

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 2020

ELMORE COMMUNITY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Dr S Pearce Ms A Sanders Mr A Halime Mr J Lyons-Wainwright Ms P Scully Mr D Louw	(Appointed 12 December 2019) (Appointed 12 December 2019)
Charity number	1090616	
Company number	04139974	
Registered office	213 Barnes Road Cowley Oxford OX4 3UT	
Auditor	Shaw Gibbs Limited 264 Banbury Road Oxford OX2 7DY	

ELMORE COMMUNITY SERVICES

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ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 MARCH 2020

The trustees present their report and financial statements for the year ended 31 March 2020.

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 Community Services is a charity set up in 1989. We provide high quality, flexible services in the community to marginalised and disenfranchised people who would otherwise fall between the gaps in Oxfordshire services due to their multiple and complex needs.

Elmore's clients are people aged 16+ with multiple and complex needs. Clients will have multiple separate support needs such as mental health issues, homelessness and rough sleeping, substance misuse, offending, difficulty in forming and sustaining relationships, physical disability, self-harm, learning difficulties, domestic abuse, sex working or experience of abuse and neglect. Elmore deals with some of the most complex clients in Oxfordshire. The lives of Elmore clients are typically punctuated by various traumatic events which have led to an inability to process emotions in a conventional fashion.

Crises and escalating difficult behaviours can punctuate people's lives, and in times of crises, multiple agencies may be contacted by or involved in the life of an Elmore client, often at the same time. These contacts can be multiple as well as simultaneous, and without clearer communication and join-up, they can risk overwhelming agencies and, indeed, an overall system that is not designed for such behaviour.

With such needs, clients do not fit easily into services, can be hard to engage, and often they are not getting the services that they need when they need them. Elmore's flexible approach seeks to engage with people who may have slipped through the net of mainstream services, and to make a positive and lasting impact on their lives.

Elmore clients typically benefit from longer-term interactions. Initial approaches may be rejected. The Elmore worker will persevere, trying out different tactics to engage the client and building up their trust, possibly for the first time, in an agency. The build-up of trust delivers positive outcomes for the individual and the system in the longer-term, which means work can go at a slower pace. Our impact is a 'slower-burn' impact of increased time needed to achieve useful outcomes with clients.

We persistently try to engage people and make all potential avenues for treatment and support open and accessible. It is routinely our distinct role to make sense of the range of agencies that might be able to offer a relevant service, and to support people to access them. We occupy a disproportionately large position in the network of agencies across Oxfordshire to define and arrange support from a range of agencies to meet the needs of our clients.

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 2020

Achievements and performance

During 2019-20, Elmore Community Services worked with 359 clients across Oxfordshire, from a wide range of age groups and ethnicities. Elmore has continued our core work with people with mental health issues and complex needs.

We have continued to be an active member of the award-winning Oxfordshire Mental Health Partnership (OMHP). Now in its fifth year, the OMHP has been extended for a further two years following positive external reviews. Under this contract, Elmore has worked with 157 complex needs clients and 108 mental health clients in 2019-20. 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. During 2019-20 Elmore and OMHP partners were successful in securing additional funding from Oxfordshire Clinical Commissioning Group to address inflationary wage and demand pressures.

Elmore's Tenancy Sustainment service, commissioned by Oxford City Council to work with vulnerable tenants, has been renewed for a further year. We supported 25 clients to maintain their tenancy in 2019-20. Homelessness and rough sleeping are a national issue and Elmore's preventive work with particularly complex clients has helped to prevent further homelessness in Oxfordshire.

Elmore's New Beginnings Team, commissioned by Oxfordshire County Council to support adult survivors of childhood sexual exploitation (CSE), has been renewed for a further year. In 2019-20 Elmore has supported 35 clients. The effects of childhood sexual exploitation 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. The severity of the issues means clients often cannot access specific help elsewhere. New Beginnings works alongside people to offer support in making positive changes to their lives.

