

Company no. 1495257  
Charity no. 280339

**Cintre Community Limited**  
**Report and Audited Financial**  
**Statements**  
**31 March 2014**

**Cintre Community Limited**

**Reference and administrative details**

**For the year ended 31 March 2014**

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<b>Company number</b>	1495257
<b>Charity number</b>	280339
<b>Registered office</b>	54 St John's Road Clifton Bristol BS8 2HG
<b>Operational address</b>	2nd Floor Shore House 68 Westbury Hill Bristol BS9 3AA
<b>Council of management</b>	Members of the council of management, who are also trustees under charity law, who served during the year and up to the date of this report were as follows:  David Gosling                      Chairman and acting secretary John Ireland Robert Moore Thomas Richardson              Appointed 20 August 2013 Alison Webber                      Appointed 11 February 2014 Jon Webber                          Finance Director
<b>Principal staff</b>	John Bennett                      Chief Executive Officer Sonia Fernandes                  Resources Manager Jayne Giles                          Registered Manager Severnoaks Rachel Hoskins                      Registered Manager Reachout Maura Laporta                      Finance Manager Gordon MacDonnell                Registered Manager Cintre House
<b>Bankers</b>	Triodos Bank Deanery Road Bristol BS1 5AS
<b>Solicitors</b>	Burroughs Day 14 Charlotte Street Bristol BS1 5PT
<b>Auditors</b>	Godfrey Wilson Ltd Chartered Accountants and Statutory Auditors 5.11 Paintworks Bath Road Bristol BS4 3EH

## **Cintre Community Limited**

### **Report of the council of management**

#### **For the year ended 31 March 2014**

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The council of management present their report and the audited financial statements for the year ended 31 March 2014.

Reference and administrative information set out on page 1 forms part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice - Accounting and Reporting by Charities (issued in March 2005).

#### **Structure, governance and management**

The organisation is a charitable company limited by guarantee, incorporated on 22 February 1980. The company was established under a Memorandum of Association which established the objects and powers of the company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as Members of the Council of Management. Under the requirements of the Memorandum and Articles of Association, there must be between 3 and 20 members of the Council and each member retires from office at each ordinary general meeting and is eligible for re-election for another year. During this year the Council has been pleased to welcome two new trustees which has brought the number of current Members of the Council to 6, including the formal roles of Chair, Secretary and Finance Director. Together, the trustees bring experience and abilities relating to care, finance, property, executive management, information technology, health and safety and organisation. The Chair takes the regular reporting and performance management of the Chief Executive.

Trustees are recruited ideally to provide a balance between caring and organisational knowledge, skills and experience. Recruitment is preferably through personal recommendation and networking by existing trustees and members, although selective advertising through appropriate channels, including newspapers and internet, has also been used. In the past year efforts were made to engage local churches and employers in both the public and private sectors but so far without success.

Trustee induction programmes are developed around a standard approach and implemented for all new trustees. Typically this includes:

- the obligations of Council of Management members, under both Company and Trust law;
- the regulation of the care sector in which we operate;
- the Memorandum and Articles of Cintre Community and other documents which provide insight into the operational framework of the charity;
- the latest published Report and Accounts and other information on the latest financial position of the charity, and
- the latest strategy documents including future business plans and objectives.

The whole Council of Management, with the Chief Executive, recently attended a thorough presentation from Cintre's solicitors on the legal and regulatory duties of both Trustees and Directors. It is intended that such a detailed session should be repeated every three years. New Trustees in the interim will receive individual briefings.

## **Cintre Community Limited**

### **Report of the council of management**

#### **For the year ended 31 March 2014**

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All members of the Council of Management give their time voluntarily and receive no benefit from the charity. Any expenses reclaimed from the charity are set out in the notes to the Accounts.

The Council of Management is responsible for the strategic direction and policy of the charity and for ensuring, through the management structure, the proper execution of all its operations. The Council of Management is ultimately responsible for ensuring that the charity delivers the services specified, that performance standards are maintained and that services are delivered in a professional manner. In order to achieve this, the Chief Executive has responsibility for all aspects of day to day operational management, supervision of the staff and ensuring that the management team continues to develop its skills and working practices in line with good practice. Managers meet together regularly to receive briefings from Board members and to discuss operational issues.

The Council meets monthly and the meetings are attended by the Chief Executive. According to the agenda relevant members of the management teams are also invited to attend. The agenda for the meeting is agreed by the Chair with recommendations made by other members. Management issues requiring a formal decision are dealt with in accordance with Memorandum and Articles.

