

REGISTRAR

Company registration number: 05045034
Charity registration number: 1103725

Adults Supporting Adults (ASA Shared Lives)

(A company limited by guarantee)

Annual Report and Financial Statements
for the Year Ended 31 March 2016

Forrester Boyd
Chartered Accountants
139 Eastgate
Louth
Lincolnshire
LN11 9QQ

 **Forrester Boyd**
Chartered Accountants

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ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

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ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

REFERENCE AND ADMINISTRATIVE DETAILS

| | |
|------------------------------------|--|
| Charity name | Adults Supporting Adults (ASA Shared Lives) |
| Charity registration number | 1103725 |
| Company registration number | 05045034 |
| Principal office | Railton House East Road Business Park Sleaford Lincolnshire NG34 7EQ |
| Registered office | Railton House East Road Business Park Sleaford Lincolnshire NG34 7EQ |
| Directors | N Horner H Sanders N Armstrong P Railton K Phillips M Siswick (Resigned 9 May 2016) |
| Chief executive officer | T Bennett |
| Secretary | T Bennett |
| Bankers | Handelsbanken Lincoln 1st Floor 5 Henley Way Doddington Road Lincoln LN6 3QR HSBC Bank PLC 88 Westgate Grantham Lincolnshire NG31 6LF |
| Auditor | Forrester Boyd 139 Eastgate Louth Lincolnshire LN11 9QQ |



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

DIRECTORS' REPORT

The directors present their report and accounts for the year ended 31 March 2016.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with ASA's governing document, the Companies Act 2006 and the Statement of Recommended Practice (FRSSE), effective January 2015.

Structure, governance and management

ASA is a company limited by guarantee and holds no share capital.

The directors who served during the year were:

N Horner
H Sanders
N Armstrong
P Railton
K Phillips
M Siswick (Resigned 09/05/2016)

The directors are committed to ensuring that their membership reflects not only the demographic and cultural environment in which the charity operates but also has the life and professional experiences essential to developing the charity's role. To this end they are constantly alert to the opportunities which their contact with the local community offers to attract appropriately qualified new members.

None of the directors has any beneficial interest in the company. All of the directors are members of the company and guarantee to contribute £10 in the event of a winding up.

The Memorandum and Articles of Association state that the number of members of the board shall not be less than three but will not exceed twelve.

All directors being eligible offer themselves for re-election at the forthcoming Annual General Meeting.

The company was incorporated on 16th February, 2004 and commenced to operate on 1st April, 2005. The company is limited by guarantee and has no share capital.

The governing document of the charity is its Memorandum and Articles of Association. The Charity continues to deliver services on behalf of its clients, which ensure they can live shared and inclusive lives within the community. In this way the charity considers it continues to meet the objectives laid down in its governing documents and as such it continues to fulfill the public benefit criteria under which it was established.

The charity is managed by the directors.

Potential major risks are reviewed regularly. Monthly visits are carried out to ensure that the charity's objects are being met. Reserves are kept at a level to cover three months administrative and service costs in order to enable directors time to organise alternative arrangements in the event of funding being withdrawn.

The directors have compiled a Risk Register in which all the major risks have been identified and assessed.



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

DIRECTORS' REPORT

The charity maintains a policy for appointment of new directors. The existing board regularly considers the skill set required to manage the charity and tries to ensure a breadth of experience in the directors. This experience is from various backgrounds, social services, financial and legal and general business.

A full induction programme does form part of a new director's appointment to ensure they are made aware of the charity's aims and objectives, its financial affairs, its general structure and their own responsibilities and have due regard to the guidance published by the Charities Commission on public benefit.

The day to day workings of the charity are dealt with by the senior management team. The directors and members of this team work together in focussed sub committees to deal with more complex matters relating to the running of the charity. The full board meet with the chief executive and other members of the team, as deemed appropriate, bi-monthly to review the charity's activities and to deal with any strategic matters.

