

Outreach 3 Way
(A Charitable Company Limited by Guarantee)

Report and Financial Statements

For the year ended

31 March 2018

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Company Registration Number: 1474488
Charity Registration Number: 278140

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Outreach 3 Way
Advisors and Other Information
Year ended 31 March 2018

Trustees	H Baker (Chair) A Barnard (Vice Chair) K Lewis C Cryne C Mercer G Lyle N Turner S Malik D Lloyd-Evans (appointed 13 April 2017) R Bergemann (resigned 1 May 2017) J Mason (resigned 1 June 2017)	
Executive Directors	Steve Scown Mark Horlock Stella Cheetham Jackie Fletcher Bob Tindall Chris Woodhead	Chief Executive Officer Group Director of Finance Group Director of People and Organisational Development Group Director of Quality, Public Affairs and Policy Managing Director Group Director of Housing and Business Development
Bankers	National Westminster Bank Plc 13 Market Place Reading Berkshire RG1 2EP	HSBC Apex Plaza Forbury Road Reading RG1 1AX
Solicitors	Trowers & Hamlins 3 Bunhill Row London EC1Y EYZ	
Auditor	KPMG LLP Arlington Business Park Reading RG7 4SD	
Principal and Registered Office	1430 Arlington Business Park Theale Reading RG7 4SA	

Outreach 3 Way Directors' Report Year ended 31 March 2018

The directors (who are also trustees of the charitable company) present their report and the audited financial statements for the year ended 31 March 2018.

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 principal activity of the Charity is the provision of personalised support with housing.

Outreach 3 Way provides a wide range of services for children and adults with learning disabilities and people who experience autism, including those with complex needs or challenging behaviour. The Charity enables people to be part of their community and to make their own choices and decisions about their own lives. Outreach 3 Way also provides supported employment services to help some of the people it supports to get a job.

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 Company Secretary and the Group Director of People and Organisational Development, attaching a full CV and a supporting statement, along with details of two referees. For particular posts an agency is used to headhunt suitable candidates.

The recruitment process includes informal meetings with members of the Group 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.

Outreach 3 Way Directors' Report Year ended 31 March 2018

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'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 the Diocese of Chichester, Transform and Southdown Housing in order for additional services to be provided. In these partnerships, the 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.

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.

Outreach 3 Way Directors' Report Year ended 31 March 2018

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.

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 Referral and Assessment Managers 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.

Outreach 3 Way Directors' Report Year ended 31 March 2018

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, in accessing the Outreach 3 Way services. It interacts with people with learning disabilities, their parents and families and commissions 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.

2017/18 has continued to present the company with challenges, due to the current economic climate in social care.

Notable achievements in the last year include:

Outreach 3 Way has continued to maintain presence in Brighton and Hove. The Charity also continues to grow incrementally, with particular interest in its Complex Needs Day Service.

The registered services in Outreach 3 Way have been inspected by CQC under the Health and Social Care Act and were all assessed as being 100% compliant in meeting the Essential Standards of Quality and Care.

Fundraising & PR

Fundraising has taken place to raise money for the yearly pantomime, which is delivered by people we support.

Outreach 3 Way Directors' Report Year ended 31 March 2018

Plans for Future Periods

As part of the remit of the Horticulture and Site manager, the Charity is looking at development opportunities for the site at Ifield. The Ifield Garden Nursery is now open all year round to the public to encourage more interaction with the community and to support opportunities to develop traineeships and apprenticeships in partnership with local colleges and business. 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 has previously awaited the decision from Gatwick Airport as to whether an additional runway would be built which had largely blighted the land at the Ifield site. Now that the Heathrow runway has received Cabinet approval the Charity is engaged with consultants and its solicitors regarding planning permission for the redevelopment of the buildings on the site with a view to increasing the Charity's support provision and supported employment opportunities.

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.

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 2018 was a surplus of £366k (2017: £240k).

Performance for the year was better than budget due to an increase in the support provided.

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 Way's 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 Way's costs. These changes are monitored by the Charity and actions are implemented to mitigate against adverse effects where appropriate. The increasing national living wage (which will rise incrementally until 2020), including the way that HMRC interprets this in relation to time spent during sleep-in services and the enforcement of this, has the potential to significantly impact on Outreach 3 Way.