The Council of Management currently uses three sub-committees. The first is temporary and supports the Chief Executive in an extensive exercise to bring together and harmonise differing approaches between Cintre's operational units. The second covers Remuneration and makes recommendations to the Council. The third covers Governance and Audit to ensure full coverage of Council responsibilities. The Chief Executive sits on all three and a specialist advisor is retained for remuneration issues.

In so far as it is complementary to the charity's objects, the charity is guided by both local and national care policy. The Council of Management currently does not have any interests in other charities.

Following a challenging period of austerity and uncertainty within the sector, the Council of Management has moved to re-position Cintre at the forefront of provision of quality care and recruited a Chief Executive in April 2013 to assist in strategic review and to lead in building a more effective organisation. Subsequently, during 2013/14, an overall strategy has been agreed and Business Plans commenced for its progressive implementation. In this respect, 2013/14 has begun a process of change the benefits of which, for service users and Cintre, should be seen in successive years.

Specific steps taken during the year to strengthen management effectiveness have included a move of administrative offices, creation of two new professional management posts, replacement of ageing computer and telephone equipment and centralisation of some administration so as to allow managers more time to concentrate on service delivery. The outreach unit has also moved to new premises alongside the administration.

As the financial year ends Cintre is well advanced in overhauling all Policies and Procedures and in an exercise to harmonise all aspects of its practice to remove some disparate elements that have grown in local operations. Staff members are involved in this review through representative membership of a Joint Consulting Committee. Further steps are anticipated in the coming financial year to focus on the training and professional development of staff and their terms and conditions in the competitive market-place.

## **Cintre Community Limited**

### **Report of the council of management**

**For the year ended 31 March 2014**

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#### **Risk review**

The Council of Management in conjunction with the Chief Executive regularly seeks to identify and review the major risks, strategic, financial and operational, to which Cintre is exposed. As described above, a Governance and Audit sub-committee has been established to support and strengthen the Council's oversight of all Cintre's operations. The Council of Management is satisfied that appropriate systems and controls are in place reasonably to mitigate current risks and that contingency plans are in place should they occur. Nevertheless, as part of its complete review, risk management will also be subject to robust scrutiny.

#### **Financial review**

The charity's services are almost entirely reliant on fees paid from commissioning bodies, mainly Local Authority Social Services, for residential care and outreach support. The continuing reduction in fees that Authorities are able to pay impacts significantly on the viability of small organisations such as Cintre. It emphasises the need for expansion to a broader base of operations and continuous close scrutiny of costs.

Also, during the past year, a significant move has been made towards additional fundraising by using the services of a professional in the field. Awards have been received to enable the re-furbishment both of a kitchen and a bathroom and also to fund a project for the re-design by service users, with external professional support, of a garden with sensory elements.

The trial period has thus been sufficiently successful to warrant the commissioning by the Council of Management of an increased level of activity during 2014/15, and thereafter, with the aim of providing a steadily growing source of extra income.

Thus, although it has been another year with exceptional challenges and investments for the future the charity has shown a slightly increased operating surplus of £5,824 compared with £5,625 last year. Total incoming resources approached £1.2m, an increase of just over 15% compared with last year. Although there was a deficit in the outcomes at both Cintre House and Reachout those losses were more than offset by fee income from Severn Oaks during this financial year. Total expenditure was just over £1.1m, an increase of nearly 16% compared with last year mainly due to the investment in management, administrative offices, computing and telephony, as described elsewhere in this report.

Following an independent review of Cintre properties and changes to the depreciation policy, the value of the properties were increased by £789,384. Therefore total tangible fixed assets have increased from £1.5m to nearly £2.3m.

## **Cintre Community Limited**

### **Report of the council of management**

**For the year ended 31 March 2014**

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#### **Reserves review**

Reserves are needed to meet both the working capital requirements and to support the implementation of the results of the strategic review. The Council of Management is committed to ensuring that there is sufficiency of reserves to operate based upon the following provisions.

The **Operational Risk reserve** is designed to:

- Provide against a 20% shortfall in occupancy levels;
- Provide against three months average expenditure; and
- Avoid the necessity of realising fixed assets held for the Community's use.

The Council of Management bases the monitoring of operational risk reserves cover on net current assets. As at 31 March 2014 net current assets were £868,497 (2013: £907,098) and comfortably exceed the target level, mainly due to the property sale in 2012.

#### **Development reserve**

The Council of Management reported previously that it had put aside funds in readiness for the results of the strategic review and for resulting models of investment in growth of services and infrastructure. These include but are not limited to:

- Investing in the infrastructure to support future growth plans and placing the organisation ready and able to respond to supporting new enhanced services; and
- Identifying and investigating the breadth of services offered with a view to undertaking feasibility and possible development should these additional services be appropriate.

