

Company registration number: 05045034

Charity registration number: 1103725

Adults Supporting Adults (ASA Shared Lives)

(A company limited by share capital)

Annual Report and Financial Statements

for the Year Ended 31 March 2018

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)

Director's Report

The trustees, who are directors for the purposes of company law, present the annual report together with the financial statements and auditors' report of the charitable company for the year ended 31 March 2018.

Reference and Administrative Details

Chief Executive Officer	T Burrell
Trustees	N Horner H Sanders N Armstrong P Railton K Phillips N Dickens (appointed 17 October 2017)
Senior Management Team	T Bennett, Chief Executive Officer S Johnson, Business manager
Principal Office	Railton House East Road Business Park Sleaford Lincolnshire NG34 7EQ
Registered Office	Railton House East Road Business Park Sleaford Lincolnshire NG34 7EQ The charity is incorporated in England and Wales.
Company Registration Number	05045034
Charity Registration Number	1103725
Bankers	Handelsbanken Lincoln 1st Floor 5 Henley Way Doddington Road Lincoln LN6 3QR
Auditor	Forrester Boyd Chartered Accountants 139 Eastgate Louth Lincolnshire LN11 9QQ



Adults Supporting Adults (ASA Shared Lives)

Director's Report

Objectives and activities

Objects and aims

The objectives 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 as possible within a 'shared lives' model.

At present ASA achieves its aims and objectives by providing the following services, which with the exception of Spriteleys are provided to individual people based on a person centred plan which keeps the focus on positive outcomes for the client:-

- Extended Stay
- Respite services
- Day time provision
- Spriteleys (a resource that currently provides social get togethers to older people in Grantham)
- Sit2Gether
- Shop2Gether voluntary services
- Brokerage services (a resource supporting the administration of personal budgets)

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

The further growth of Extended Stay, Day Time Provision and Respite services are likely to be the main focus of expected developments during the forthcoming year.

Public benefit

To benefit the public by providing information of the needs of vulnerable adults.

The trustees confirm that they have complied with the requirements of section 4 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

During the twelfth year of activity, the directors have, with the full support of the existing staff team, consolidated services and were successfully awarded a contract with Lincolnshire County Council to continue providing our services which has been extended for a further year.

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

Financial review

At 31st March, 2018 the charity had £551,368 of unrestricted reserves which includes £40,172 of tangible fixed assets. £270,495 of these reserves have been designated to special reserves by the directors. These are split as follows:

Pension provision - £113,648

Redundancy provision - £156,847

The remaining unrestricted reserves of £240,701 have been kept at a level to fund the ongoing activities. At present they represent approximately four months of administrative and service costs. This is not considered excessive by the directors.



Adults Supporting Adults (ASA Shared Lives)

Director's Report

Policy on reserves

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.

Principal funding sources

ASA's principal funding sources are its primary contract with Lincolnshire County Council together with payments received direct from clients in receipts of personal budgets and direct payments.

Investment policy and objectives

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.

Structure, governance and management

Nature of governing document

The organisation is a charitable company limited by guarantee, incorporated on 16 February 2004 and registered as a charity on 12 May 2004. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £10.

Induction and training of trustees

Potential trustees are already familiar with the practical work of the charity having met with both the Chief Executive and Chair and attended a Trustees meeting as a guest.

Additionally, potential trustees are invited to attend operational visits / staff shadowing and receive the following documents and information:-

- Induction pack including a history of the organisation and summary of services and structure.
- Board member profiles.
- Strategy documents and business plan.
- Governance handbook.
- List of policies and procedures.

Existing trustees meet staff regularly and attend a minimum of one training away day per year.

Arrangements for setting key management personnel remuneration

All personal remuneration is discussed by the HR committee and a decision regarding any remuneration proposals are put to the board for authorisation.



Adults Supporting Adults (ASA Shared Lives)

Director's Report

Organisational structure

- 1) Non executive Board of Directors
- 2) Chief Executive
- 3) Registered Manager, Operations Manager and Business Manager

The Operations Manager is in charge of the Area Managers for South, East and West, who in turn are in charge of the Area Supervisors for South, East and West.

The Business Manager is in charge of the Administration team.