Objectives and activities

The objects of the company are:

- to support the needs of adults in Lincolnshire and other counties who are vulnerable as a result of disability, mental health difficulties or age, and to provide for them as appropriate to achieve an independent and socially inclusive lifestyle;
- to educate the population of Lincolnshire, and other counties as a whole, of the needs of vulnerable adults.

At present ASA provides community support services as follows:

- Extended stay
- At home day service
- Respite services
- Day time provision
- Spriteleys Charity
a resource that currently provides social get togethers to older people in the Grantham area
- Sit2Gether
- Shop2Gether voluntary service

ASA's primary contract is with Lincolnshire County Council together with supporting clients in receipts of personal budgets and direct payments.

The development of Extended Stay and Respite services are likely to be the main focus of expected developments during the forthcoming year.



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

DIRECTORS' REPORT

Achievements and performance

During the ninth year of activity, the directors have, with the full support of the existing staff team, consolidated the externalisation of a social service adult placement scheme and were successfully awarded a contract with Lincolnshire County Council to continue providing our services. They have also continued to diversify from other sources.

ASA would like to acknowledge the valuable contribution of the growing number of volunteers that assist with our Shop2Gether and Spritelys resources.

The directors have continued to expand the level of existing provision whilst developing new support services to meet changing client needs and statutory requirements. The directors are committed to continued expansion and diversification of ASA's client services and the employees to manage this growth. They are actively working with other potential clients to assist with the delivery of services.

Financial review

At 31st March, 2016 the charity had £588,526 in reserves, all except £120 of which were unrestricted. £383,549 of unrestricted reserves has been designated on special reserve by the directors. The remaining unrestricted reserves of £204,857 have been kept at a level to fund the ongoing activities. At present they represent approximately three months of administrative and service costs. This is not considered excessive by the directors.

It is the policy of ASA that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The directors consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue ASA's current activities whilst consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

ASA directors and senior management team will exercise a general duty of care when carrying out investment activities. They will consider the suitability for their charity of any investment. They will consider the need for diversification to reduce the risk of losses resulting from concentrating on a particular investment, or type of investment.

Investments will be reviewed at least on an annual basis, or at such time that an investment term is complete, if sooner.

To reduce risks the directors and senior management team will consider the following when investing surplus funds

- to invest in markets where financial services are closely regulated, and compensation schemes are in place
- to have a suitably diversified investment portfolio; and
- to be particularly wary of making speculative forms of investment.



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

DIRECTORS' REPORT

Disclosure of information to auditors

Each of the directors has confirmed that there is no information of which they are aware which is relevant to the audit, but of which the auditor is unaware. They have further confirmed that they have taken appropriate steps to identify such relevant information and to establish that the auditors are aware of such information.

Auditors

A resolution proposing that Forrester Boyd be reappointed as auditors of the company will be put to the members.

Approved by the Board on 12 September 2016 and signed on its behalf by:

K Phillips
Director



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

DIRECTORS' RESPONSIBILITIES IN RELATION TO THE FINANCIAL STATEMENTS

The trustees (who are also directors of Adults Supporting Adults (ASA Shared Lives) for the purposes of company law) are responsible for preparing the Directors' Annual Report and the financial statements in accordance with applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- 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 in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

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



INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

We have audited the financial statements of Adults Supporting Adults (ASA Shared Lives) for the year ended 31 March 2016, set out on pages 9 to 19. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (Effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 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 auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the 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 auditors

As explained more fully in the Directors' 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 (APB'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 Directors' 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 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 United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Matters on which we are required to report by exception

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

- the information given in the Directors' Annual Report is inconsistent in any material respect with the financial statements; or
- the charitable company has not kept adequate accounting records; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit ; or



INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

..... continued

- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime.