Having placed the proceeds from the disposal of a property in 2012 into short term deposits for use in implementing its strategic review, the Council of Management has confirmed its intention to use these funds both to expand the range of services offered by Cintre and to support a greater number of people. In line with the first objective, it has allowed a proportion to fund temporarily the expansion of the supporting organisation in order to enable the necessary growth. During the year, a fuller policy has been developed and agreed by the Council of Management together with procedures to facilitate decision making.

As the year closed, some 20% of these funds were used to make the enabling changes outlined above in new management posts to manage resources and develop future business opportunities, in the leasing and fitting out of new premises and investment in better computer and telephone equipment.

The Council of Management maintains a record of developing projects for which remaining funds will be designated while business planning determines cash needs in the short, medium and longer terms. Should future surplus be adequate from year to year the Council of Management may make further designations into Development Reserve in order to continue to exercise careful oversight and facilitation of expansion to support and provide benefits to more people in line with its strategy and constitutional objectives.

## **Cintre Community Limited**

### **Report of the council of management**

**For the year ended 31 March 2014**

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#### **Investment policy and objectives**

The trustees have continued to maintain a prudent investment policy to invest only in safe cash deposit accounts such that each is held below the level for compensation under the Financial Services Compensation Scheme. Although the returns on these deposits have fallen in recent months due to the continuing very low interest rates, the trustees consider this policy to have been appropriate in the current economic environment and allowed good access to funds when needed. The Council of Management regularly reviews its investment policy and may look to vary it depending on the investment horizon revealed by current business planning and the Council's view on risk at the time.

#### **Objectives and activities**

Cintre Community was originally established in 1977 as a residential home for young adults with learning disabilities and has since evolved to meet the changing needs of its service users. The charity continues to provide residential support, floating support and specialist training services for young people between the ages of 16 and 45 and outreach services to people in the community between 18 and 65 with similar difficulties and support needs. The service users have a wide range of mild to moderate learning difficulties and often a mix of very complex and demanding conditions such as autism, challenging behaviours and ADHD as well as cerebral palsy and epilepsy. Cintre works within a holistic, structured and therapeutic framework centred on the individual service user and designed for people to access different types of support at different levels and different times - a strong ethos and belief that have served us well for almost 40 years.

The purpose of Cintre's activities is to maximise the independence of the people we support so that they live their lives as full and active members of society and in the way they have chosen to live them. After an in depth assessment and evaluation Cintre will support them all in planned and agreed steps towards the achievement or maintenance of their independence. Cintre is there when needed and until an individual is strong enough to move on to the next stage. Delivering agreed benefits for each individual is central to all the charity's plans and activities. This not only helps the charity to remain focused on its stated aims and objectives but also enables us to set priorities for our future strategic plans.

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives, including during planning meetings. In particular, the Council of Management considers how planned activities will contribute to the aims and objectives they have set.

The charity has two residential locations, Cintre House based in Bristol and Severn Oaks based in Clevedon. Each of these houses offers a slightly differing style and strength so that a range of client needs can be accommodated and support targeted towards their specific requirements.

Rather than prescribe a pre-defined package of services, Cintre's approach means that needs determine and inspire the services offered. Only after an in depth assessment and evaluation can anyone join Cintre.

## **Cintre Community Limited**

### **Report of the council of management**

#### **For the year ended 31 March 2014**

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Each plan and set of milestones is unique to each individual and will naturally change and evolve in time with the service user input. The plan can include many aspects such as managing challenging behaviours, attending college courses, living and social skills – cookery, and activities such as arts and crafts and DIY.

Staff members are particularly trained and have skills in providing care for higher level, complex needs, including Asperger's Syndrome and other autistic spectrum disorders, Fragile X Syndrome, Attention Deficit Hyperactivity Disorder (ADHD), Obsessive Compulsive Disorder (OCD), challenging behaviours, drug and alcohol misuse, Tourettes Syndrome, sexual and behavioural issues. The development of its training is a feature of Cintre's future strategy for growth as well as being essential for meeting the coming requirements for the Care Certificate.

Both of the residential homes have training flats where service users can live and practise their independent living skills prior to moving to our Reachout service or other service providers. When the appropriate time arrives for a client to move on from the charity, the process is planned and discussed with all parties to ensure that the maximum benefits are achieved for each individual.

Reachout is a Community based service for those who are ready for fuller independence in their own accommodation. Trained professionals support service users living in the community through maintaining contact with them and assisting tenancies with individual landlords. This service enables independence by supporting those service users to take decisions for themselves and gain in confidence in all usual circumstances. Service Users are able to choose tailored levels of support that can be reduced as and when they are ready, having benefited from the support already provided.