Elmore has continued to provide a pathway to community engagement and practical support within a Primary Care Wellbeing project, commissioned by Oxfordshire Mind (our partner in the OMHP), supporting 30 clients during 2019-20. Primary care is the front door for many patients with complex mental health problems. The Primary Care Wellbeing Project assists GPs and other primary care professionals to link people to support for social, emotional, and practical needs. Elmore works with clients in Oxford in a non-clinical, person-centred way to support them to access available support available in their community and develop tools to increase their ability to manage their own wellbeing.

During 2019-20 Elmore sponsored an innovation in mental health support to young people in the form of Oxfordshire Discovery College, which has been supported financially by Oxfordshire Community Foundation in 2019-20.

In July 2019 Tom Hayes became the new CEO of Elmore, following the resignation of Tamsin Jewell in January 2019. The Board of Trustees expresses its gratitude to Tamsin for her contributions during her four years leading Elmore.

Financial review

Financial sustainability was identified by the Board of Trustees as a key priority for the organisation and we are pleased to report that Elmore's income exceeded its expenses in 2019-20 for the first time since 2016-17, following additional funding secured to meet inflationary pressures. This was offset within this audit by a downturn in the value of our invested reserves at 31st March 2020, because of the economic uncertainty caused by COVID-19. The performance of the investment fund has since bounced back to a positive position and continues to be closely monitored by the Board of Trustees and its Finance Subcommittee.

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Elmore has remained dependent primarily on a small number of statutory contracts from the NHS and local government during 2019-20, however work is underway to diversify our income sources and there have been significant successes in this regard. Elmore works with vulnerable people and needs to ensure continuity in its provision of services to help safeguard them from hardship and uncertainty.

The Charity had reserves at the year-end 31 March 2020 of £679,357. Reserves allow Elmore 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. The Board of Trustees reviews the level of reserves of the Charity on a regular basis, ensuring this 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.

Plans for the future

2020 has been a year of both significant challenges and successes for Elmore.

Elmore has and will continue to respond to the uncertainty of the Coronavirus outbreak, having moved staff to working from home in place of the office and the community. During the early period of lockdown Elmore moved to delivering a phone-based service in place of in-person client support, ensuring clients received food parcels and activities to do from home, while trialling video-calling with clients, including through the distribution of smartphones to digitally excluded clients.

Since year end 2019-20 Elmore has also been awarded new contracts to deliver:

- a High Intensity User (HIU) project with Oxford University Hospitals NHS Foundation Trust to support frequent attenders as an alternative to A&E, which involved the addition of a new client-facing worker;
- leadership of a new Family Solutions Plus domestic abuse service across Oxfordshire, working with victims and perpetrators in individual and group settings, commissioned by Oxfordshire County Council
- a major role in a new Family Solutions Plus mental health partnership service also across Oxfordshire and commissioned by Oxfordshire County Council, working with Oxfordshire Mind, Connection Support, and Oxford Health NHS Foundation Trust

These new services represent a major increase in size and income to Elmore, with forecast income for 2020-21 over £1million for the first time. Our focus is therefore on ensuring excellent delivery of these projects in collaboration with partners, for the benefit of our clients and to put Elmore on a strong footing going forwards.

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.

Ms L Waddington
Dr D Woodburn
Dr S Pearce
Ms A Sanders
Mr A Halime
Mr J Lyons-Wainwright

(Resigned 6 January 2020)
(Resigned 19 September 2019)

ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

Mr T J Hayes	(Resigned 7 April 2019)
Ms A B Shah	(Resigned 24 May 2019)
Ms T Jewell	(Resigned 30 April 2019)
Ms P Scully	(Appointed 12 December 2019)
Mr D Louw	(Appointed 12 December 2019)

Elmore's governance is the responsibility of the Trustees and the sole Members of the company. The term of the Articles of Association specify a minimum of three Trustees and no maximum, though we aim for 8-12 Trustees to be an effective working group while also providing sufficient capacity, diversity, skills and knowledge.

