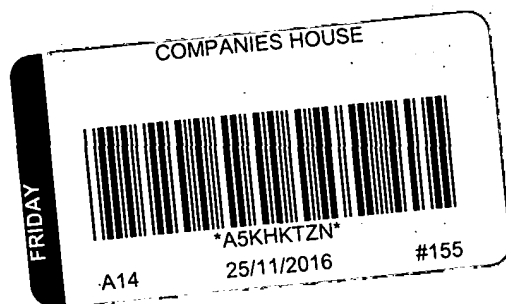


**Outreach 3 Way**  
**(A Charitable Company Limited by Guarantee)**

Report and Financial Statements

For the year ended

31 March 2016



Company Registration Number: 1474488  
Charity Registration Number: 278140

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## Outreach 3 Way Advisors and Other Information

Trustees	H Baker (Chair) K Lewis C Cryne J Mason A Barnard C Mercer R Bergemann G Lyle M Seaton (resigned on 14 March 2016)	
Executive Directors	Steve Scown Mark Horlock Stella Cheetham Lisa Hopkins Jackie Fletcher	Chief Executive Officer Director of Finance Director of Human Resources Managing Director Director of Quality and Compliance and Secretary
Bankers	National Westminster Bank Plc 13 Market Place Reading Berkshire RG1 2EP	
Solicitors	Anthony Collins Solicitors LLP 134 Edmond Street Birmingham B3 2ES	Trowers & Hamlins 3 Bunhill Row London EC1Y EYZ
Auditor	KPMG LLP Arlington Business Park Reading RG7 4SD	
Principal and Registered Office	9/10 Commerce Park Brunel Road Theale Reading RG7 4AB	

## **Outreach 3 Way Directors' Report Year ended 31 March 2016**

The directors (who are also trustees of the charitable company) present their report and the audited financial statements for the year ended 31 March 2016.

Reference and administrative information set out on page 2 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.

### **Structure, Governance and Management**

Outreach 3 Way ('the Charity') is a charitable company limited by guarantee. It was established in 1979, and incorporated and registered as a charity in 1980. Outreach 3 Way is a member of the Dimensions Group and recognises Dimensions (UK) Limited as the Parent.

The objects of the Charity are the support and training of people with learning disabilities. Some of these people have additional physical disabilities. The aim of the Charity is to ensure that each person using its services has both the opportunity and the support necessary to attain physically, mentally and spiritually their highest potential. The Charity values diversity and believes that everyone should be able to participate in and be part of their community. The Charity does this because it recognises that everyone has a right to a life which includes respect, opportunity, purpose and happiness.

### **The Board and its Role**

The governing body of Outreach 3 Way is the Board of Trustees whose members are non-executive and unpaid. Board members are directors of the Charity under the Companies Act, as well as being charity trustees. The Board has overall responsibility for the strategy, administration and control of the activities of the Charity. The Board members who served during the year are listed on page 2.

The full Board met eight times during the year and followed an agreed agenda with various standing matters, including full reporting of management accounts, review of the risk register, and annual review of the register of interests.

The Board does not seek to become involved in operational matters but to set strategic objectives in line with recommendations by the Executive Team. The Board has access, at the expense of the Charity, to any professional services it may reasonably require to fulfil its statutory duties.

### **Training for Board members**

Board members are able to attend appropriate training at the expense of the Charity to help them fulfil their Board role most effectively.

### **Recruitment of New Board Members**

New Board members are recruited on an ad hoc basis when a need for new Board members is identified. Interested parties are required to write to the Head of Resourcing, attaching a full CV and a supporting statement, along with details of two referees. The recruitment process includes informal meetings with members of the Executive Team, visits to services and panel interviews. The Board seeks to attract a diverse range of membership in terms of interest, culture and background, most appropriately reflecting the richness and diversity of the communities served by the Charity.

### **Risk Management**

The Board discusses and assesses the risk to which the Charity is exposed. This risk management process is ongoing and members of the Executive Team, as appropriate, provide regular updates to the Board on a project-specific basis.

## **Outreach 3 Way Directors' Report Year ended 31 March 2016**

Outreach 3 Way's Risk Management map is integrated with that of Dimensions (UK) Ltd and their Head of Quality, Compliance and Risk also advises during the ongoing review process.

### **Employee Involvement**

All staff receive regular one-to-one supervision meetings and annual appraisals with their line manager. There are also regular team meetings, locality management meetings and senior team meetings.

The Charity has a staff forum that includes representatives from each service.