Future services for service users with learning difficulties will continue to see major growth in people being supported in the community within their own homes, including those requiring support 24 hours a day, 7 days a week. The focus on cost amongst funders has led to a reduction in residential placements. This presents a challenge for our current houses, and contributed to the closure of Harbour House in 2012, but will also create an opportunity further to develop the Reachout service to meet this demand.

Although the charity is based in the South West of England, it is practical to give priority to authorities in the vicinity of the M4/M5 corridor from the southern limits of the West Midlands to Exeter and from Swindon to Swansea. There are no geographical restrictions on where the service users can come from, provided only that they wish to come and it is in their best interests to do so. The Council of Management is committed to ensuring that there is equal access to our services for those service users we believe we can help.

## **Cintre Community Limited**

### **Report of the council of management**

**For the year ended 31 March 2014**

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#### **Achievements and performance**

Following the resignation of the previous General Manager the Council of Management welcomed a Chief Executive in April 2013, with particular expertise in marketing and fundraising and previous experience in the charity sector. Subsequently, a Resources Manager has been appointed and a Business Development Manager selected who has commenced duties in the new financial year.

An overall strategy has been proposed by the Chief Executive and agreed by the Council of Management. As the year ended a rolling three year Business Plan was under construction and that will be followed by a Balanced Scorecard to measure progress in all aspects of Cintre's operations. In developing these tools Cintre was fortunate to gain the support of Pilotlight, itself a charity based in the City of London, whose city experts provide 'consultancy' for a year without charge and whose advice has been very beneficial.

The replacement of the computer and telephone equipment has been well received especially as the speed of computing has considerably reduced the time spent in local administration. The new premises at Shore House allow for Reachout to have private meeting places with service users (the lack of which had been criticised by CQC) and administration offices sufficient for the larger central team. In addition, a training room will remove the need for hiring external premises and double as a meeting room for management, staff and the Council of Management.

In November 2013, the Chief Executive and staff hosted a first Cintre Celebration event at Gloucestershire Cricket Club in which each unit and its staff and service users were able to showcase their work and illustrate ways of working together. Service users confidently addressed the audience and some brought jars of chutney, jam and marmalade and a selection of wooden items turned on the lathe at their workshops as well as hand carved items and a wide variety of artwork.

During the year, the number of individuals supported by the charity in residential care has increased from 8 to 10 at the end of the reporting period, somewhat below the absolute capacity of the houses but compensated for by the complexity of needs supported such that fuller capacity might impair results. Within Reachout, the number of service users supported over the year increased from 31 last year to 35 this year. Of these service users, the majority were supported under the Supporting People Contract with Bristol City Council and others were supported on individual spot-purchase contracts with various agencies including Bristol City Council, South Gloucestershire Council and the European Union.

Cintre House has undergone a major change in its occupancy in that a long-standing service user with Down's syndrome has finally moved on to be nearer his mother consequent on the death of his father. Another is under notice to make a similar move as the limit of what can be achieved by Cintre has been reached. In time, the pattern of service user at Cintre House will change towards the more complex and less long-term. Before the year end the Manager at Cintre House elected to retire after many years of dedicated and loyal service.

For those service users in residential care, there have been many successful initiatives and vocational training undertaken throughout the year. This includes service users attending college for various courses including motor mechanics and Spanish. There has been interest in theatrical activities through working with an acting group called "Misfits" and with the Firebirds Theatre.

## **Cintre Community Limited**

### **Report of the council of management**

#### **For the year ended 31 March 2014**

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Other activities have varied from regular work washing up, doing a paper round and gaining sufficient confidence to travel independently on Bristol buses. There has also been good progress with activities that would help service users move into independent living, including cooking, self medicating, budgeting and arts and crafts.

Within Reachout, service users maintained their tenancies during the period and there were no cases of homelessness. Many of the service users are now involved in education, training and full or part-time working, including service users who have worked on a voluntary basis for several different major charities. The goal of transforming the Service Users' Forum into a strong and independent user-led group will be developed further in the coming year. A co-ordinator will be recruited, funded in part from donation and partly from matched funding from reserves, to lead this work and also to develop Cintre's extension into encouraging volunteer supporters.

A notable success for Reachout during the year was in supporting one service user who, for most of their life, had suffered from severe back pain as a result of which taking a bath was extremely difficult and painful because of the difficulty getting in and out; consequently a bath might not take place for some days. Over a period, joint visits by the service user and Cintre staff member to the GP and an occupational therapist laid the groundwork for replacing the bath with a wet room. This makes possible a daily shower, without similar pain problems and the service user 'couldn't be happier'.