The Board of Trustees has traditionally met six times per year (regular quarterly meetings plus two strategy meetings) and there is a Finance Subcommittee which meets in between the quarterly meetings.

Other working groups take place as required, focusing on topics such as Strategy, Quality, Co-production or other specific work to be undertaken with the support of Trustees.

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. In 2019-20 the Chief Executive has been supported operationally by a Service Manager, three Team Managers, and an Administration Manager, who together co-ordinate the team who undertake the direct charitable activities.

Auditor

In accordance with the company's articles, a resolution proposing that Shaw Gibbs Limited be reappointed as auditor of the company will be put at a General Meeting.

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



Mr J Lyons-Wainwright

Trustee

Dated: 5.12.20

ELMORE COMMUNITY SERVICES

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2020

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.

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 2020 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 2020 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 financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

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

We have been appointed as auditor under section 144 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.

Shaw Gibbs Limited

Shaw Gibbs Limited

24 December 2020

**Chartered Certified Accountants
Statutory Auditor**

264 Banbury Road
Oxford
OX2 7DY

Shaw Gibbs 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 2020

	Notes	Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
Income from:							
Donations and legacies	3	11,460	-	11,460	12,981	-	12,981
Charitable activities	4	645,586	193,915	839,501	483,301	209,832	693,133
Investments	5	372	-	372	275	-	275
Total income		657,418	193,915	851,333	496,557	209,832	706,389
Expenditure on:							
Raising funds	6	2,222	-	2,222	-	-	-
Charitable activities	7	628,422	197,420	825,842	521,100	225,360	746,460
Total resources expended		630,644	197,420	828,064	521,100	225,360	746,460
Net gains/(losses) on investments	11	(36,797)	-	(36,797)	10,267	-	10,267
Gross transfers between funds		-	-	-	32,361	(32,361)	-
Net movement in funds		(10,023)	(3,505)	(13,528)	18,085	(47,889)	(29,804)
Fund balances at 1 April 2019		689,380	3,505	692,885	671,295	51,394	722,689
Fund balances at 31 March 2020		679,357	-	679,357	689,380	3,505	692,885

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 2020

	Notes	2020 £	£	2019 £	£
Fixed assets					
Tangible assets	12		16,665		7,894
Investments	13		461,648		498,472
			<u>478,313</u>		<u>506,366</u>
Current assets					
Debtors	14	45,064		254,682	
Cash at bank and in hand		261,031		215,578	
		<u>306,095</u>		<u>470,260</u>	
Creditors: amounts falling due within one year	15	(105,051)		(283,741)	
Net current assets			<u>201,044</u>		<u>186,519</u>
Total assets less current liabilities			<u>679,357</u>		<u>692,885</u>
Income funds					
Restricted funds	17		-		3,505
Unrestricted funds			679,357		689,380
			<u>679,357</u>		<u>692,885</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 2020, although an audit has been carried out under section 144 of the Charities Act 2011.

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 19.11.20



Mr J Lyons-Wainwright
Trustee

Company Registration No. 04139974

ELMORE COMMUNITY SERVICES

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
Cash flows from operating activities					
Cash generated from/(absorbed by) operations	21		64,990		(9,609)
Investing activities					
Purchase of tangible fixed assets		(19,935)		(57)	
Purchase of investments		(3,391)		-	
Proceeds on disposal of investments		3,418		-	
Interest received		371		275	
Net cash (used in)/generated from investing activities			(19,537)		218
Net cash used in financing activities			-		-
Net increase/(decrease) in cash and cash equivalents			45,453		(9,391)
Cash and cash equivalents at beginning of year			215,578		224,969
Cash and cash equivalents at end of year			<u>261,031</u>		<u>215,578</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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 [governing document], 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) (effective 1 January 2019)". 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.