Staff members' views are gathered and collated through these various media, and contribute to service improvement plans to ensure that the teams are constantly moving forward. These plans, in turn, contribute to the Charity's business plan.

### **Executive Pay and remuneration**

Executive Pay is determined by the Board. Pay levels are established in line with the Remuneration Strategy which provides for pay to be set at the average of the relevant external market with annual external benchmarking being undertaken by an independent external organisation. Salary multiples between pay at the top and bottom of the Charity are regularly published to the workforce and our recognised trade union.

### **Relationships with other organisations**

Outreach 3 Way seeks to work in partnership with other organisations whenever such partnerships enable additional services to be provided.

As a support and service provider, the Charity has formed partnerships with Worthing Scope and the Diocese of Chichester in order for additional services to be provided. In these partnerships, both these organisations take on the role of housing provider, enabling Outreach 3 Way to provide support and assistance to those who need it.

Outreach 3 Way is also part of the Network West Sussex Consortium, where it works in partnership with other local organisations including the Aldingbourne Trust (as the lead agency) to provide "preventative" services across the county. These services, commissioned under the banner of "My Network" and "My Network Plus", provide support to people with learning disabilities who would otherwise have fallen outside the remit of regular social care provision.

Engagement with other providers is pivotal, especially in this time of austerity, and so the Charity is launching into further work with Aldingbourne who are advising in regards to "The Garden Nursery Project". Work skills over a variety of areas will be offered and some paid employment through a £20,000 annual donation from local company, MNH, to provide travel bags for airlines. This will mean the Charity will be able to offer people we support, who access this project, work paid at minimum wage and upwards for between 4-8 hours per week and, on other days, work skills in a number of areas including animal care and website maintenance and design.

# **Outreach 3 Way Directors' Report Year ended 31 March 2016**

## **Objectives and Activities**

The Charity's vision is an inclusive society where people have equal chances to live the life they choose. Its mission is to provide high quality personalised support for people with learning disabilities and autism, helping them to be actively engaged with, and contribute to, their communities.

The Charity's values are:

Ambition	seeking to help people reach their potential
Respect	showing people respect and recognising that their unique contribution adds value to all
Courage	being guided by the courage of our convictions to make a difference
Integrity	Ensuring that what we do is grounded in what we believe
Partnership	working with others to achieve more for people

The Charity's strategic pillars are:

Personalisation	supporting choice and control, meeting needs and encouraging ambition, protecting and improving the quality and safety of services and developing research-based support focused on outcomes
Development	growing research-based outcomes-focused support, increasing services for people with complex needs, helping people to have a good home, developing the expertise of central services and evaluating new support models and new markets
Engagement	Building partnerships and working collaboratively, developing a louder voice and promoting best practice, increasing the influence of the people supported and their families and adding value to the sector.
People	valuing and supporting the people who work with us, striving to be inclusive and to respect difference, building a workforce which is capable, highly motivated, engaged and the best they can be and developing a flexible, responsive and accountable structure.
Organisation	being an effective learning organisation, making the best possible use of resources and devolving decision making to be as close as possible to the people supported.

Outreach 3 Way's vision, mission and strategic aims continue to reflect its commitment to provide excellent personalised support for people and to provide a framework for its continuing diversification and development.

## **Outreach 3 Way Directors' Report Year ended 31 March 2016**

The Charity's aim is to be the research-based exemplar provider delivering outcomes-focused care and support. Indeed, the Charity is building on its leading edge personalisation work and has further developed ways of providing personalised support within traditional care home environments. In addition, its network of Support Advisors works closely with personal budget holders and their families to design and implement the right packages of support for them provided in their preferred accommodation.

The Charity continues to develop its capacity and expertise to provide a range of services for people with particular needs such as autism, complex and challenging behaviour, young people in transition and people who wish to live independently.

### **Achievements and Performance**

#### **Delivery of public benefit**

Outreach 3 Way, in accordance with its objects, benefits people with learning difficulties in the West Sussex area. The majority of its funding comes from the local authority, West Sussex County Council (WSCC), and therefore the majority of its beneficiaries are referred to it via the local authority. The Charity is able to offer places in its day centre, residential properties and supported living schemes to individuals not funded by the local authority, however, a cost is still attached to those placements. The Charity aims to keep placement fees to the minimum required to cover the Charity's costs.

The Charity also supports people who have individual budgets and choose to spend some, or all of, in accessing the Outreach 3 Way services. It interacts with people with learning disabilities, their parents and families and commissioned Brokers to enable personalised support to be purchased.