The Charity has developed plans to mitigate these risks.

Outreach 3 Way Directors' Report Year ended 31 March 2018

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 reserves equivalent to three months' expenditure, which equates to around £1,400k, which the trustees believe would tide the Charity over should there be any unexpected interruptions to regular funding.

At 31 March 2018 Outreach 3 Way was meeting its reserves policy with unrestricted income funds of £2,855k (2017: £2,491k). Its cash balance at 31 March 2018 was £617k (2017: £1,129k).

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 2018 there were restricted reserves of £9k 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 2018**

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 to re-appoint KPMG LLP will be proposed at the forthcoming annual general meeting.

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



**Helen Baker
Chair**

Outreach 3 Way
1430 Arlington Business Park
Theale
Reading
RG7 4SA

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

Opinion

We have audited the financial statements of Outreach 3 Way ("the charitable company") for the year ended 31 March 2018 which comprise the Statement of Financial Activities, Balance Sheet and related notes, including the accounting policies in note 1.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with UK accounting standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) ("ISAs (UK)") and applicable law. Our responsibilities are described below. We have fulfilled our ethical responsibilities under, and are independent of the charitable company in accordance with, UK ethical requirements including the FRC Ethical Standard. We believe that the audit evidence we have obtained is a sufficient and appropriate basis for our opinion.

Going concern

We are required to report to you if we have concluded that the use of the going concern basis of accounting is inappropriate or there is an undisclosed material uncertainty that may cast significant doubt over the use of that basis for a period of at least twelve months from the date of approval of the financial statements. We have nothing to report in these respects.

Other information

The directors are responsible for the other information, which comprises the Directors' Report. Our opinion on the financial statements does not cover the other information and, accordingly, we do not express an audit opinion or, except as explicitly stated below, any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether, based on our financial statements audit work, the information therein is materially misstated or inconsistent with the financial statements or our audit knowledge. Based solely on that work:

- we have not identified material misstatements in the other information;
- in our opinion the information given in the Trustees' Annual Report, which constitutes the directors' report for the financial year, is consistent with the financial statements; and
- in our opinion that report has been prepared in accordance with the Companies Act 2006.

Matters on which we are required to report by exception

Under the Companies Act 2006 we are required 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.

We have nothing to report in these respects.

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

Trustees' responsibilities

As explained more fully in their statement 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; such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error; assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern; and using the going concern basis of accounting unless they either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue our opinion in an auditor's report. Reasonable assurance is a high level of assurance, but does not guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

A fuller description of our responsibilities is provided on the FRC's website at www.frc.org.uk/auditorsresponsibilities.

The purpose of our audit work and to whom we owe our responsibilities

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.



Jonathan Brown
for and on behalf of KPMG LLP, Statutory Auditor

Chartered Accountants

KPMG LLP

Arlington Business Park

Theale

Reading

RG7 4SD

Date: 30 July 2018

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 2018

	<i>Note</i>	Unrestricted funds £'000	Restricted funds £'000	Total funds 2018 £'000	Total funds 2017 £'000
Incoming resources					
Incoming resources generated from activities:					
Activities for generating funds	2	10	8	18	3
Incoming resources from charitable activities:					
Provision of person centred support:	3				
Fees for support services		5,496	-	5,496	5,489
Rent charges		253	-	253	273
Other incoming resources		73	-	73	109
Total incoming resources		5,832	8	5,840	5,874
Resources expended					
Charitable activities:					
Provision of person centred support		5,468	6	5,474	5,634
Total resources expended	4	5,468	6	5,474	5,634
Net Income for the Year		364	2	366	240
Net movement in funds for the year		364	2	366	240
Inter-fund transfers		-	-	-	-
		364	2	366	240
Fund balances at 1 April		2,491	7	2,498	2,258
Fund balances at 31 March		2,855	9	2,864	2,498

The figures above relate to continuing activities.


The accompanying notes form part of these financial statements.