The charity is in a fortunate position where its funding has not been effected by Covid-19. The income forecast for the year ended 31 March 2021 is over £1million in total. The charity had reserves at the year end 31 March 2020 of £679,357. Given these factors, the accounts have been prepared on the going concern basis accordingly.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

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 Income

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.

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

1 Accounting policies

(Continued)

1.5 Expenditure

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.

1.6 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
Computers	25% straight line

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).

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 2020

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 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.

3 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2020	2019
	£	£
Donations and gifts	11,460	12,981

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

4 Charitable activities

	Support	Research	Total	Support	Research	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Performance related grants	819,501	20,000	839,501	648,133	45,000	693,133
Analysis by fund						
Unrestricted funds	645,586	-	645,586	438,301	45,000	483,301
Restricted funds	173,915	20,000	193,915	209,832	-	209,832
	819,501	20,000	839,501	648,133	45,000	693,133
Performance related grants						
Oxford City Council - Modern day slavery research	-	20,000	20,000	-	45,000	45,000
Oxford City Council - Tenancy sustainment	35,630	-	35,630	35,630	-	35,630
Oxfordshire County Council - New Beginnings	100,000	-	100,000	100,000	-	100,000
Oxfordshire Mental Health Partnership	468,025	-	468,025	468,025	-	468,025
Oxfordshire Clinical Commissioning Group	200,000	-	200,000	29,202	-	29,202
Oxfordshire Mind - Primary Care Mental Health Project	34,385	-	34,385	-	-	-
Oxon Community Foundation OHM - Discovery Project	5,266	-	5,266	-	-	-
Student placements	-	-	-	6,600	-	6,600
St Michaels and All Saints	10,000	-	10,000	7,000	-	7,000
Other	(33,805)	-	(33,805)	1,676	-	1,676
	819,501	20,000	839,501	648,133	45,000	693,133

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

5 Investments

	Unrestricted funds	Unrestricted funds
	2020 £	2019 £
Income from listed investments	9	-
Interest receivable	363	275
	<u>372</u>	<u>275</u>

6 Raising funds

	Unrestricted funds	Total
	2020 £	2019 £
<u>Fundraising and publicity</u>		
Other fundraising costs	2,222	-
	<u>2,222</u>	<u>-</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

7 Charitable activities

	2020 £	2019 £
Staff costs	572,738	499,518
Client welfare	10,094	7,741
Client support	50,795	31,975
Office costs	42,870	31,863
	<u>676,497</u>	<u>571,097</u>
Share of support costs (see note 8)	133,885	148,573
Share of governance costs (see note 8)	15,460	26,790
	<u>825,842</u>	<u>746,460</u>
Analysis by fund		
Unrestricted funds	628,422	521,100
Restricted funds	197,420	225,360
	<u>825,842</u>	<u>746,460</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

8 Support costs	Support Governance costs		2020		Support Governance costs		2019		Basis of allocation
	£	£	£	£	£	£	£		
Staff costs	72,353	7,830	80,183	66,757	8,882	75,639	Direct costs		
Depreciation	11,165	-	11,165	12,404	-	12,404	Direct costs		
Insurance	4,521	-	4,521	4,626	-	4,626	Direct costs		
Office costs	45,846	2,130	47,976	64,786	5,306	70,092	Direct costs		
Audit fees	-	5,500	5,500	-	12,602	12,602	Governance		
	<u>133,885</u>	<u>15,460</u>	<u>149,345</u>	<u>148,573</u>	<u>26,790</u>	<u>175,363</u>			
Analysed between									
Charitable activities	<u>133,885</u>	<u>15,460</u>	<u>149,345</u>	<u>148,573</u>	<u>26,790</u>	<u>175,363</u>			

Governance costs includes payments to the auditors of £5,500 (2019 - £12,602) for audit fees.