People can join the Sports and Leisure service "Out There" without a referral from the local authority and Outreach 3 Way charges a small membership fee, agreed with the Authority in advance.

Outreach 3 Way continues to work in a way that is personalised, having delivered support to people based on their bespoke needs and wishes, offering choice and control in all aspects of service delivery.

The trustees consider that they have complied with the duty in the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission.

#### **Achievements**

The information below looks at what the Charity has achieved compared with the objectives that it stated last year, plus other notable achievements.

2015/16 has continued to present the company with challenges, due to the current economic climate in social care, and to this end it has made further cuts to its overheads to ensure that it remains competitive in the current market. It did, however, recently receive an uplift from West Sussex including an increase in the sleep in rate for supported living services funded directly by WSCC.

#### **Notable achievements in the last year include:**

The Charity has continued to hold on to its existing work through winning competitive tenders. It was successful in maintaining its place on the West Sussex Supported Living Framework in all areas in West Sussex and also in retaining the Day Service contract within West Sussex. This is testament to the high quality and value for money that these services provide.

## **Outreach 3 Way Directors' Report Year ended 31 March 2016**

Outreach 3 Way has continued to grow in Brighton and Hove, with the transition for a new complex service just starting, which physically opened in April 2016 after delays in the Court of Protection.

The Charity continues to grow incrementally, with particular interest in its Integrated Care Day Service.

The registered services in Outreach 3 Way have been inspected by CQC this year under the Health and Social Care Act and were all assessed as being 100% compliant in meeting the Essential Standards of Quality and Care. So far, three services have been inspected under CQC's new Key Lines of Enquiry and achieved a Good rating overall. The Southern Domiciliary Care office was also inspected and this also received a Good overall rating.

### **Fundraising & PR**

MNH, a local company, has agreed to give the Charity £20,000 per annum to support it to employ people we support to deliver night bags for airlines at Gatwick. This funding is expected to start in 2016/17.

Fundraising has taken place, in the form of boot sales and other charity events, to raise money for the yearly pantomime, which is delivered by people we support.

### **Plans for Future Periods**

As part of the remit of the new Horticulture and Site manager, the Charity is looking at development opportunities for the site at Ifield. There has been some investment in the site recently, making the car park better and longer, and flattening the ground around the gardens to allow easier access. The garden nursery will go from being open for four months of the year to all year round, and the offer of what it delivers has already grown from plants, to plant pots, to tyre pots, with more lines being looked at in order to increase profitability. The land is also prime for use by others and so this is being investigated to determine how it can be utilised most effectively whilst maintaining site safety for the people we support and staff who access the site.

The Charity is awaiting the decision from Gatwick Airport as to whether an additional runway will be built. If it goes ahead this would impact the Ifield site, forcing it to relocate. The decision is delayed which means that a decision for significant investment on the site is likely to be postponed until the plans for the site are clearer. The site however does need substantial work.

The day service continues to grow and different ways are being explored of expanding the opportunities that can be offered to the people who access it. The Charity is currently discussing options with West Sussex County Council to allow more fluidity in how people we support access the Charity's services. This will allow the Charity to increase the number of people supported.

Outreach 3 Way has also begun planning the roll out of Activate, its new support model based on sector-leading research. Central to this is putting decision making closer to the people supported by setting personalised and challenging goals with them, their families and staff.

### **Financial Review**

The net movement in funds for the year ended 31 March 2016 was a surplus of £212k (2015: £219k).

Performance for the year was broadly as expected and in line with the annual budget. An increase in support services fees was offset by higher expenditure on staffing and one off repairs.



## **Outreach 3 Way Directors' Report Year ended 31 March 2016**

### **Principal Risks**

*Reduced public spending* - the sector that the Charity operates in continues to undergo significant and radical change and it is clear that public services in the UK will remain under intense financial pressure for many years. It is also unclear how Brexit will affect the financial environment in the coming years. Outreach 3 Way has responded to the financial pressures through continuing to seek efficiencies and improve productivity, which has enabled it to reduce its overhead and operational costs whilst protecting the support that it provides to people.

*Regulation* - the expectations of Outreach 3 Ways' customers regarding service quality are increasing and so its regulatory frameworks are continuing to evolve. In particular, the Charity's main regulator, the Care Quality Commission (CQC), has higher expectations of leadership and governance.

