,653		17,065	
Cash at bank and in hand		224,969		720,134	
		<u>259,622</u>		<u>737,199</u>	
Creditors: amounts falling due within one year	19	(45,379)		(17,108)	
Net current assets			214,243		720,091
Total assets less current liabilities			<u>722,689</u>		<u>748,210</u>
Income funds					
Restricted funds	21		51,394		44,716
Unrestricted funds			671,295		703,494
			<u>722,689</u>		<u>748,210</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2018, although an audit has been carried out under section 144 of the Charities Act 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these financial statements under the requirements of the Companies Act 2006.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 13/12/2018


.....
Dr D Woodburn
Trustee

Company Registration No. 04139974

ELMORE COMMUNITY SERVICES

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2018

	Notes	2018 £	£	2017 £	£
Cash flows from operating activities					
Cash generated from operations	24		2,842		26,591
Investing activities					
Purchase of tangible fixed assets		(3,939)		-	
Purchase of investments		(495,000)		-	
Proceeds on disposal of investments		916		-	
Interest received		16		469	
Net cash (used in)/generated from investing activities			(498,007)		469
Net cash used in financing activities			-		-
Net (decrease)/increase in cash and cash equivalents			(495,165)		27,060
Cash and cash equivalents at beginning of year			720,134		693,074
Cash and cash equivalents at end of year			224,969		720,134

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

Charity information

Elmore Community Services is a private company limited by guarantee incorporated in England and Wales. The registered office is 213 Barnes Road, Cowley, Oxford, OX4 3UT.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

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.

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.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 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.

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies (Continued)

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	25% straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

1.7 Fixed asset investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

1 Accounting policies

(Continued)

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.11 Employee benefits

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

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

2 Change in accounting policy

During the year under review the trustees reconsidered the accounting policy relating to the Welfare fund. The fund consisted of monies passed to the charity for very specific items for specific clients. The trustees considered that they were merely acting as an 'agent' in respect of these funds and as such did not consider it appropriate to include the monies received as part of the core charitable funds.

Having reviewed the funds held it became apparent to the current Board that over many years the nature has changed and the majority of the funds held for the welfare of clients is now under the control of the charity and its Board of trustees. This has stemmed largely from the providers authorising unspent funds to be retained by the charity, and some other donations, only for the welfare of the clients and not for the running costs of the charity.

3 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

4 Donations and legacies

	Unrestricted funds	Total
	2018	2017
	£	£
Donations and gifts	-	500
	<u> </u>	<u> </u>

5 Charitable activities

	Support	Research	Total 2018	Total 2017
	£	£	£	£
Performance related grants	651,639	15,000	666,639	757,193
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Analysis by fund				
Unrestricted funds	506,009	-	506,009	
Restricted funds	145,630	15,000	160,630	
	<u> </u>	<u> </u>	<u> </u>	
	<u>651,639</u>	<u>15,000</u>	<u>666,639</u>	
	<u> </u>	<u> </u>	<u> </u>	
For the year ended 31 March 2017				
Unrestricted funds	544,667	-		544,667
Restricted funds	212,526	-		212,526
	<u> </u>	<u> </u>		<u> </u>
	<u>757,193</u>	<u>-</u>		<u>757,193</u>
	<u> </u>	<u> </u>		<u> </u>
Performance related grants				
Oxford City Council	-	15,000	15,000	-
Oxford City Council - Tenancy sustainment	35,630	-	35,630	35,630
Oxford City Council - ASCE	100,000	-	100,000	58,276
Oxfordshire Mental Health Partnership	468,025	-	468,025	468,025
Turning Point	-	-	-	47,500
South Abingdon - Sovereign Housing Association	10,000	-	10,000	-
Skills for care	2,150	-	2,150	-
Student placements	4,360	-	4,360	4,800
St Michaels and All Saints	6,500	-	6,500	3,126
Thames Valley Police and Crime - Independent trauma	24,000	-	24,000	118,620
Other	974	-	974	21,216
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	<u>651,639</u>	<u>15,000</u>	<u>666,639</u>	<u>757,193</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

6 Investments

	Unrestricted funds	Total
	2018 £	2017 £
Interest receivable	16	469

7 Raising funds

	Unrestricted funds	Total
	2018 £	2017 £
<u>Fundraising and publicity</u>		
Staff costs	-	32,902
<u>Investment management</u>	5,916	-
	5,916	32,902

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

8 Charitable activities

	2018 £	2017 £
Staff costs	439,672	532,323
Client welfare	12,355	7,191
Client support	43,289	49,250
Office costs	28,641	22,701
	<u>523,957</u>	<u>611,465</u>
Share of support costs (see note 9)	138,107	85,264
Share of governance costs (see note 9)	17,433	5,730
	<u>679,497</u>	<u>702,459</u>
Analysis by fund		
Unrestricted funds	525,545	
Restricted funds	153,952	
	<u>679,497</u>	
For the year ended 31 March 2017		
Unrestricted funds		488,879
Restricted funds		213,580
		<u>702,459</u>

9 Support costs

	Support costs £	Governance costs £	2018 £	2017 £
Staff costs	70,648	7,101	77,749	11,005
Depreciation	10,934	-	10,934	8,135
Insurance	4,460	-	4,460	6,779
Office costs	52,065	2,148	54,213	59,345
Audit fees	-	8,184	8,184	5,730
	<u>138,107</u>	<u>17,433</u>	<u>155,540</u>	<u>90,994</u>
Analysed between Charitable activities	<u>138,107</u>	<u>17,433</u>	<u>155,540</u>	<u>90,994</u>

Governance costs includes payments to the auditors of £8,184 (2017- £5,730) for audit fees.