The charity is actively reviewing areas identified for improvements during the external inspections and internal self-assessments. Good progress has been made in implementing action plans, including revising care plans, developing health plans and improving procedures.

Feedback on our services from the service users is essential to determine whether the charity is meeting its objectives. In particular, service users have reported that they have developed their independent skills from participating in planning, voluntary and work activities, gained a real sense of achievement from learning and attending college to participating in local community activities. It has also developed confidence and improved motivation to live more independently including travel for work and social activities.

Measuring performance in this way takes account of the fact that everyone develops differently. The information gained was both encouraging and positive and will help in developing the future direction of the charity.

## **Cintre Community Limited**

### **Report of the council of management**

**For the year ended 31 March 2014**

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#### **Plans for the future**

Cintre's overall intention is to provide high quality and financially sustainable residential and supported living services to young adults with a variety of difficulties. Increasingly Cintre is likely to undertake work in its provision of residential care for those people with more complex needs. The Reachout operation has had a difficult year due to staff shortages and will benefit from consolidation and renewal under a new manager.

Cintre has now re-established an adequate financial trading pattern over several years following a very difficult period. The sale of a property has given unusually good resources for growth and the Council of Management is firm in its intention to use the greater part of that fund to bring wider provision of services to a greater number of people. The coming year will see investment both in staff development and training and into new ventures for service users. As this happens, the re-invigorated centre will be able both in practical and cost-effective terms to oversee a larger, more stable and more financially secure organisation. The charity will maintain its focus on existing residential occupancy and cost controls while it develops.

The Chief Executive will continue to develop the senior management team. A new website has also commenced development and further steps will make the Cintre name and reputation better known. New business opportunities will be developed especially through building relationships with providers. Cintre will continue to invest time and resource into refining and delivering its long-term strategy.

## **Cintre Community Limited**

### **Report of the council of management**

**For the year ended 31 March 2014**

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#### **Statement of responsibilities of the council of management**

The council of management is required 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 the incoming resources and application of resources, including the net income or expenditure, of the charitable company for the year. In preparing those financial statements the council of management is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice 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 council of management is responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. The council of management is 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.

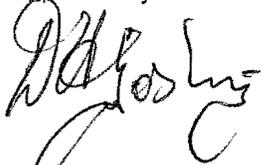
Members of the council of management confirm that to the best of their knowledge there is no information relevant to the audit of which the auditors are unaware. Members of the council of management also confirm that they have taken all necessary steps to ensure that they themselves are aware of all relevant audit information and that this information has been communicated to the auditors.

Members of the charity guarantee to contribute an amount not exceeding £1 to the assets of the charity in the event of winding up. The total number of such guarantees at 31 March 2014 was 15. The Members of the council of management are members of the charity but this entitles them only to voting rights. The Members of the council of management have no beneficial interest in the charity.

#### **Auditors**

Godfrey Wilson were re-appointed as the charitable company's auditors during the year and have expressed their willingness to continue to act in that capacity. An open process for appointment of auditors will be held during the second half of 2014.

Approved by the council of management on 29 July 2014 and signed on its behalf by



David Gosling  
Charity Secretary

## **Independent auditors' report**

### **To the members and trustees of**

#### **Cintre Community Limited**

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We have audited the financial statements of Cintre Community Limited for the year ended 31 March 2014 which comprise the statement of financial activities, balance sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's 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 members as a body, for our audit work, for this report, or for the opinions we have formed.

#### **Respective responsibilities of the trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements 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 financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements 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 financial statements. In addition, we read all the financial and non-financial information in the Annual Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies, we consider the implications for our report.

#### **Opinion on financial statements**

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as of 31 March 2014 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.

**Independent auditors' report**

**To the members and trustees of**

**Cintre Community Limited**

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**Opinion on other matters prescribed by the Companies Act 2006**

In our opinion the information given in the Trustees' Annual Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.