Alan Nesbitt BA FCA (Senior Statutory Auditor)
For and on behalf of Forrester Boyd, Statutory Auditor

139 Eastgate
Louth
Lincolnshire
LN11 9QQ

19 September 2016



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2016

| | | Unrestricted Funds | Designated funds | Restricted fund | Total Funds 2016 | Total Funds 2015 |
|---|------|-----------------------|---------------------|--------------------|------------------------|------------------------|
| | Note | £ | £ | £ | £ | £ |
| Incoming resources | | | | | | |
| Incoming resources from generated funds | | | | | | |
| Investment income | 2 | 7,900 | - | - | 7,900 | 3,555 |
| Incoming resources from charitable activities | 3 | 1,756,875 | - | - | 1,756,875 | 1,980,708 |
| Voluntary income | 4 | 3,042 | - | - | 3,042 | 3,042 |
| Total incoming resources | | <u>1,767,817</u> | <u>-</u> | <u>-</u> | <u>1,767,817</u> | <u>1,987,305</u> |
| Resources expended | | | | | | |
| Charitable expenditure | 5 | 1,661,120 | 5,835 | - | 1,666,955 | 1,944,265 |
| Governance costs | 5 | 72,814 | - | - | 72,814 | 99,915 |
| Support costs | 5 | 76,095 | - | - | 76,095 | 87,147 |
| Total resources expended | | <u>1,810,029</u> | <u>5,835</u> | <u>-</u> | <u>1,815,864</u> | <u>2,131,327</u> |
| Net expenditure before transfers | | (42,212) | (5,835) | - | (48,047) | (144,022) |
| Transfers | | | | | | |
| Gross transfers between funds | | <u>(74,317)</u> | <u>74,317</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Net movements in funds | | (116,529) | 68,482 | - | (48,047) | (144,022) |
| Reconciliation of funds | | | | | | |
| Total funds brought forward | | <u>321,386</u> | <u>315,067</u> | <u>120</u> | <u>636,573</u> | <u>780,595</u> |
| Total funds carried forward | | <u>204,857</u> | <u>383,549</u> | <u>120</u> | <u>588,526</u> | <u>636,573</u> |

The notes on pages 11 to 19 form an integral part of these financial statements.



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES) (REGISTRATION NUMBER: 05045034)

BALANCE SHEET AS AT 31 MARCH 2016

| | | 2016 | | 2015 | |
|---|------|-----------------|----------------|------------------|----------------|
| | Note | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible assets | 10 | | 20,270 | | 33,488 |
| Current assets | | | | | |
| Debtors | 11 | 203,856 | | 119,844 | |
| Cash at bank and in hand | | <u>448,588</u> | | <u>608,772</u> | |
| | | 652,444 | | 728,616 | |
| Creditors: Amounts falling due within one year | 12 | <u>(84,188)</u> | | <u>(125,531)</u> | |
| Net current assets | | | <u>568,256</u> | | <u>603,085</u> |
| Net assets | | | <u>588,526</u> | | <u>636,573</u> |
| The funds of the charity: | | | | | |
| Restricted fund | | | 120 | | 120 |
| Designated funds | | | 383,549 | | 315,067 |
| Unrestricted funds | | | | | |
| Unrestricted income funds | | | <u>204,857</u> | | <u>321,386</u> |
| Total charity funds | | | <u>588,526</u> | | <u>636,573</u> |

Approved by the Board on 12 September 2016 and signed on its behalf by:

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

T Bennett
Secretary



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

1 Accounting policies

Basis of preparation

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice (FRSSE), effective January 2015, the Financial Reporting Standard for Smaller Entities (effective January 2015) and the Companies Act 2006.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Restricted funds can only be used in connection with the Spriteleys Resource.

Incoming resources

Voluntary income and activities for generating funds are recognised on a receivable basis.

Investment income is recognised on a receivable basis.

Income from charitable activities includes income recognised as earned (as the related goods or services are provided) under contract.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs

Governance costs include costs of the preparation and examination of the statutory accounts, the costs of trustee meetings and the cost of any legal advice to trustees on governance or constitutional matters.