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

Company law requires the trustees to prepare financial statements for each financial year. 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 its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and 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 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 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.

Disclosure of information to auditor

Each trustee has taken steps that they ought to have taken as a trustee in order to make themselves aware of any relevant audit information and to establish that the charity's auditor is aware of that information. The trustees confirm that there is no relevant information that they know of and of which they know the auditor is unaware.

The annual report was approved by the trustees of the charity on 4 September 2018 and signed on its behalf by:

K Phillips
Trustee



Adults Supporting Adults (ASA Shared Lives)

Independent Auditor's Report to the Members of Adults Supporting Adults (ASA Shared Lives)

Opinion

We have audited the financial statements of Adults Supporting Adults (ASA Shared Lives) (the 'charity') for the year ended 31 March 2018, which comprise the Statement of Financial Activities, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is United Kingdom Accounting Standards, comprising Charities SORP - FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and applicable law (United Kingdom Generally Accepted Accounting Practice).

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

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 March 2018 and of its results for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.



Adults Supporting Adults (ASA Shared Lives)

Independent Auditor's Report to the Members of Adults Supporting Adults (ASA Shared Lives)

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Director's Report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Director's Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Director's Report.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; 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.

Responsibilities of trustees

As explained more fully in the Statement of Trustees' Responsibilities (set out on page 4), the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charity'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 the trustees either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

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 an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a 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 the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the charity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.



Adults Supporting Adults (ASA Shared Lives)

Independent Auditor's Report to the Members of Adults Supporting Adults (ASA Shared Lives)

- Conclude on the appropriateness of the trustees use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the charity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the charity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the charity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the charity audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

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

139 Eastgate
Louth
Lincolnshire
LN11 9QQ

4 September 2018



Adults Supporting Adults (ASA Shared Lives)

Statement of Financial Activities for the Year Ended 31 March 2018 (Including Income and Expenditure Account and Statement of Total Recognised Gains and Losses)

	Note	Unrestricted funds £	Designated funds £	Total 2018 £
Income and Endowments from:				
Charitable activities	3	1,657,166	-	1,657,166
Total Income		1,657,166	-	1,657,166
Expenditure on:				
Charitable activities	5	(1,482,019)	-	(1,482,019)
Support costs	6	(136,416)	-	(136,416)
Total Expenditure		(1,618,435)	-	(1,618,435)
Net income		38,731	-	38,731
Transfers between funds		15,488	(15,488)	-
Net movement in funds		54,219	(15,488)	38,731
Reconciliation of funds				
Total funds brought forward		226,654	285,983	512,637
Total funds carried forward	17	280,873	270,495	551,368

	Note	Unrestricted funds £	Designated Funds £	Restricted funds £	Total 2017 £
Income and Endowments from:					
Charitable activities	3	1,660,221	-	-	1,660,221
Investment income	4	505	-	-	505
Total Income		1,660,726	-	-	1,660,726
Expenditure on:					
Charitable activities	5	(1,518,888)	(93,437)	(120)	(1,612,445)
Support costs	6	(124,170)	-	-	(124,170)
Total Expenditure		(1,643,058)	(93,437)	(120)	(1,736,615)
Net income/(expenditure)		17,668	(93,437)	(120)	(75,889)
Transfers between funds		4,129	(4,129)	-	-
Net movement in funds		21,797	(97,566)	(120)	(75,889)
Reconciliation of funds					
Total funds brought forward		204,857	383,549	120	588,526
Total funds carried forward	17	226,654	285,983	-	512,637

All of the charity's activities derive from continuing operations during the above two periods.

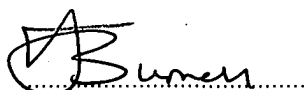


Adults Supporting Adults (ASA Shared Lives)

(Registration number: 05045034)
Balance Sheet as at 31 March 2018

	Note	2018 £	2017 £
Fixed assets			
Tangible assets	12	40,172	20,053
Current assets			
Debtors	13	203,094	159,815
Cash at bank and in hand	14	411,655	426,871
		<u>614,749</u>	<u>586,686</u>
Creditors: Amounts falling due within one year	15	<u>(103,553)</u>	<u>(94,102)</u>
Net current assets		<u>511,196</u>	<u>492,584</u>
Net assets		<u>551,368</u>	<u>512,637</u>
Funds of the charity:			
Unrestricted income funds			
Unrestricted funds		280,873	226,654
Designated Funds		<u>270,495</u>	<u>285,983</u>
Total unrestricted funds		<u>551,368</u>	<u>512,637</u>
Total funds	17	<u>551,368</u>	<u>512,637</u>