Outreach 3 Way
Balance Sheet
As at 31 March 2018
Company Number: 1474488

	<i>Note</i>	2018 £'000	2017 £'000
Fixed assets			
Tangible assets	8	2,855	2,534
Current assets			
Debtors	9	324	272
Cash at bank and in hand		617	1,129
		<u>941</u>	<u>1,401</u>
Liabilities			
Creditors: amounts falling due within one year	10	(487)	(968)
		<u>454</u>	<u>433</u>
Net current assets			
		<u>3,309</u>	<u>2,967</u>
Total assets less current liabilities			
Creditors: amounts falling due after more than one year	10	(438)	(464)
Provisions for liabilities	12	(7)	(5)
		<u>2,864</u>	<u>2,498</u>
Total net assets			
The funds of the charity			
Restricted income funds		9	7
Unrestricted income funds		2,855	2,491
		<u>2,864</u>	<u>2,498</u>
Total charity funds	14		

The accompanying notes form part of these financial statements.

The financial statements were approved by the trustees and authorised for issue on 25 July 2018 and signed on their behalf by:


 Helen Baker
 Chair


 J Fletcher
 Company Secretary

Outreach 3 Way

Notes to the Financial Statements

As at 31 March 2018

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 Outreach 3 Way 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 receivable under a tenancy agreement is recognised on an accruals basis.

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 costs 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 2018

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. For the assessment of the property assets, the value-in-use calculation used a discount rate of 5%, which was applied to cash flows extending over a 30-year period to reflect the long useful life of property. This resulted in impairment provisions of £39k being released this year (2017: £nil).

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 2018

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.

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 19 of these accounts.

Outreach 3 Way
Notes to the Financial Statements
31 March 2018

2 Voluntary Income

	Unrestricted funds £'000	Restricted funds £'000	Total 2018 £'000	Total 2017 £'000
Activities for generating funds	10	8	18	3
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

3 Provision of Person Centred Support Analysis of Income

	2018 £'000	2017 £'000
<i>Fees for support services</i>		
Charges for support services (grants)	5,496	5,489
	<u>5,496</u>	<u>5,489</u>
<i>Related income</i>		
Rent charges	253	273
Other	73	109
	<u>5,822</u>	<u>5,871</u>

4 Provision of Person Centred Support

	Unrestricted funds £'000	Restricted funds £'000	Total 2018 £'000	2017 £'000
Analysis of Expenditure				
<i>Direct costs</i>				
Staff costs	3,983	-	3,983	4,068
Occupancy costs	760	6	766	792
Other costs	708	-	708	721
Depreciation	53	-	53	47
Impairment	(39)	-	(39)	-
Governance costs	3	-	3	6
Total	<u>5,468</u>	<u>6</u>	<u>5,474</u>	<u>5,634</u>

5 Net Income for the Year

	2018 £'000	2017 £'000
This is stated after charging:		
Depreciation	53	47
Impairment	(39)	-
Auditor's remuneration:-		
Audit services	3	3
Operating leases	153	150
	<u> </u>	<u> </u>

Outreach 3 Way
Notes to the Financial Statements
31 March 2018

6 Staff

	2018 Number Headcount	2017 Number Headcount	2018 Number *FTE	2017 Number *FTE
<u>Average Number of Employees</u>				
Staff directly providing person-centred support	220	215	153	153
Support services	7	6	6	5
	<u>227</u>	<u>221</u>	<u>159</u>	<u>158</u>

*FTE: Full Time Equivalent.

<u>Employment costs</u>	2018 £'000	2017 £'000
Wages and salaries	3,420	3,459
Social security costs	245	239
Pension costs	28	28
	<u>3,693</u>	<u>3,726</u>

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

Included in wages and salaries costs are redundancy payments totalling £3,000 (2017: £2,000).

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 (2017: £nil). No charity trustee received payment for professional or other services supplied to the charity (2017: £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.

