

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 2017

CHARITY COMMISSION
FIRST CONTACT
23 NOV 2017
ACCOUNTS
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ELMORE COMMUNITY SERVICES

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Ms P A Wooding Mr M Hammond Ms T M Lea Dr S Pearce Mr M McNamara Ms J Kotilaine Ms A Sanders Dr D Woodburn Mrs L T Waddington	(Appointed 1 January 2017)
Secretary	Ms T Jewell	
Charity number	1090616	
Company number	04139974	
Registered office	213 Barns Road Oxford Oxfordshire OX4 3UT	
Auditor	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

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ELMORE COMMUNITY SERVICES

TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

The trustees present their report and accounts for the year ended 31 March 2017.

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 March 2016, 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.

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.

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 mental health issues, drug and alcohol problems, homelessness, anti-social behaviours, exploitation, family support and child protection, learning disabilities and communication difficulties. 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, start to use mainstream services successfully, develop better quality of life and integrate back into their communities. We also identify gaps and barriers in current provision, and create models of working that address these issues.

ELMORE COMMUNITY SERVICES

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

FOR THE YEAR ENDED 31 MARCH 2017

Achievements and performance

During 2016-17, Elmore Community Services worked with 396 clients and also provided advice and information to a further 118 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 (including 1 person who was non-binary gender).

Our work with people with mental health issues and complex needs has continued. 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. Under the OMHP contracts, we worked with 188 complex needs clients and 135 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 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. This year, Elmore prioritised efforts to engage with users of the OMHP, playing a leading role in organising a one-day service-user engagement event called "Celebrating Our Lives" in July 2016.

Our Tenancy Sustainment contract with Oxford City Council to work with vulnerable tenants was renewed, and we assisted 25 clients to maintain their tenancy in 2016-17. Of these, 100% had mental health issues; this is an increase from 84% in the last financial year. Clients also had a range of other needs, including those related to their physical health (64%), their drug use (44%), and their finances (36%). 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. There is a noticeable increase in the number of people sleeping rough in Oxford city centre, with official estimates from the City Council putting the number at 80 – 100 (28 rough sleepers were confirmed when the last official count was completed).

Our Independent Trauma Advice team continued to address modern slavery this year. 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. Over the year, the team provided advice and support to 22 victims. Some of them 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) but most preferred to remain in their local area.

We were delighted to win a 3-year contract through competitive tendering to continue our work with Adults Survivors of Child Sexual Exploitation. During this period, the team of 2 workers and half-time manager supported 17 clients, all of whom had mental health issues – as may be expected given their traumatic pasts. This included overnight support during criminal trials which can be terribly distressing for victims.

The subcontract we held with Turning Point (the prime contractor for the provision of Drug and Alcohol services across Oxfordshire) sadly came to an end in Autumn 2016, as Turning Point refocused their resources towards service users closer to achieving abstinence. Our role was to provide 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 34 clients this year until the service ended. The majority of these individuals also had mental health difficulties (74%) and accommodation problems (65%), as well as their substance use issues.

The Elmore Members Association of clients and ex-clients developed well this year, meeting every 2 months 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. This year, the group revamped our website and undertook a sponsored walk.

ELMORE COMMUNITY SERVICES

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

FOR THE YEAR ENDED 31 MARCH 2017

Our CEO was invited to join the Oxfordshire Health Inequalities Commission (set up by the Clinical Commissioning Group - CCG) which reported in December 2016. The report had a warm endorsement from Sir Michael Marmot and the Oxfordshire Health and Well Being Board agreed to take its recommendations forward. One of our team managers was also invited to join a CCG-sponsored process for transforming care for people with autism.

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 three of our staff completing the programme this year. While we do not require our staff to have a professional qualification such as social work or occupational therapy, these qualifications provide an excellent basis for the support work that Elmore does, and we are committed to ensuring the continuing professional development of our staff.

Elmore was delighted that two of its workers were chosen to participate in the Lankelly Chase Foundation's Systems Changers programme from Sept-Dec 2016. The programme sought to enable frontline workers to contribute to and create systems change, recognising that "frontline workers form the lifeblood of the systems which support those experiencing complex and multiple disadvantage,....yet their perspectives rarely form part of developing the policies and services they deliver and their insights are rarely included in efforts to reform the multiple systems they work in." Our staff greatly enjoyed this opportunity, developing skills, knowledge and networks that they brought back into the team.

Towards the end of this year, Elmore undertook an open recruitment process to find a new Chair of Trustees. In January 2017, we were happy to announce the appointment of Mrs Lyn Waddington who will serve a 3 year term (in accordance with our Articles of Association). Lyn is a Senior IT manager at Oxford University, experienced at developing IT strategies, implementing innovative IT solutions, and managing organisational change within complex organisations. Lyn is also a founding member of Edge Housing which provides housing and support to homeless men in Oxford.