The financial statements on pages 8 to 21 were approved by the trustees, and authorised for issue on 4 September 2018 and signed on their behalf by:


T Burrell
Chief Executive Officer


K Phillips
Trustee



Adults Supporting Adults (ASA Shared Lives)

Statement of Cash Flows for the Year Ended 31 March 2018

	Note	2018 £	2017 £
Cash flows from operating activities			
Net cash income/(expenditure)		38,731	(76,394)
Adjustments to cash flows from non-cash items			
Depreciation	6	<u>11,392</u>	<u>9,041</u>
		50,123	(67,353)
Working capital adjustments			
(Increase)/decrease in debtors	13	(43,279)	44,041
Increase in creditors	15	<u>9,452</u>	<u>9,914</u>
Net cash flows from operating activities		<u>16,296</u>	<u>(13,398)</u>
Cash flows from investing activities			
Interest receivable and similar income	4	-	505
Purchase of tangible fixed assets	12	(39,279)	(8,824)
Sale of tangible fixed assets		<u>7,767</u>	<u>-</u>
Net cash flows from investing activities		<u>(31,512)</u>	<u>(8,319)</u>
Net decrease in cash and cash equivalents		(15,216)	(21,717)
Cash and cash equivalents at 1 April		<u>426,871</u>	<u>448,588</u>
Cash and cash equivalents at 31 March	14	<u><u>411,655</u></u>	<u><u>426,871</u></u>
Reconciliation of net cash flow to movement in net funds			
Decrease in cash		<u>(15,216)</u>	<u>(21,717)</u>
Movement in net debt		(15,216)	(21,717)
Net funds at 1 April 2017		<u>426,871</u>	<u>448,588</u>
Net funds at 31 March 2018		<u><u>411,655</u></u>	<u><u>426,871</u></u>

All of the cash flows are derived from continuing operations during the above two periods.



Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

1 Charity status

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

The company was incorporated in England and Wales.

The address of its registered office is:

Railton House
East Road Business Park
Sleaford
Lincolnshire
NG34 7EQ

These financial statements were authorised for issue by the trustees on 4 September 2018.

These financial statements cover the individual entity, Adults Supporting Adults (ASA Shared Lives).

2 Accounting policies

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

The financial statements have been prepared 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). They also comply with the Companies Act 2006 and Charities Act 2011.

Basis of preparation

Adults Supporting Adults (ASA Shared Lives) 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 notes.

The financial statements are prepared in Sterling which is the functional currency of the Company and have been expressed rounded to the nearest pound.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Income and endowments

All incoming resources are included in the Statement of Financial Activities (SoFA) when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received.



Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

Expenditure

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

Charitable activities

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

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

Taxation

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

Tangible fixed assets

Individual fixed assets costing £200.00 or more are initially recorded at cost.

Depreciation and amortisation

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:



Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

Asset class	Depreciation method and rate
Office equipment	33% straight line
Fixtures, fittings and office equipment	20% straight line
Motor vehicles	20% straight line

Trade debtors

Trade debtors are amounts due from customers for merchandise sold or services performed in the ordinary course of business.

Trade debtors are recognised at the transaction price, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Trade creditors

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers. Accounts payable are classified as current liabilities if the charity does not have an unconditional right, at the end of the reporting period, to defer settlement of the creditor for at least twelve months after the reporting date. If there is an unconditional right to defer settlement for at least twelve months after the reporting date, they are presented as non-current liabilities.

Trade creditors are recognised at the transaction price.

Borrowings

Interest-bearing borrowings are initially recorded at fair value, net of transaction costs. Interest-bearing borrowings are subsequently carried at amortised cost, with the difference between the proceeds, net of transaction costs, and the amount due on redemption being recognised as a charge to the Statement of Financial Activities over the period of the relevant borrowing.