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

9 Trustees

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

10 Employees

Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
CEO	1	1
Team Managers	5	5
Multiple needs workers	21	17
	<u>27</u>	<u>23</u>

Employment costs

	2020 £	2019 £
Wages and salaries	587,281	525,197
Social security costs	45,163	35,887
Other pension costs	20,477	14,073
	<u>652,921</u>	<u>575,157</u>

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

11 Net gains/(losses) on investments

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Revaluation of investments	<u>(36,797)</u>	<u>10,267</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

12 Tangible fixed assets

	Fixtures and fittings £	Computers £	Total £
Cost			
At 1 April 2019	69,766	57	69,823
Additions	-	19,935	19,935
At 31 March 2020	<u>69,766</u>	<u>19,992</u>	<u>89,758</u>
Depreciation and impairment			
At 1 April 2019	61,917	12	61,929
Depreciation charged in the year	6,166	4,998	11,164
At 31 March 2020	<u>68,083</u>	<u>5,010</u>	<u>73,093</u>
Carrying amount			
At 31 March 2020	<u>1,683</u>	<u>14,982</u>	<u>16,665</u>
At 31 March 2019	<u>7,849</u>	<u>45</u>	<u>7,894</u>

13 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 April 2019	498,472
Additions	3,391
Valuation changes	(36,797)
Disposals	(3,418)
At 31 March 2020	<u>461,648</u>
Carrying amount	
At 31 March 2020	<u>461,648</u>
At 31 March 2019	<u>498,472</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

14 Debtors

	2020	2019
	£	£
Amounts falling due within one year:		
Trade debtors	11,968	224,054
Other debtors	-	9,563
Prepayments and accrued income	33,096	21,065
	<u>45,064</u>	<u>254,682</u>

15 Creditors: amounts falling due within one year

	Notes	2020	2019
		£	£
Other taxation and social security		11,701	17,036
Deferred income	16	50,000	208,333
Trade creditors		23,398	36,255
Other creditors		4,083	6,939
Accruals		15,869	15,178
		<u>105,051</u>	<u>283,741</u>

16 Deferred income

	2020	2019
	£	£
Other deferred income	50,000	208,333
	<u>50,000</u>	<u>208,333</u>

17 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:

	Movement in funds			
	Balance at 1 April 2019	Incoming resources	Resources expended 31 March 2020	Balance at 31 March 2020
	£	£	£	£
Oxfordshire County Council - New Beginnings	3,505	100,000	(103,505)	-
Tenancy sustainment	-	35,630	(35,630)	-
Controlling migration project	-	20,000	(20,000)	-
Primary Care Project	-	34,385	(34,385)	-
Oxford Discovery Grant	-	3,900	(3,900)	-
	<u>3,505</u>	<u>193,915</u>	<u>(197,420)</u>	<u>-</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

18 Analysis of net assets between funds

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £
Fund balances at 31 March 2020 are represented by:						
Tangible assets	16,665	-	16,665	7,894	-	7,894
Investments	461,648	-	461,648	498,472	-	498,472
Current assets/ (liabilities)	201,044	-	201,044	183,014	3,505	186,519
	<u>679,357</u>	<u>-</u>	<u>679,357</u>	<u>689,380</u>	<u>3,505</u>	<u>692,885</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

19 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases:

	2020	2019
	£	£
Within one year	76,587	94,261

20 Related party transactions

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2020	2019
	£	£
Aggregate compensation	37,892	51,743

21 Cash generated from operations

	2020	2019
	£	£
Deficit for the year	(13,528)	(29,804)
Adjustments for:		
Investment income recognised in statement of financial activities	(372)	(275)
Fair value gains and losses on investments	36,797	(10,267)
Depreciation and impairment of tangible fixed assets	11,165	12,404
Movements in working capital:		
Decrease/(increase) in debtors	209,618	(220,029)
(Decrease)/increase in creditors	(20,357)	53,362
(Decrease)/increase in deferred income	(158,333)	185,000
Cash generated from/(absorbed by) operations	64,990	(9,609)

22 Analysis of changes in net funds

The charity had no debt during the year.