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)(INCLUDING DIRECTORS' REPORT)

FOR THE YEAR ENDED 31 MARCH 2017

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. This is an absolute minimum and our aim is to hold six full months operating costs.

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 2016-2017 of £25,477 (2015-2016: £45,711) has been added to the total funds, which at the balance sheet date stood at £705,904 (2015-2016: £680,427).

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.

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 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

ELMORE COMMUNITY SERVICES

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

FOR THE YEAR ENDED 31 MARCH 2017

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.

Plans for the future

Elmore developed a 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. A new strategic planning process will begin in the autumn of 2017.

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 L Waddington (Chair; appointed 01/01/2017)
Ms P A Wooding (Chair until 31/12/2016)
Mr M Hammond
Ms T M Lea
Dr S Pearce
Mr M McNamara
Ms J Kotilaine
Mr M Adams (resigned 22/09/2016)
Ms A Sanders
Dr D Woodburn (appointed Treasurer 26/01/2017)

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

ELMORE COMMUNITY SERVICES

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

FOR THE YEAR ENDED 31 MARCH 2017

Statement of trustees' responsibilities

The trustees (who are also directors of Elmore Community Services for the purposes of company law) are responsible for preparing the Trustees' Annual 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. 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 2015 (FRS 102)
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

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



Dr D Woodburn

Dated: 25/9/2017

ELMORE COMMUNITY SERVICES

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF ELMORE COMMUNITY SERVICES

We have audited the accounts of Elmore Community Services for the year ended 31 March 2017 set out on pages 9 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), including Financial Reporting Standard 102.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 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 charity 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 auditor

As explained more fully in the statement of trustees' responsibilities set out on pages 1 - 6, 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 145 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 charitable company'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 and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. 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 2017 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 AUDITOR'S REPORT (CONTINUED)

TO THE MEMBERS 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 accounts are not in agreement with the accounting records and returns; or
- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the 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.

S. J. Wetherall

Stephen John Wetherall (Senior Statutory Auditor)
for and on behalf of Shaw Gibbs Limited

16 November 2017

Chartered Certified Accountants
Statutory Auditor

264 Banbury Road
Oxford
OX2 7DY

ELMORE COMMUNITY SERVICES

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2017

	Notes	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Income from:					
Donations and legacies	3	500	-	500	137
Charitable activities		544,667	212,526	757,193	786,216
Investments	5	469	-	469	599
Total income		<u>545,636</u>	<u>212,526</u>	<u>758,162</u>	<u>786,952</u>
Expenditure on:					
Raising funds	4 6	32,902	-	32,902	32,363
Charitable activities	7	487,257	212,526	699,783	708,878
Total resources expended		<u>520,159</u>	<u>212,526</u>	<u>732,685</u>	<u>741,241</u>
Net income for the year/ Net movement in funds		25,477	-	25,477	45,711
Fund balances at 1 April 2016		680,427	-	680,427	634,716
Fund balances at 31 March 2017		<u>705,904</u>	<u>-</u>	<u>705,904</u>	<u>680,427</u>

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 2017

	Notes	2017 £	£	2016 £	£
Fixed assets					
Tangible assets	10		28,119		36,255
Current assets					
Debtors	11	17,066		33,306	
Cash at bank and in hand		727,910		699,796	
		<u>744,976</u>		<u>733,102</u>	
Creditors: amounts falling due within one year	12	(67,191)		(88,930)	
Net current assets			677,785		644,172
Total assets less current liabilities			<u>705,904</u>		<u>680,427</u>
Income funds					
Unrestricted funds			705,904		680,427
			<u>705,904</u>		<u>680,427</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 2017, 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 accounts under the requirements of the Companies Act 2006.

The trustees' responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing accounts 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 accounts, so far as applicable to the company.

The accounts were approved by the Trustees on 25/9/2017


Dr D Woodburn

Company Registration No. 04139974

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2017

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 Barns Road, Oxford, Oxfordshire, OX4 3UT.

1.1 Accounting convention

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

The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

These accounts for the year ended 31 March 2017 are the first accounts of Elmore Community Services prepared in accordance with FRS 102, The Financial Reporting Standard applicable in the UK and Republic of Ireland. The date of transition to FRS 102 was 1 April 2015. The reported financial position and financial performance for the previous period are not affected by the transition to FRS 102.

1.2 Going concern

At the time of approving the accounts, 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 accounts.

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 accounts.

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

1.4 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.

1.5 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 2017

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.

Fixtures, fittings & equipment 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 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.

1.8 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.

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.

1.9 Taxation

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

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

1 Accounting policies

(Continued)

1.10 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.