Interest expense is recognised on the basis of the effective interest method and is included in interest payable and similar charges.

Borrowings are classified as current liabilities unless the charity has an unconditional right to defer settlement of the liability for at least twelve months after the reporting date.

Fund structure

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

Designated funds are unrestricted funds set aside for specific purposes at the discretion of the trustees.

Pensions and other post retirement obligations

A defined contribution plan is a pension plan under which fixed contributions are paid into a pension fund and the company has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised as employee benefit expense when they are due. If contribution payments exceed the contribution due for service, the excess is recognised as a prepayment.



Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

3 Income from charitable activities

	Unrestricted funds	Total 2018	Total 2017
	General	2018	2017
	£	£	£
Private provision	779,803	779,803	845,142
Donations	13,144	13,144	7,873
Other income	228,089	228,089	164,790
Lincolnshire County Council Services	619,482	619,482	617,013
Training and consultancy	16,915	16,915	25,328
Profit/(loss) on sale of tangible fixed assets held for charity's own use	(267)	(267)	75
	<u>1,657,166</u>	<u>1,657,166</u>	<u>1,660,221</u>

4 Investment income

	Total 2018	Total 2017
	£	£
Interest receivable and similar income;		
Interest receivable on bank deposits	<u>-</u>	<u>505</u>

5 Expenditure on charitable activities

	Unrestricted funds	Total 2018	Total 2017
	General	2018	2017
	£	£	£
Staff costs	1,272,341	1,272,341	1,461,643
Activities undertaken directly	209,678	209,678	150,802
	<u>1,482,019</u>	<u>1,482,019</u>	<u>1,612,445</u>



Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

6 Support costs

	Unrestricted funds	Total 2018	Total 2017
	General		
	£	£	£
Staff costs	3,893	3,893	5,503
Depreciation, amortisation and other similar costs	11,393	11,393	9,041
Rates	400	400	63
Rent	38,356	38,356	38,322
Light and heat	7,167	7,167	3,221
Insurance	13,392	13,392	11,114
Motor expenses	3,828	3,828	3,993
Repairs and renewals	8,483	8,483	6,236
Insurance	1,091	1,091	295
Computer expenses	9,793	9,793	8,990
Printing, postage and stationery	8,131	8,131	8,170
Subscriptions	2,059	2,059	1,201
Telephone	8,087	8,087	9,096
Sundry expenses	2,785	2,785	2,585
Advertising	315	315	1,873
Bank charges	2,306	2,306	2,120
Donations	460	460	(20)
Governance costs	14,477	14,477	12,367
	<u>136,416</u>	<u>136,416</u>	<u>124,170</u>



Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

7 Analysis of governance and support costs

Governance costs

	Unrestricted funds		
	General	Total	Total
	£	2018	2017
		£	£
Audit fees			
Audit of the financial statements	5,530	5,530	5,080
Legal and professional fees	8,947	8,947	7,287
	<u>14,477</u>	<u>14,477</u>	<u>12,367</u>

8 Trustees remuneration and expenses

No trustees, nor any persons connected with them, have received any remuneration from the charity during the year.

No trustees have received any reimbursed expenses or any other benefits from the charity during the year.

9 Staff costs

The aggregate payroll costs were as follows:

	2018	2017
	£	£
Staff costs during the year were:		
Wages and salaries	948,314	1,115,319
Social security costs	46,782	49,569
Pension costs	47,532	42,988
Service providers	222,116	240,409
Other staff costs	11,490	18,861
	<u>1,276,234</u>	<u>1,467,146</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed as full time equivalents was as follows:

	2018	2017
	No	No
Full time equivalent	<u>39</u>	<u>43</u>

The monthly average number of persons (including senior management team) employed by the charity during the year expressed a head count was as follows:

	2018	2017
	No	No
Headcount	<u>86</u>	<u>90</u>

During the year, the charity made redundancy and/or termination payments which totalled £Nil (2017 - £93,437).

The number of employees whose emoluments fell within the following bands was:



Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

	2018 No	2017 No
£60,001 - £70,000	<u>1</u>	<u>1</u>

The total employee benefits of the key management personnel of the charity were £142,235 (2017 - £133,324).