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

..... continued

Fixed assets

Individual fixed assets costing £100 or more are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

| | |
|---|-------------------|
| Office equipment | 33% straight line |
| Fixtures, fittings and office equipment | 20% straight line |
| Motor vehicles | 20% straight line |

Pensions

The company operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. Employees who were transferred from the employment of the local council continue to be members of the LCC defined benefit scheme. The cost to the charity is the amount of contributions payable and therefore it is appropriate for the charity to account for the scheme as a defined contribution scheme. Contributions payable to both schemes for the year are charged in the Statement of Financial Activities (including income and expenditure account).

Debtors

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

Creditors

Creditors 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 are normally recognised at their settlement amount after allowing for any trade discounts due.

2 Investment income

| | Unrestricted Funds £ | Designated funds £ | Restricted fund £ | Total Funds 2016 £ | Total Funds 2015 £ |
|---------------------|----------------------------|--------------------------|-------------------------|-----------------------------|-----------------------------|
| Interest receivable | 7,900 | - | - | 7,900 | 3,555 |



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

..... continued

3 Incoming resources from charitable activities

| | Unrestricted Funds £ | Designated funds £ | Restricted fund £ | Total Funds 2016 £ | Total Funds 2015 £ |
|---|----------------------------|--------------------------|-------------------------|-----------------------------|-----------------------------|
| Charitable activities | | | | | |
| Private Provision | 722,384 | - | - | 722,384 | 616,764 |
| Donations | 5,478 | - | - | 5,478 | 7,490 |
| Other income | 153 | - | - | 153 | 2,023 |
| Lincolnshire County Council Services Grant | 787,577 | - | - | 787,577 | 894,807 |
| Training and Consultancy | 23,795 | - | - | 23,795 | 3,610 |
| Supporting People funding | 216,788 | - | - | 216,788 | 216,196 |
| PACT | - | - | - | - | 236,813 |
| (Profit)/loss on sale of tangible fixed assets held for charity's own use | 700 | - | - | 700 | 3,005 |
| | <u>1,756,875</u> | <u>-</u> | <u>-</u> | <u>1,756,875</u> | <u>1,980,708</u> |

4 Voluntary income

| | Unrestricted Funds £ | Designated funds £ | Restricted fund £ | Total Funds 2016 £ | Total Funds 2015 £ |
|---|----------------------------|--------------------------|-------------------------|-----------------------------|-----------------------------|
| Contributions from Lincolnshire County Council | <u>3,042</u> | <u>-</u> | <u>-</u> | <u>3,042</u> | <u>3,042</u> |



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

..... continued

5 Total resources expended 2016

| | Charitable activities | Governance | Support costs | Total |
|----------------------------------|-----------------------|---------------|---------------|------------------|
| | £ | £ | £ | £ |
| Direct costs | | | | |
| Cost of goods sold | 5,911 | - | - | 5,911 |
| Expenditure | | | | |
| Printing, posting and stationery | - | - | 9,425 | 9,425 |
| Subscriptions | - | - | 1,597 | 1,597 |
| Telephone | - | - | 10,485 | 10,485 |
| Sundry expenses | - | 73 | 3,232 | 3,305 |
| Travel expenses | 1,482 | - | - | 1,482 |
| Advertising | - | - | 8,926 | 8,926 |
| Accountancy fees | - | 3,051 | - | 3,051 |
| Auditors' remuneration | - | 4,794 | - | 4,794 |
| Legal and professional costs | - | 17,273 | - | 17,273 |
| Bad debt expense | - | - | 4,994 | 4,994 |
| Bank charges | - | - | 2,588 | 2,588 |
| Donations | 316 | - | - | 316 |
| Staff costs | - | - | 4,375 | 4,375 |
| Depreciation | - | - | 13,858 | 13,858 |
| Wages and salaries | 1,140,686 | - | - | 1,140,686 |
| National insurance | 58,177 | - | - | 58,177 |
| Staff pensions | 59,271 | - | - | 59,271 |
| Rates | - | (351) | - | (351) |
| Rent | - | 46,709 | - | 46,709 |
| Light and heat | - | - | 4,942 | 4,942 |
| Insurance | 10,700 | - | - | 10,700 |
| Service providers | 365,830 | - | - | 365,830 |
| Motor expenses | 9,835 | - | - | 9,835 |
| Repairs and renewals | - | - | 4,911 | 4,911 |
| Training | 14,747 | - | - | 14,747 |
| Insurance | - | 1,265 | - | 1,265 |
| Computer expenses | - | - | 6,762 | 6,762 |
| | <u>1,661,044</u> | <u>72,814</u> | <u>76,095</u> | <u>1,809,953</u> |
| | <u>1,666,955</u> | <u>72,814</u> | <u>76,095</u> | <u>1,815,864</u> |