1.11 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.

1.12 Pension

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

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

	2017	2016
	£	£
Donations and gifts	500	137

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

4 Grants

	Unrestricted funds £	Restricted funds £	Total 2017 £	Total 2016 £
Oxfordshire Mental Health Partnership / Oxford Health Foundation Trust:				
Multiple Complex Needs	205,931	-	205,931	205,931
Mental Health Floating Support	262,094	-	262,094	262,094
Oxfordshire County Council:				
Learning Disability	3,908	-	3,908	3,586
Adult Survivors of Childhood Sexual Exploitation	-	58,276	58,276	8,290
Turning Point	47,500	-	47,500	120,000
Thames Valley Police and Crime Commissioner:				
Independent Trauma Advisor Support Service	-	118,620	118,620	117,806
Oxford City Council:				
Tenancy Sustainment	-	35,630	35,630	35,630
Hostel Inreach	-	-	-	3,394
Other:				
Student Placements and Training	4,800	-	4,800	4,942
Lankelly Chase Foundation	6,000	-	6,000	-
Secondment	11,308	-	11,308	24,543
St Michaels and All Saints	3,126	-	3,126	-
	<u>544,667</u>	<u>212,526</u>	<u>757,193</u>	<u>786,216</u>

5 Investments

	2017 £	2016 £
Interest receivable	469	599
	<u>469</u>	<u>599</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

6 Raising funds

	2017	2016
	£	£
<u>Costs of generating contracts, donations and legacies</u>		
Staff costs	32,902	32,363
	<u>32,902</u>	<u>32,363</u>
For the year ended 31 March 2016		
Costs of generating contracts, donations and legacies		<u>32,363</u>

7 Charitable activities

	2017	2016
	£	£
Staff costs	532,323	523,584
Depreciation and impairment	8,135	8,600
Insurance	61,614	51,176
Office costs	80,976	109,053
Audit fees	5,730	5,640
Management and administrative support	11,005	10,825
	<u>699,783</u>	<u>708,878</u>
	<u>699,783</u>	<u>708,878</u>

8 Trustees

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

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2017

9 Employees

Number of employees

The average monthly number employees during the year was:

	2017 Number	2016 Number
CEO	1	1
Team manager	4	4
Multiple needs workers	19	19
	<u>24</u>	<u>24</u>

Employment costs

	2017 £	2016 £
Wages and salaries	509,698	513,100
Social security costs	44,238	45,110
Other pension costs	22,294	8,562
	<u>576,230</u>	<u>566,772</u>

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

During the year no trustee was reimbursed for expenses (2016: £Nil).

No Trustee received any remuneration during the year (2016: £Nil).

10 Tangible fixed assets

	Fixtures, fittings & equipment £
Cost	
At 1 April 2016	<u>74,075</u>
At 31 March 2017	<u>74,075</u>
Depreciation and impairment	
At 1 April 2016	37,821
Depreciation charged in the year	8,135
At 31 March 2017	<u>45,956</u>
Carrying amount	
At 31 March 2017	<u>28,119</u>
At 31 March 2016	<u>36,255</u>

ELMORE COMMUNITY SERVICES

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

11 Debtors	2017	2016
Amounts falling due within one year:	£	£
Trade debtors	400	33,306
Prepayments and accrued income	16,666	-
	<u>17,066</u>	<u>33,306</u>

12 Creditors: amounts falling due within one year	2017	2016
	£	£
Other taxation and social security	12,983	15,081
Trade creditors	45	906
Other creditors	50,083	52,203
Accruals and deferred income	4,080	20,740
	<u>67,191</u>	<u>88,930</u>

13 Restricted funds

	Movement in funds				Balance at 31 March 2017
	Balance at 1 April 2016	Incoming Resources	Resources Expended	Funds Transfers	
	£	£	£	£	£
Adult survivors of childhood sexual exploitation	-	58,276	(58,276)	-	-
PCC Independent Trauma Advisor Support Service	-	118,620	(111,669)	(6,951)	-
Tenancy Sustainment	-	35,630	(35,630)	-	-
	<u>-</u>	<u>212,526</u>	<u>(205,575)</u>	<u>(6,951)</u>	<u>-</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 FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2017

14 Analysis of net assets between funds

	Unrestricted £	Restricted £	Total £
Fund balances at 31 March 2017 are represented by:			
Tangible assets	28,119	-	28,119
Current assets/(liabilities)	677,785	-	677,785
	<u>705,904</u>	<u>-</u>	<u>705,904</u>

15 Related party transactions

There were no disclosable related party transactions during the year (2016- none).

Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2017 £	2016 £
Aggregate compensation	<u>40,121</u>	<u>40,679</u>