10 Auditors' remuneration

	2018 £	2017 £
Audit of the financial statements	<u>5,530</u>	<u>5,080</u>

11 Taxation

The charity is a registered charity and is therefore exempt from taxation.



Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

12 Tangible fixed assets

	Furniture and equipment £	Motor vehicles £	Computer equipment £	Total £
Cost				
At 1 April 2017	58,657	23,300	51,234	133,191
Additions	577	28,972	9,730	39,279
Disposals	-	(23,300)	-	(23,300)
At 31 March 2018	59,234	28,972	60,964	149,170
Depreciation				
At 1 April 2017	56,128	13,980	43,031	113,139
Charge for the year	2,237	4,933	4,222	11,392
Eliminated on disposals	-	(15,533)	-	(15,533)
At 31 March 2018	58,365	3,380	47,253	108,998
Net book value				
At 31 March 2018	869	25,592	13,711	40,172
At 31 March 2017	2,529	9,320	8,203	20,052

13 Debtors

	2018 £	2017 £
Trade debtors	190,453	146,215
Prepayments	12,641	13,600
	<u>203,094</u>	<u>159,815</u>



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Notes to the Financial Statements for the Year Ended 31 March 2018

14 Cash and cash equivalents

	2018 £	2017 £
Cash on hand	478	748
Cash at bank	411,177	426,123
	<u>411,655</u>	<u>426,871</u>

15 Creditors: amounts falling due within one year

	2018 £	2017 £
Trade creditors	6,426	1,205
Other taxation and social security	11,148	13,788
Other creditors	12,124	7,991
Accruals	73,855	71,118
	<u>103,553</u>	<u>94,102</u>

16 Obligations under leases

Operating lease commitments

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2018 £	2017 £
Land and buildings		
Within one year	28,500	28,500
Between one and five years	85,500	114,000
	<u>114,000</u>	<u>142,500</u>

Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

17 Funds

	Balance at 1 April 2017 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2018 £
Unrestricted funds					
General	226,654	1,657,166	(1,618,435)	15,488	280,873
Designated	<u>285,983</u>	<u>-</u>	<u>-</u>	<u>(15,488)</u>	<u>270,495</u>
Total funds	<u>512,637</u>	<u>1,657,166</u>	<u>(1,618,435)</u>	<u>-</u>	<u>551,368</u>

	Balance at 1 April 2016 £	Incoming resources £	Resources expended £	Transfers £	Balance at 31 March 2017 £
Unrestricted funds					
General	204,857	1,660,726	(1,643,058)	4,129	226,654
Designated	<u>383,549</u>	<u>-</u>	<u>(93,437)</u>	<u>(4,129)</u>	<u>285,983</u>
Total unrestricted funds	588,406	1,660,726	(1,736,495)	-	512,637
Restricted funds	<u>120</u>	<u>-</u>	<u>(120)</u>	<u>-</u>	<u>-</u>
Total funds	<u>588,526</u>	<u>1,660,726</u>	<u>(1,736,615)</u>	<u>-</u>	<u>512,637</u>

Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements for the Year Ended 31 March 2018

18 Analysis of net assets between funds

	Unrestricted funds		Total funds
	General	Designated	
	£	£	£
Tangible fixed assets	40,172	-	40,172
Current assets	344,254	270,495	614,749
Current liabilities	(103,553)	-	(103,553)
Total net assets	280,873	270,495	551,368

Included within unrestricted funds are £270,495 (2017: £285,983) of designated funds. These are all included within current assets.

During the year a transfer of £15,488 was made from designated funds to unrestricted funds and this represented the movement of the spriteley provision.

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.

19 Analysis of net funds

	At 1 April 2017	Cash flow	At 31 March 2018
	£	£	£
Cash at bank and in hand	426,871	(15,216)	411,655
Net debt	426,871	(15,216)	411,655

20 Related party transactions

During the year the charity made the following related party transactions:

Duncan & Toplis Limited

(K. Phillips Trustee of Adults Supporting Adults (ASA Shared Lives) and Director in Duncan & Toplis Limited)
Payroll and other accountancy services provided amounting to £2,819 (2017 - £2,649). At the balance sheet date the amount due to Duncan & Toplis Limited was £557 (2017 - £569).