Date: 29 July 2014

**Rob Wilson FCA**  
**(Senior Statutory Auditor)**  
For and on behalf of:

**GODFREY WILSON LIMITED**  
Chartered Accountants and Statutory Auditors  
Unit 5.11 Paintworks  
Bath Road  
Bristol  
BS4 3EH

**Cintre Community Limited**

**Statement of financial activities** *(incorporating an income and expenditure account)*

**For the year ended 31 March 2014**

	Notes	Restricted £	Unrestricted £	2014 Total £	2013 Total £
<b>Incoming resources</b>					
<i>Voluntary income</i>					
Grants		21,191	8,556	<b>29,747</b>	12,555
Donations		100	249	<b>349</b>	8,580
<i>Incoming resources from generated funds</i>					
Investment income		-	22,074	<b>22,074</b>	17,475
Incoming resources from charitable activities		-	1,106,871	<b>1,106,871</b>	965,418
<b>Total incoming resources</b>		<b>21,291</b>	<b>1,137,750</b>	<b>1,159,041</b>	<b>1,004,028</b>
<b>Resources expended</b>					
Charitable activities		9,261	1,091,704	<b>1,100,965</b>	977,490
Governance costs		-	52,252	<b>52,252</b>	20,913
<b>Total resources expended</b>	2	<b>9,261</b>	<b>1,143,956</b>	<b>1,153,217</b>	<b>998,403</b>
<b>Net incoming / (outgoing) resources before other recognised gains and losses</b>		<b>12,030</b>	<b>(6,206)</b>	<b>5,824</b>	<b>5,625</b>
Unrealised gains / (losses) on freehold property		-	789,384	<b>789,384</b>	-
<b>Net movement in funds</b>		<b>12,030</b>	<b>783,178</b>	<b>795,208</b>	<b>5,625</b>
<b>Reconciliation of funds</b>					
Total funds brought forward		-	2,278,535	<b>2,284,160</b>	2,278,535
<b>Total funds carried forward</b>	12	<b>12,030</b>	<b>3,061,713</b>	<b>3,079,368</b>	<b>2,284,160</b>

All of the above results are derived from continuing activities. There were no other recognised gains or losses other than those stated above.

**Cintre Community Limited**

**Balance sheet**

**31 March 2014**

	Note	£	2014 £	2013 £
<b>Fixed assets</b>				
Tangible fixed assets	6		<b>2,297,837</b>	1,478,274
Investments	7		<b>64</b>	64
			<b>2,297,901</b>	1,478,338
<b>Current assets</b>				
Debtors	8	<b>51,757</b>		51,710
Cash at bank and in hand		<b>927,334</b>		964,606
		<b>979,091</b>		1,016,316
<b>Liabilities</b>				
Creditors: amounts due within one year	9	<b>110,594</b>		109,218
<b>Net current assets</b>		<b>868,497</b>		907,098
<b>Total assets less current liabilities</b>			<b>3,166,398</b>	2,385,436
Creditors: amounts due after one year	10		<b>(87,030)</b>	(101,276)
<b>Net assets</b>			<b>3,079,368</b>	2,284,160
<b>Funds</b>				
Unrestricted funds:				
Restricted funds	12		<b>12,030</b>	-
Designated funds	12		<b>594,185</b>	650,000
Revaluation reserve	12		<b>1,530,465</b>	771,502
General funds	12		<b>942,688</b>	862,658
<b>Total charity funds</b>			<b>3,079,368</b>	2,284,160

Approved by the council of management on 29 July 2014 and signed on its behalf by

  
 David Gosling  
 Charity Secretary

## Cintre Community Limited

### Notes to the financial statements

For the year ended 31 March 2014

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#### 1. Accounting policies

- a) The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets, and in accordance with applicable accounting standards and the Companies Act 2006. They follow the recommendations in the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005).
- b) All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income and the amount can be measured with reasonable certainty.
- c) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- d) Governance costs are the costs associated with the governance arrangements of the charity. These costs are associated with constitutional and statutory requirements and include any costs associated with the strategic management of the charity's activities.
- e) Depreciation is provided at rates calculated to write down the cost of each asset to its estimated residual value over its expected useful life. The depreciation rates in use are as follows:
- |                        |                      |
|------------------------|----------------------|
| Freehold property      | 2% straight line     |
| Leasehold improvements | 20% straight line    |
| Plant and machinery    | 25% straight line    |
| Motor vehicles         | 25% reducing balance |
- f) Freehold property is revalued every 5 years and any unrealised gains and losses arising are recognised in the Statement of Financial Activities in the year of revaluation.
- g) Pension costs charged in the financial statements represent the contribution payable by the charity during the year. The regular cost of providing retirement pensions and related benefits is charged to the SOFA over the employees' service lives on the basis of a constant percentage of earnings.