*Legislation and case law* - naturally, this will evolve over time. In certain cases there is a risk that it may do so in ways that could have a significant impact on Outreach 3 Ways' costs. These changes are monitored by the Charity and actions are implemented to mitigate against adverse effects where appropriate. The announcement in the government's July 2015 budget concerning the new national living wage, which will rise incrementally until 2020, will impact on Outreach 3 Way and the Charity has developed plans to mitigate these risks.

### **Reserves policy**

The trustees are aware that the Charity must balance the need to build sufficient reserves to maintain financial stability with meeting the costs of delivering its charitable objects. The target is to retain sufficient funds to meet three months' expenditure which equates to around £440,000, which the trustees believe would tide the Charity over should there be any unexpected interruptions to regular funding.

At 31 March 2016 Outreach 3 Way was meeting its reserves policy with a cash balance of £481k (2015: £588k). Its net current assets at 31 March 2016 were £610k (2015: £377k) and its unrestricted income funds were £2,256k (2015: £2,046k).

The Trustees believe that this puts Outreach 3 Way in a good position for the future and that future incoming resources will be sufficient to meet the needs of the Charity in delivering its charitable objects.

As at the 31 March 2016 there were restricted reserves of £5k that were not available for the general purposes of the charity.

### **Going Concern**

Outreach 3 Way is forecasting a surplus for next year from its main operational activities and has sufficient cash in the bank to provide adequate resources for the group's day-to-day operations.

On this basis and after making appropriate enquiries, the Board confirms that it has a reasonable expectation that Outreach 3 Way has adequate resources to continue in its operational existence for the foreseeable future, being a period of twelve months after the date on which the report and financial statements are signed. For this reason, it continues to adopt the going concern basis in the financial statements.

**Outreach 3 Way  
Directors' Report  
Year ended 31 March 2016**

**Statement of Trustees' Responsibilities in Respect of the Trustees' Annual Report and the Financial Statements**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law they are required to prepare the financial statements in accordance with UK Accounting Standards and applicable law (UK Generally Accepted Accounting Practice), including FRS 102 (the Financial Reporting Standard applicable in the UK and Republic of Ireland).

Under company law the trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the excess of income over expenditure for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- 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 charitable company will continue its activities.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and 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 have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charitable company and to prevent and detect fraud and other irregularities.

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

Each of the trustees confirms that to the best of their knowledge there is no information relevant to the audit of which the auditor is unaware. The trustees 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 auditor.

**Auditor**

A resolution for the re-appointment of KPMG LLP was approved at the Board Meeting on the 27 July 2016.

Approved by the Board of Trustees and signed on its behalf by:



Helen Baker  
Chair  
27 July 2016

## **Independent Auditor's Report to the Members of Outreach 3 Way**

We have audited the financial statements of Outreach 3 Way for the year ended 31 March 2016 set out on pages 12 to 24. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice), including FRS 102 (the Financial Reporting Standard applicable in the UK and Republic of Ireland).

This report is made solely to the charitable company'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 charitable company'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 charitable company and its members 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 page 9, 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**

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at [www.frc.org.uk/auditscopeukprivate](http://www.frc.org.uk/auditscopeukprivate).

### **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 at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with UK Generally Accepted Accounting Practice; and
- have been prepared in accordance with the Companies Act 2006.

### **Opinion on other matter prescribed by the Companies Act 2006**

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

Based solely on the work required to be undertaken in the course of the audit of the financial statements and from reading the Directors' report:

- we have not identified material misstatements in that report; and
- in our opinion, that report has been prepared in accordance with the Companies Act 2006.

## **Independent Auditor's Report to the Members of Outreach 3 Way (continued)**

### **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:

- the charitable company has not kept adequate accounting records or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- 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; or
- the trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a strategic report.



**Chris Wilson (Senior Statutory Auditor)**  
**For and on behalf of KPMG LLP, Statutory Auditor**

*Chartered Accountants*

Arlington Business Park

Theale

Reading

RG7 4SD

Date: 3 August 2016

**Outreach 3 Way**  
**Statement of Financial Activities**  
**(including Income and Expenditure Account and**  
**Statement of Total Recognised Gains and Losses)**  
**For the year ended 31 March 2016**