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

..... continued

Total resources expended 2015

| | Charitable activities | Governance | Support costs | Total |
|----------------------------------|-----------------------|---------------|---------------|------------------|
| | £ | £ | £ | £ |
| Direct costs | | | | |
| Cost of goods sold | 6,357 | - | - | 6,357 |
| Expenditure | | | | |
| Printing, posting and stationery | - | - | 10,403 | 10,403 |
| Subscriptions | - | - | 3,381 | 3,381 |
| Telephone | - | - | 9,109 | 9,109 |
| Sundry expenses | - | 106 | 2,442 | 2,548 |
| Travel expenses | 1,446 | - | - | 1,446 |
| Advertising | - | - | 20,574 | 20,574 |
| Accountancy fees | - | 4,534 | - | 4,534 |
| Auditors' remuneration | - | 4,820 | - | 4,820 |
| Legal and professional costs | - | 40,485 | - | 40,485 |
| Bank charges | - | - | 2,575 | 2,575 |
| Donations | 590 | - | - | 590 |
| Staff costs | - | - | 4,508 | 4,508 |
| Depreciation | - | - | 16,145 | 16,145 |
| Wages and salaries | 1,259,098 | - | - | 1,259,098 |
| National insurance | 68,980 | - | - | 68,980 |
| Staff pensions | 55,066 | - | - | 55,066 |
| Rates | - | (49) | - | (49) |
| Rent | - | 48,377 | - | 48,377 |
| Light and heat | - | - | 7,119 | 7,119 |
| Insurance | 10,524 | - | - | 10,524 |
| Service providers | 385,057 | - | - | 385,057 |
| PACT costs | 123,074 | - | - | 123,074 |
| Motor expenses | 12,056 | - | - | 12,056 |
| Repairs and renewals | - | - | 4,465 | 4,465 |
| Training | 22,017 | - | - | 22,017 |
| Insurance | - | 1,642 | - | 1,642 |
| Computer expenses | - | - | 6,426 | 6,426 |
| | <u>1,937,908</u> | <u>99,915</u> | <u>87,147</u> | <u>2,124,970</u> |
| | <u>1,944,265</u> | <u>99,915</u> | <u>87,147</u> | <u>2,131,327</u> |

6 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

No trustees have had travelling expenses reimbursed in the year.

During the year £324 was paid in respect of indemnity insurance (2015: £325).



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

..... continued

7 Net expenditure

Net expenditure is stated after charging/(crediting):

| | 2016 | 2015 |
|---|-------|---------|
| | £ | £ |
| Auditors' remuneration - audit services | 4,794 | 4,820 |
| Profit on disposal of tangible fixed assets | (700) | (3,005) |

8 Employees' remuneration

The average number of persons employed by the charity (including trustees) during the year, analysed by category, was as follows:

| | 2016 No. | 2015 No. |
|-------------------------------|-------------|-------------|
| Management and Administration | 26 | 26 |
| Day time service providers | 66 | 69 |
| | <u>92</u> | <u>95</u> |

The above employee numbers relate to actual numbers employed. The average of full time equivalents was 46.5 (2015: 44.5)

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

There were redundancy payments of £5,835 made during the year.