Cintre Community Limited

Notes to the financial statements

For the year ended 31 March 2014

2. Total resources expended

	Charitable activities £	Governance costs £	2014 Total £	2013 Total £
Grants payable	9,632	-	9,632	6,240
Staff costs (Note 4)	806,305	-	806,305	722,054
Rent, rates and water	33,236	-	33,236	19,764
Light and heat	10,685	-	10,685	9,656
Repairs and maintenance	35,641	-	35,641	41,885
Insurance	20,436	-	20,436	19,275
Motor and travel costs	26,912	1,856	28,768	20,290
Legal and professional	-	37,417	37,417	5,662
Telephone	11,729	-	11,729	4,918
Other office expenses	2,902	-	2,902	5,537
IT costs	9,719	-	9,719	8,260
Recruitment	4,538	-	4,538	4,176
Marketing and fundraising	15,346	-	15,346	3,123
Statutory controls	3,631	-	3,631	3,080
Depreciation	30,038	-	30,038	42,763
Training programme	10,527	-	10,527	8,875
Food	26,022	-	26,022	23,364
Therapeutic activities	8,303	-	8,303	6,783
Household expenses	20,789	-	20,789	22,187
Counselling, education and events	10,262	-	10,262	9,130
Audit fees	-	5,100	5,100	5,040
Interest payable	-	2,443	2,443	2,760
Printing, postage and stationery	-	1,059	1,059	881
Bad debts	-	3,512	3,512	1,514
Bank charges	-	865	865	1,186
Loss on disposal of fixed assets	4,312	-	4,312	-
	<u>1,100,965</u>	<u>52,252</u>	<u>1,153,217</u>	<u>998,403</u>

## Cintre Community Limited

### Notes to the financial statements

**For the year ended 31 March 2014**

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#### 3. Net incoming resources for the year

This is stated after charging / crediting:

	2014	2013
	£	£
Depreciation	30,038	42,763
Trustees' reimbursed expenses	1,856	790
Auditors' remuneration:		
▪ audit	<u>5,100</u>	<u>5,040</u>

During the year trustees received reimbursed expenses as follows, J Ireland £285 (2013 - £192) for travel expenses, D Gosling £849 (2013 - £598) for travel expenses, T Richardson £527 (2013 - nil) for travel expenses and R Moore £196 (2013 - nil) for travel expenses.

#### 4. Staff costs and numbers

Staff costs were as follows:

	2014	2013
	£	£
Salaries and wages	707,237	664,051
Social security costs	58,430	44,718
Pension costs	5,017	4,396
Subcontract and sickness cover	<u>35,621</u>	<u>8,889</u>
Total	<u>806,305</u>	<u>722,054</u>

No employee earned more than £60,000 during the year.

	2014	2013
	No.	No.
Average number of full time equivalent staff in year	<u>45</u>	<u>44</u>

#### 5. Taxation

The charitable company is exempt from corporation tax as all its income is charitable and is applied for charitable purposes.

Cintre Community Limited

Notes to the financial statements

For the year ended 31 March 2014

6. Tangible fixed assets

	Freehold property £	Leasehold improvements	Plant and machinery £	Motor vehicles £	Total £
<b>Cost</b>					
At 01 April 2013	1,500,000	-	38,020	14,193	1,552,213
Additions in year	10,724	35,227	18,578	-	64,529
Disposals	-	-	(21,295)	-	(21,295)
Revaluation	739,276	-	-	-	739,276
At 31 March 2014	<u>2,250,000</u>	<u>35,227</u>	<u>35,303</u>	<u>14,193</u>	<u>2,334,723</u>
<b>Depreciation</b>					
At 01 April 2013	37,500	-	25,614	10,825	73,939
Charge for the year	30,214	7,045	9,543	842	47,644
On disposal	-	-	(16,983)	-	(16,983)
Revaluation	(67,714)	-	-	-	(67,714)
At 31 March 2014	<u>-</u>	<u>7,045</u>	<u>18,174</u>	<u>11,667</u>	<u>36,886</u>
<b>Net book value</b>					
At 31 March 2014	<u>2,250,000</u>	<u>28,182</u>	<u>17,129</u>	<u>2,526</u>	<u>2,297,837</u>
At 31 March 2013	<u>1,462,500</u>	<u>-</u>	<u>12,406</u>	<u>3,368</u>	<u>1,478,274</u>

Freehold property is represented by land and buildings at Cintre House (54 St Johns Road, Clifton) and Severn Oaks (6 Jesmond Road, Clevedon) at valuation. The last independent full valuation was carried out on 31 March 2014 by Osborne Irish Associates Chartered Surveyors.