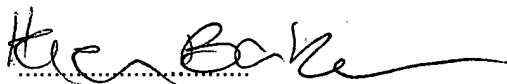
	<i>Note</i>	Unrestricted funds £'000	Restricted funds £'000	Total funds 2016 £'000	Total funds 2015 £'000 <b>restated</b>
<b>Incoming resources</b>					
Incoming resources from generated activities:					
Activities for generating funds	2	2	42	44	43
Incoming resources from charitable activities:					
Provision of person centred support:	3				
Fees for support services		4,960	-	4,960	4,636
Rent charges		261	-	261	298
Other incoming resources		219	-	219	273
<b>Total incoming resources</b>		<b>5,442</b>	<b>42</b>	<b>5,484</b>	<b>5,250</b>
<b>Resources expended</b>					
Charitable activities:					
Provision of person centred support		5,228	44	5,272	5,031
<b>Total resources expended</b>	4	<b>5,228</b>	<b>44</b>	<b>5,272</b>	<b>5,031</b>
<b>Net Income for the Year</b>	5	<b>214</b>	<b>(2)</b>	<b>212</b>	<b>219</b>
Net movement in funds for the year		214	(2)	212	219
Inter-fund transfers		13	(13)	-	-
		<b>227</b>	<b>(15)</b>	<b>212</b>	<b>219</b>
Fund balances at 1 April 2015		2,026	20	2,046	1,827
<b>Fund balances at 31 March 2016</b>		<b>2,253</b>	<b>5</b>	<b>2,258</b>	<b>2,046</b>

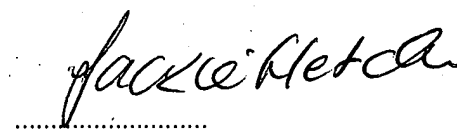
The notes on pages 14 to 24 form part of these financial statements.  
The figures above relate to continuing activities.

**Outreach 3 Way  
Balance Sheet  
As at 31 March 2016**

	<i>Note</i>	2016 £'000	2015 £'000 <b>restated</b>
<b>Fixed assets:</b>			
Tangible assets	8	2,143	2,192
<b>Current assets:</b>			
Debtors	9	641	310
Cash at bank and in hand		481	588
		<u>1,122</u>	<u>898</u>
<b>Liabilities:</b>			
Creditors: amounts falling due within one year	10	(512)	(521)
<b>Net current assets</b>		<u>610</u>	<u>377</u>
<b>Total assets less current liabilities</b>		<u>2,753</u>	<u>2,569</u>
Creditors: amounts falling due after more than one year	10	(490)	(516)
Provisions for liabilities	12	(5)	(7)
<b>Total net assets</b>		<u>2,258</u>	<u>2,046</u>
<b>The funds of the charity:</b>			
Restricted income funds	14	5	20
Unrestricted income funds		2,253	2,026
<b>Total charity funds</b>	15	<u>2,258</u>	<u>2,046</u>

The financial statements were approved by the trustees and authorised for issue on 27 July 2016 and signed on their behalf by:

  
Helen Baker  
Chair

  
J Fletcher  
Company Secretary

# Outreach 3 Way

## Balance Sheet

### As at 31 March 2016

#### 1 Accounting policies

##### **Basis of Preparation**

The financial statements have been prepared on a going concern basis in accordance with 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 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Outreach 3 Way meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

##### **Income recognition**

###### *Fees for support services*

Fees for support services represent care charges and grants receivable from Primary Care Trusts and Local Authorities, under grant funding agreements, for services provided in the year by Waymarks for care and supported living, including Supporting People grants and charges to residents. Care charges and revenue grants from Local Authorities are recognised when the Charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income received in advance for the provision of specified services is deferred until the criteria for income recognition are met (see note 11).

###### *Income from rents and service charges*

Rent payable under a tenancy agreement is recognised when it is due for payment in arrears.

###### *Donations*

Donations are recognised when the Charity receives notification that the donation has been pledged. Material legacies receivable at year end are included at their probate value.

###### *Trading income*

Trading receipts are recognised when the receipts have been received.

##### **Apportionment of direct staff, occupancy and other costs**

Direct staff, occupancy and other cost have been apportioned to the relevant section of the Income and Expenditure account on the basis of costs of the staff engaged on operations dealt with in these financial statements.

**Outreach 3 Way**  
**Notes to the Financial Statements**  
**31 March 2016**

**1 Accounting policies (continued)**

**Fixed assets and depreciation**

All assets are stated at cost less depreciation with the exception of donated assets, which are initially included at their fair value as at the date of donation. Assets having a value below £1,000 are not capitalised, but are expensed through the income and expenditure account. No depreciation is charged on freehold land.

Where an asset comprises two or more major components which have substantially different useful economic lives, each component is depreciated separately over its useful economic life.