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Notes to the Financial Statements
31 March 2018

8 Tangible fixed assets

	Properties £'000	Office & Computer Equipment £'000	Household Fixtures & Fittings £'000	Total £'000
Cost or Valuation				
At 1 April 2017	3,328	58	45	3,431
Additions	330	8	4	342
Disposals	(14)	(57)	-	(71)
At 31 March 2018	<u>3,644</u>	<u>9</u>	<u>49</u>	<u>3,702</u>
Depreciation				
At 1 April 2017	795	58	45	898
Charge for the year	52	1	-	53
Impairment	(39)	-	-	(39)
Disposals	(8)	(57)	-	(65)
At 31 March 2018	<u>800</u>	<u>2</u>	<u>45</u>	<u>847</u>
Net book value				
At 31 March 2018	<u>2,844</u>	<u>7</u>	<u>4</u>	<u>2,855</u>
At 31 March 2017	<u>2,534</u>	<u>-</u>	<u>-</u>	<u>2,534</u>

9 Debtors

	2018 £'000	2017 £'000
Trade debtors	265	224
Other debtors	7	10
Prepayments and accrued income	52	38
	<u>324</u>	<u>272</u>

Outreach 3 Way
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10 Creditors

<u>Amounts falling due within one year</u>	2018 £'000	2017 £'000
Trade creditors	25	51
Other creditors	8	10
Accruals	150	166
Deferred income (note 11)	71	66
Taxation and social security	64	59
Amounts owed to group and associated undertakings	169	616
	<u>487</u>	<u>968</u>
 <u>Amounts falling due after one year</u>	 2018 £'000	 2017 £'000
Amounts owed to group companies	438	464
	<u>438</u>	<u>464</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 2017	66
Amount released to income earned from charitable activities	(66)
Amount deferred in year	71
	<u>71</u>
Balance as at 31 March 2018	<u>71</u>

12 Provisions for liabilities

A provision has been made for dilapidations of an office. The prior year provision has been reassessed however no adjustment was required. 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. Another dilapidation has been added for a second office. The one year lease commenced in January 2016 and is now rolling on a one month notice period.

	£'000
At 1 April 2017	5
New additions	2
	<u>7</u>
At 31 March 2018	<u>7</u>

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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 Movement in Funds

	At 1 April 2017	Incoming resources	Outgoing resources	Transfers	At 31 March 2018
	£'000	£'000	£'000	£'000	£'000
Restricted funds:					
Other restricted funds	7	8	(6)	-	9
Total restricted funds	7	8	(6)	-	9
Unrestricted funds:					
General fund	2,491	5,832	(5,468)	-	2,855
Total unrestricted funds	2,491	5,832	(5,468)	-	2,855
Total funds	2,498	5,840	(5,474)	-	2,864

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

The funds of the Charity include restricted funds comprising the unexpended balances of these restricted donations and grants.

15 Analysis of Assets by Fund

	Restricted Funds £'000	General Funds £'000	Total £'000
Tangible fixed assets	-	2,855	2,855
Net current assets	9	445	454
Creditors: amounts falling due after more than one year	-	(445)	(445)
Total funds at 31 March 2018	9	2,855	2,864

16 Capital Commitments

As at 31 March 2018, the Charity had no capital commitments (2017: £nil).

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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:

	2018		2017	
	Land and buildings £'000	Other £'000	Land and buildings £'000	Other £'000
Due:				
Not later than one year	16	30	82	41
Later than one year and not later than five years	-	29	1	36
	<u>16</u>	<u>59</u>	<u>83</u>	<u>77</u>

18 Related Parties

Dimensions UK, the parent of the Charity, has apportioned and charged £685k (2017: £498k) 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 2018 the Charity owed Dimensions UK £143k (2017: £590k) for recharged central overhead costs. The prior year balance included the recharge of a property purchased from the Dimensions UK bank account for the Charity. The intercompany balance is settled a month in arrears.

Outreach 3 Way also has a loan from its parent. At 31 March 2018 the balance of the loan was £464k (2017: £490k), 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 (2017: £nil).

19 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 or by writing to the registered office address on page 2 of this report.

20 Off-balance sheet arrangements

Outreach 3 Way, along with the other entities in the Dimensions Group, became party to a £10m Revolving Credit Facility with HSBC plc on 7 April 2017, whereby the liabilities to HSBC of each of the subsidiaries are cross guaranteed by each of the entities. Any amounts drawn down are held in the balance sheet of the parent of the Charity.