Cintre Community Limited

Notes to the financial statements

For the year ended 31 March 2014

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7. Investments

	2014 £	2013 £
Market value at 01 April 2013	64	64
Additions at cost	-	-
Disposal proceeds	-	-
Realised gain / (loss)	-	-
Unrealised gain / (loss)	-	-
	<u>64</u>	<u>64</u>
Market value at 31 March 2014	<u>64</u>	<u>64</u>
Historic cost at 31 March 2014	<u>50</u>	<u>50</u>

8. Debtors

	2014 £	2013 £
Trade debtors	39,408	42,490
Other debtors	835	940
Prepayments and accrued income	11,514	8,280
	<u>51,757</u>	<u>51,710</u>

9. Creditors: amounts due within 1 year

	2014 £	2013 £
Trade creditors	20,875	9,376
Bank loans	13,800	13,800
PAYE and social security	14,513	17,070
Other creditors	2,875	260
Accruals and deferred income	58,531	68,712
	<u>110,594</u>	<u>109,218</u>

Cintre Community Limited

Notes to the financial statements

For the year ended 31 March 2014

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10. Creditors: amounts due after 1 year

	2014 £	2013 £
Bank loans	<u>87,030</u>	<u>101,276</u>

The Tridos bank loan is secured by a mortgage on the freehold property at Severn Oaks (6 Jesmond Road, Clevedon). The interest rate on these loans is 1.75% plus base rate.

11. Analysis of net assets between funds

	Restricted £	Designated £	Revaluation £	General £	Total £
Fixed assets	-	42,104	1,530,465	725,332	2,297,901
Current assets	12,030	552,081	-	414,980	979,091
Current liabilities	-	-	-	(110,594)	(110,594)
Long term liabilities	-	-	-	(87,030)	(87,030)
	<u>12,030</u>	<u>594,185</u>	<u>1,530,465</u>	<u>942,688</u>	<u>3,079,368</u>

Cintre Community Limited

Notes to the financial statements

For the year ended 31 March 2014

12. Movements in funds

	At 1 April 2013	Incoming resources	Outgoing resources	Unrealised gains	At 31 March 2014
<b>Restricted funds</b>					
Quartet Grants	-	2,691	(2,661)	-	30
The Albert Hunt Trust	-	3,000	(3,000)	-	-
Medlock Charitable Trust	-	2,000	-	-	2,000
The Roger Vere Foundation	-	500	(500)	-	-
Douglas Arter Foundation	-	500	(500)	-	-
Zurich Community Trust	-	500	(500)	-	-
The Beatrice Laing Trust	-	2,000	(2,000)	-	-
TMF Group	-	10,000	-	-	10,000
Mrs and Mrs Pitcher	-	100	(100)	-	-
<b>Total restricted</b>	<b>-</b>	<b>21,291</b>	<b>(9,261)</b>	<b>-</b>	<b>12,030</b>
<b>Unrestricted funds</b>					
Designated funds	650,000	-	(55,815)	-	594,185
Revaluation reserve	771,502	-	-	758,963	1,530,465
General funds	862,658	1,137,750	(1,088,141)	30,421	942,688
<b>Total unrestricted funds</b>	<b>2,284,160</b>	<b>1,137,750</b>	<b>(1,143,956)</b>	<b>789,384</b>	<b>3,067,338</b>
<b>Total funds</b>	<b>2,284,160</b>	<b>1,159,041</b>	<b>(1,153,217)</b>	<b>789,384</b>	<b>3,079,368</b>

Purposes of restricted funds

**Quartet Community Foundation**

Grants are applied for on behalf of service users for specific items of expenditure. These typically include items of furniture, counselling sessions and driving lessons.

**Medlock Charitable Trust**

A grant was applied for on behalf of the service users to create a sensory garden at Severn Oaks to enable service users to cook and grow what they eat. This grant has not been fully utilised as the plans required a minor amendment at the year end date.

**TMF Group**

A grant was applied for towards the operating costs and overheads of Reach Out. Reach Out provided one to one support to individuals with mild to moderate learning difficulties and complex needs. This grant has not been fully utilised as it was received within the last month of the financial year.

**Cintre Community Limited**

**Notes to the financial statements**

**For the year ended 31 March 2014**

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**13. Revaluation reserve**

	2014 £	2013 £
Revaluation reserve brought forward	771,502	791,278
Disposal of freehold property	-	-
Freehold property depreciation	(15,824)	(19,776)
Revaluation of property	<u>774,787</u>	<u>-</u>
Revaluation reserve carried forward	<u><u>1,530,465</u></u>	<u><u>771,502</u></u>

The historic cost of freehold property is £719,535.

**14. Designated funds**

	2014 £	2013 £
Designated funds brought forward	650,000	650,000
Expenditure in year	(97,919)	-
Expenditure classified as capital	53,805	-
Depreciation of capital expenditure	<u>(11,701)</u>	<u>-</u>
Designated funds carried forward	<u><u>594,185</u></u>	<u><u>650,000</u></u>

Included within designated funds are fixed assets with a net book value of £42,104.