Depreciation of tangible fixed assets is charged in annual instalments, on a straight-line basis, commencing from the date of acquisition, at rates estimated to write off their cost less any residual value over the expected useful lives which are as follows:

	Years
Building/Structure	80
Pitched roof coverings	80
Windows and doors	40
Electrical installations	40
Bathrooms	20
Boilers	15
Kitchen and utility rooms	10
Furniture, fittings and office equipment	2-3

Any assets that are impaired in value are written down to their recoverable amount.

The Charity has assessed whether there is any indication that any asset may be impaired and has found none.

**Expenditure**

All expenditure including support costs, other than that which has been capitalised, is charged against income on an accruals basis. Expenditure includes VAT which cannot be recovered and is reported as part of the expenditure to which the VAT relates.

Expenditure is apportioned on the following basis:

- (a) costs attributable solely to one activity are allocated to that activity.
- (b) costs attributable to more than one activity are apportioned between activities as follows:
  - staff and occupancy costs are apportioned on the basis of estimated person hours spent on each different activity;
  - communication, stationery and printing and computer costs are apportioned based on estimated usage for each activity; and
  - depreciation is apportioned based on the estimated usage of the relevant assets.

Governance costs relate to the costs of running the Charity as a statutory body and include audit fees, certain legal and professional fees, and the costs of trustee and member meetings. No support costs are allocated to governance costs as any allocation would be immaterial.



# Outreach 3 Way

## Notes to the Financial Statements

### 31 March 2016

#### 1 Accounting policies (continued)

##### **Operating leases**

Under section 20 of FRS 102, the Charity classifies the lease of properties and vehicles as operating leases; the title to the properties and vehicles remains with the lessor. The property leases are for five years or less, whilst the economic life of such properties is normally sixty years.

Rentals paid under operating leases are charged against income on a straight-line basis over the lease term.

##### **Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

##### **Creditors and provisions**

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

##### **Restricted funds**

Any income received that is restricted as to its use is credited to a restricted fund.

##### **Unrestricted funds**

Unrestricted funds represent those assets, which may be used at the trustees' discretion for any purpose consistent with the aims of the Charity.

##### **Transfers between funds**

Transfers are made between funds as follows:

- deficits arising on restricted funds from contractual activities are offset by transfers from unrestricted funds;
- surpluses arising on restricted funds from contractual activities are transferred to unrestricted funds when the relevant contract has been fully completed.

##### **Pension costs**

The Charity operates defined contribution pension schemes. The costs under these schemes are charged to the income and expenditure account as incurred.

##### **Statement of cash flows**

Outreach 3 Way has taken advantage of the disclosure exemption granted to small entities under FRS 102 from Section 7: Statement of Cash Flows and accordingly no statement of cash flows has been produced. The cash flow of the Charity is included within the group cash flow in the statutory accounts of its parent, Dimensions UK, and further details on how to view these accounts can be found in note 20 of these accounts.

**Outreach 3 Way**  
**Notes to the Financial Statements**  
**31 March 2016**

**1 Accounting policies (continued)**

**Transition to FRS 102**

Outreach 3 Way has adopted FRS 102 for the year ended 2016. The transition date was 1 April 2014. In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. These are laid out in note 21 below.

**2 Voluntary Income**

	Unrestricted funds £'000	Restricted funds £'000	Total 2016 £'000	Total 2015 £'000
Activities for generating funds	2	42	44	43

**3 Provision of Person Centred Support Analysis of Income**

	2016 £'000	2015 £'000
<i>Fees for support services</i>		
Charges for support services (grants)	4,960	4,636
	4,960	4,636
<i>Related income</i>		
Rent charges	261	298
Other	219	273
	5,440	5,207

**4 Provision of Person Centred Support**

	2016 £'000	2015 £'000 <b>restated</b>
Analysis of Expenditure		
<i>Direct costs</i>		
Staff costs	3,704	3,623
Occupancy costs	949	921
Other costs	568	432
Depreciation	48	49
Impairment	-	(1)
Governance costs	3	7
Total	5,272	5,031

**Outreach 3 Way**  
**Notes to the Financial Statements**  
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**5 Net Income for the Year**

	2016 £'000	2015 £'000 <b>restated</b>
This is stated after charging:		
Depreciation	48	49
Impairment	-	(1)
Auditor's remuneration:-		
Audit services	3	3
Operating leases	258	168
	<u>          </u>	<u>          </u>

**6 Staff**

	2016 No. Headcount	2015 No. Headcount	2016 No. *FTE	2015 No. *FTE
<u>Average Number of Employees</u>				
Staff directly providing person-centred support	198	142	144	117
Support services	5	6	4	4
	<u>203</u>	<u>148</u>	<u>148</u>	<u>121</u>

\*FTE: Full Time Equivalent.