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

10 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the year one trustee was reimbursed for travelling expenses totalling £72 (2017: £nil).

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2018 Number	2017 Number
CEO	1	1
Team managers	4	4
Multiple needs workers	18	19
	<u>23</u>	<u>24</u>

Employment costs

	2018 £	2017 £
Wages and salaries	475,790	529,964
Social security costs	23,559	26,182
Other pension costs	18,072	20,084
	<u>517,421</u>	<u>576,230</u>

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

12 Other

	2018 £	2017 £
Net loss on disposal of tangible fixed assets	<u>884</u>	<u>-</u>

13 Net gains/(losses) on investments

	Unrestricted funds	Total
	2018 £	2017 £
Revaluation of investments	<u>(5,879)</u>	<u>-</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

14 Prior year adjustment

As a result of the change in accounting policy detailed in note 2 the charity has made changes to the accounting treatment in connection with these funds.

The charity has eliminated the liability to clients and donors within its accounts of £42,306 and has incorporated these into its restricted reserves to ensure that it is only used for the welfare of its clients. Accordingly, liabilities have fallen by £42,306 and restricted reserves have increased by £42,306. Of this balance £45,770 relates to 31 March 2016 and earlier. During the year to 31 March 2017 £1,842 was spent on client welfare.

15 Tangible fixed assets

	Fixtures and fittings £
Cost	
At 1 April 2017	74,075
Additions	3,939
Disposals	(8,248)
	<hr/>
At 31 March 2018	69,766
	<hr/>
Depreciation and impairment	
At 1 April 2017	45,956
Depreciation charged in the year	10,934
Eliminated in respect of disposals	(7,365)
	<hr/>
At 31 March 2018	49,525
	<hr/>
Carrying amount	
At 31 March 2018	20,241
	<hr/>
At 31 March 2017	28,119
	<hr/>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

16 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2017	-
Additions	495,000
Valuation changes	(5,879)
Disposals	(916)
	<u>488,205</u>
At 31 March 2018	488,205
Carrying amount	
At 31 March 2018	<u>488,205</u>
At 31 March 2017	<u>-</u>

Fixed asset investments revalued

Listed investments are recognised at their fair value of £488,205. The valuation was undertaken by FundsNetwork as at 31 March 2018. The basis of fair value for the listed investments is equivalent to the market value. The historical cost value of the investments is £495,000

17 Financial Instruments	2018 £	2017 £
Carrying amount of financial assets		
Debt instruments measured at amortised cost	9,931	399
Equity instruments measured at cost less impairment	488,205	-
	<u>498,136</u>	<u>399</u>
Carrying amount of financial liabilities		
Measured at amortised cost	22,046	4,125
	<u>22,046</u>	<u>4,125</u>
18 Debtors		
Amounts falling due within one year:	2018 £	2017 £
Trade debtors	9,201	399
Other debtors	730	-
Prepayments and accrued income	24,722	16,666
	<u>34,653</u>	<u>17,065</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

19 Creditors: amounts falling due within one year

	Notes	2018 £	2017 £
Other taxation and social security		-	12,983
Deferred income	20	23,333	-
Trade creditors		967	45
Other creditors		6,553	-
Accruals and deferred income		14,526	4,080
		<u>45,379</u>	<u>17,108</u>

20 Deferred income

	2018 £	2017 £
Arising from grants	<u>23,333</u>	<u>-</u>

21 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Balance at 1 April 2017 £	Movement in funds		Balance at 31 March 2018 £
		Incoming resources £	Resources expended £	
Client welfare	44,716	-	(12,355)	32,361
Adult survivors of childhood sexual exploitation	-	100,000	(98,381)	1,619
Tenancy sustainment	-	35,630	(35,630)	-
Controlling migration project	-	15,000	(7,586)	7,414
Sovereign housing association	-	10,000	-	10,000
	<u>44,716</u>	<u>160,630</u>	<u>(153,952)</u>	<u>51,394</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

22 Analysis of net assets between funds

	Unrestricted 2018 £	Restricted 2018 £	Total 2018 £	Total 2017 £
Fund balances at 31 March 2018 are represented by:				
Tangible assets	20,241	-	20,241	28,119
Investments	488,205	-	488,205	-
Current assets/(liabilities)	158,075	56,168	214,243	720,091
	<u>666,521</u>	<u>56,168</u>	<u>722,689</u>	<u>748,210</u>

23 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2018 £	2017 £
Aggregate compensation	<u>47,844</u>	<u>40,121</u>

24 Cash generated from operations

	2018 £	2017 £
(Deficit)/surplus for the year	(25,521)	22,802
Adjustments for:		
Investment income recognised in statement of financial activities	(16)	(469)
Loss on disposal of tangible fixed assets	883	-
Fair value gains and losses on investments	5,879	-
Depreciation and impairment of tangible fixed assets	10,934	8,135
Movements in working capital:		
(Increase)/decrease in debtors	(17,588)	16,241
Increase/(decrease) in creditors	4,938	(20,118)
Increase in deferred income	23,333	-
Cash generated from operations	<u><u>2,842</u></u>	<u><u>26,591</u></u>