The aggregate payroll costs of these persons were as follows:

| | 2016 £ | 2015 £ |
|---------------------|------------------|------------------|
| Wages and salaries | 1,140,686 | 1,259,098 |
| Social security | 58,177 | 68,980 |
| Other pension costs | 59,271 | 55,066 |
| | <u>1,258,134</u> | <u>1,383,144</u> |

9 Taxation

These financial statements are prepared on the basis that the company has an exemption under Part 11 of the Corporation Taxes Act 2010 and that no charge to taxation applies.



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

..... continued

10 Tangible fixed assets

| | Plant and machinery including motor vehicles £ | Fixtures, fittings and office equipment £ | Total £ |
|-------------------------|---|---|----------------|
| Cost | | | |
| As at 1 April 2015 | 33,300 | 99,927 | 133,227 |
| Additions | - | 1,140 | 1,140 |
| Disposals | (10,000) | - | (10,000) |
| As at 31 March 2016 | <u>23,300</u> | <u>101,067</u> | <u>124,367</u> |
| Depreciation | | | |
| As at 1 April 2015 | 12,327 | 87,412 | 99,739 |
| Eliminated on disposals | (9,500) | - | (9,500) |
| Charge for the year | 6,493 | 7,365 | 13,858 |
| As at 31 March 2016 | <u>9,320</u> | <u>94,777</u> | <u>104,097</u> |
| Net book value | | | |
| As at 31 March 2016 | <u>13,980</u> | <u>6,290</u> | <u>20,270</u> |
| As at 31 March 2015 | <u>20,973</u> | <u>12,515</u> | <u>33,488</u> |

11 Debtors

| | 2016 £ | 2015 £ |
|--------------------------------|----------------|----------------|
| Trade debtors | 192,098 | 85,615 |
| Other debtors | - | 8,614 |
| Prepayments and accrued income | 11,758 | 25,615 |
| | <u>203,856</u> | <u>119,844</u> |



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

..... continued

12 Creditors: Amounts falling due within one year

| | 2016 £ | 2015 £ |
|------------------------------|---------------|----------------|
| Trade creditors | 5,109 | 11,020 |
| Other creditors | 23,307 | 22,471 |
| Accruals and deferred income | 55,772 | 92,040 |
| | <u>84,188</u> | <u>125,531</u> |

13 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the charity in the event of liquidation.

14 Operating lease commitments

As at 31 March 2016 the charity had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:

| | Land and Buildings | |
|---------------------------|--------------------|---------------|
| | 2016 £ | 2015 £ |
| Within one year | 34,200 | - |
| Within two and five years | - | 34,200 |
| | <u>34,200</u> | <u>34,200</u> |



ADULTS SUPPORTING ADULTS (ASA SHARED LIVES)

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

..... continued

15 Related parties

Controlling entity

The charity is controlled by the trustees who are also the company's directors.

Related party transactions

At the balance sheet date an amount of £Nil (2015: £8,261) was due from Lifestyle Brokerage; a subsidiary of the charity. The subsidiary Lifestyle Brokerage was dissolved on the 2nd February, 2016.

During the year the charity paid £3,124 (2015: £4,607) to Duncan & Toplis Chartered Accountants for payroll services and human resources consultancy. Director Keith Phillips is a director in this firm. The transactions were carried out under normal commercial terms.

16 Net assets by fund

| | Unrestricted Funds | Total Funds 2016 | Total Funds 2015 |
|--|-----------------------|---------------------|---------------------|
| | £ | £ | £ |
| Tangible assets | 20,270 | 20,270 | 33,488 |
| Current assets | 652,444 | 652,444 | 728,616 |
| Creditors: Amounts falling due within one year | (84,188) | (84,188) | (125,531) |
| Net assets | <u>588,526</u> | <u>588,526</u> | <u>636,573</u> |

Included within unrestricted funds are £383,549 (2015: £315,067) of designated funds. These are all included within current assets.

The designated funds are funds set aside by the Directors out of unrestricted funds for specific future purposes and are to cover potential pension and redundancy costs.

The restricted funds comprise donations totalling £120 which were received in September and December 2011 solely for use in connection with the Spriteley's resource.