	2016 £'000	2015 £'000
<u>Employment costs</u>		
Wages and salaries	3,130	2,907
Social security costs	218	212
Pension costs	27	29
	<u>3,375</u>	<u>3,148</u>

There were no employees whose total earnings exceeded £60,000.

Included in wages and salaries costs are redundancy payments totalling £3,000 (2015: £3,000).

None of the trustees (or any persons connected with them) received any remuneration during the year, and neither were they reimbursed expenses during the year (2015: £nil). No charity trustee received payment for professional or other services supplied to the charity (2015: £nil).

**7 Taxation Status**

Outreach 3 Way is a registered charity and as such is not subject to Corporation Tax on its charitable income and gains.

**Outreach 3 Way**  
**Notes to the Financial Statements**  
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**8 Tangible fixed assets**

	Properties £'000	Office & Computer Equipment £'000	Household Fixtures & Fittings £'000	Total £'000
Cost or Valuation				
At 1 April 2015	2,932	58	111	3,101
Additions	-	-	-	-
Disposals	(39)	-	-	(39)
At 31 March 2016	2,893	58	111	3,062
Depreciation				
At 1 April 2015 <b>(restated)</b>	740	58	111	909
Charge for the year	49	-	-	49
Disposals	(39)	-	-	(39)
At 31 March 2016	750	58	111	919
Net book value				
At 31 March 2016	2,143	-	-	2,143
At 31 March 2015 <b>(restated)</b>	2,192	-	-	2,192

**9 Debtors**

	2016 £'000	2015 £'000
Trade debtors	539	183
Other debtors	7	4
Prepayments and accrued income	95	123
	641	310

**Outreach 3 Way**  
**Notes to the Financial Statements**  
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**10 Creditors**

<u>Amounts falling due within one year</u>	2016 £'000	2015 £'000
Trade creditors	49	61
Other creditors	12	16
Accruals	135	150
Deferred income (note 11)	93	80
Taxation and social security	70	57
Amounts owed to group and associated undertakings	153	157
	<u>512</u>	<u>521</u>
<u>Amounts falling due after one year</u>	2016 £'000	2015 £'000
Amounts owed to group companies	490	516
	<u>490</u>	<u>516</u>

**11 Deferred income**

Deferred income comprises advance billing for services which ended after the reporting date. The portion of the invoice relating to the next reporting period has been deferred and released in the period in which the service has been delivered.

	£'000
Balance as at 1 April 2015	80
Amount released to income earned from charitable activities	(80)
Amount deferred in year	93
	<u>93</u>
Balance as at 31 March 2016	<u>93</u>

**12 Provisions for liabilities**

A provision has been made for dilapidations of an office. The prior year provision has been reassessed and some provision released. No new provisions have been added. The initial lease for this office ended in November 2015 and the contract is now rolling on a three-month notice period. Therefore it is expected that this will be paid during the next financial year.

	£'000
At 1 April 2015	7
Release of provision	(2)
	<u>5</u>
At 31 March 2016	<u>5</u>

**Outreach 3 Way**  
**Notes to the Financial Statements**  
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**13 Share capital – non equity**

The Company, which is incorporated under the Companies Act 2006, is limited by guarantee and as such has no share capital. The liability of each member is limited to £1, being the amount guaranteed.

**14 Restricted funds**

The funds of the Charity include restricted funds comprising the unexpended balances of donations and grants held on trust for specific purposes.

**15 Movement in Funds**

	At 1 April 2015 <b>restated</b> £'000	Incoming resources £'000	Outgoing resources £'000	Transfers £'000	At 31 March 2016 £'000
Restricted funds:					
Other restricted funds	20	42	(44)	(13)	5
Total restricted funds	20	42	(44)	(13)	5
Unrestricted funds:					
General fund	2,026	5,442	(5,228)	13	2,253
Total unrestricted funds	2,026	5,442	(5,228)	13	2,253
Total funds	2,046	5,484	(5,272)	-	2,258

Donations with specific purposes imposed by the donors for their use are held in a restricted reserve.

Restricted funds which have been satisfied during the year have been transferred to unrestricted funds.

**16 Analysis of Assets by Fund**

	Restricted Funds £'000	General Funds £'000	Total £'000
Tangible fixed assets	-	2,143	2,143
Net current assets	5	605	610
Creditors: amounts falling due after more than one year	-	(495)	(495)
Total funds at 31 March 2016	5	2,253	2,258

# **Outreach 3 Way** **Notes to the Financial Statements** **31 March 2016**

## **17 Commitments under operating leases**

The total of future minimum lease payments under non-cancellable operating leases for each of the following periods are as follows:

	2016		2015	
	Land and buildings £'000	Other £'000	Land and buildings £'000	Other £'000
Due:				
Not later than one year	84	36	47	11
Later than one year and not later than five years	78	60	86	18
	<u>162</u>	<u>96</u>	<u>133</u>	<u>29</u>

## **18 Capital Commitments**

As at 31 March 2016, the Charity had no capital commitments (2015: £nil).

## **19 Related Parties**

Dimensions UK, the parent of the Charity, has apportioned and charged £486k (2015: £401k) of central overhead costs to Outreach 3 Way during the year. These are apportioned based on the total direct costs of providing social housing and other activities in each entity within the Group. At 31 March 2016 the Charity owed Dimensions UK £127k (2015: £131k) for recharged central overhead costs. The intercompany balance is settled a month in arrears.

Outreach 3 Way also has a loan from its parent. At 31 March 2016 the balance of the loan was £516k (2015: £542k), of which £26k is repaid annually. Interest payable on the loan during the year is charged to expenditure.

There are no other related party transactions or outstanding balances during the year (2015: £nil).

## **20 Controlling Party**

Outreach 3 Way's parent association and controlling party is Dimensions (UK) Limited, a charitable registered society under the Co-operative and Community Benefit Societies Act 2014 registered number 31192R.

The principal purpose and activities of Dimensions (UK) Limited and its subsidiaries is the provision of person-centred support packages, with housing, for people with learning disabilities and autism.

The public can obtain the consolidated accounts of Dimensions (UK) Limited that include the Charity's accounts via the website [www.dimensions-uk.org](http://www.dimensions-uk.org) or by writing to the registered office address on page 2 of this report.

**Outreach 3 Way**  
**Notes to the Financial Statements**  
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**21 Transition to FRS 102**

The Charity has adopted FRS 102 from 1 April 2014 and has restated the comparative prior year amounts.

**Changes for FRS 102 adoption**

**a) Component Accounting**

FRS 102 states that where an asset comprises two or more major components which have substantially different economic lives, each component must, unless impractical or involving undue cost or effort, be depreciated separately over its useful economic life. The previous Charities SORP (2005) recommended component accounting however did not require it.

Under the previous SORP, the Charity's chosen policy was to hold assets as whole assets rather than split them into their individual components and so in transitioning to FRS 102 the Charity has applied component accounting to all fixed assets.

The effect of this change for FRS 102 adoption is to increase the charity's surplus for the year ended 31 March 2015 by £1,000. The cumulative effect on reserves is £409,000.

**b) No other restatements were required.**



Outreach 3 Way  
Notes to the Financial Statements  
31 March 2016

<b>Restated Accounts</b>	<b>Cumulative prior year adjustment to 1 April 2014 £'000</b>	<b>Prior year adjustment for 2014/15 £'000</b>	<b>Cumulative prior year adjustment to 31 March 2015 £'000</b>
<b>Income and expenditure account</b>			
Operating costs – depreciation credit	(356)	-	(356)
Operating costs – reduce impairment provision	(11)	(1)	(12)
Operating costs – loss on disposal of an asset	18	-	18
Operating costs – major improvement expenditure	(59)	-	(59)
	<hr/>	<hr/>	<hr/>
Impact on operating surplus	(408)	(1)	(409)
	<hr/>	<hr/>	<hr/>
<b>Balance Sheet</b>			
<b>Tangible Fixed Assets (NBV) – Properties</b>			
At 31 March as previously stated	1,827	-	1,783
Reduce accumulated depreciation	355	-	355
Reduce impairment provision	11	1	12
Remove the cost of the disposed asset	(59)	-	(59)
Remove the accumulated depreciation of the disposed asset	41	-	41
Additional capitalisation of components	59	-	59
	<hr/>	<hr/>	<hr/>
At 31 March as restated	2,234		2,191
	<hr/>		<hr/>
<b>Unrestricted Income Funds</b>			
Revenue funds at 31 March as previously stated	(1,400)		(1,617)
Impact on operating surplus	(408)	(1)	(409)
	<hr/>	<hr/>	<hr/>
<b>Revenue reserve at 31 March as restated</b>	<b>(1,808)</b>		<b>(2,026)</b>
	<hr/>		<hr/>