REGISTERED COMPANY NUMBER: 05045034 (England and Wales) REGISTERED CHARITY NUMBER: 1103725

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 March 2023

<u>for</u>

Adults Supporting Adults (ASA Shared Lives)
(A Company Limited by Guarantee)

Prestige Accounting Limited T/A Simon Moss & Co

The Finance Centre
34a Southgate
Sleaford
Lincolnshire
NG34 7RY



<u>Adults Supporting Adults (ASA Shared Lives)</u>

Contents of the Financial Statements for the Year Ended 31 March 2023

]	Page	3
Report of the Trustees	1	to	3
Independent Examiner's Report		4	
Statement of Financial Activities		5	
Statement of Financial Position	6	to	7
Statement of Cash Flows		8	
Notes to the Statement of Cash Flows		9	
Notes to the Financial Statements	10	to	17

Report of the Trustees for the Year Ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of 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 2019).

OBJECTIVES AND ACTIVITIES

Objectives 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.

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

- Day time provision
- Sit2Gether
- Shop2Gether voluntary services
- Brokerage services (a resource supporting the administration of personal budgets in partnership with Penderels Trust on behalf of Lincolnshire County Council, managed funds do not form part of these accounts)

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 Day Time Provision is 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.

STRATEGIC REPORT

Financial review

At 31st March 2023, the charity had £350,608 of unrestricted reserves which includes £5,625 of fixed assets. £68,134 of these reserves have been designated to special reserves by the directors. These are split as follows:

- Pension provision £35,678
- Redundancy provision £27,877
- Expansion reserve £4,579

The remaining unrestricted reserves of £282,474 have been kept at a level to fund the ongoing activities. At present represent approximately three months of admin and service costs. This is not considered excessive by the directors.

Principal funding sources

ASA's principal funding sources are direct payments funded by Lincolnshire County Council, Lincolnshire Partnership Foundation NHS Trust and NHS together with funds received direct from clients.

Report of the Trustees for the Year Ended 31 March 2023

STRATEGIC REPORT

Financial review

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 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 suitably diversified investment portfolio; and
- to be particularly wary of making speculative forms of investment.

Reserves policy

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.

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

Organisational structure

- 1) Non-executive Board of Directors
- 2) Managing Director
- 3) Operations Manager

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

Induction and training of new 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.

Setting key management remuneration

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

Funds held on behalf of others

Adults Supporting Adults manage Lincolnshire County Council funds which are not part of these accounts.

Report of the Trustees

for the Year Ended 31 March 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05045034 (England and Wales)

Registered Charity number

1103725

Registered office

18 Northgate Sleaford Lincolnshire NG347BJ

Trustees

N Armstrong Director
N J L Horner Director
Mrs P E Railton Director (resigned 5 September 2022)
H J Sanders Director
K Phillips Director
Miss O Armstrong Director

Independent Examiner

Simon Moss FCCA
Prestige Accounting Limited T/A Simon Moss & Co
The Finance Centre
34a Southgate
Sleaford
Lincolnshire
NG34 7RY

Bankers

Handelsbanken 5 Henley Way Doddington Road Lincoln LN6 3QR

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 18 September 2023 and signed on the board's behalf by:

K Phillips - Trustee

Page 3

Independent Examiner's Report to the Trustees of Adults Supporting Adults (ASA Shared Lives)

Independent examiner's report to the trustees of Adults Supporting Adults (ASA Shared Lives) ('the Company') I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2023.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

- 1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
- 2. the accounts do not accord with those records; or
- 3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Simon Moss FCCA

Prestige Accounting Limited T/A Simon Moss & Co The Finance Centre 34a Southgate Sleaford Lincolnshire NG34 7RY

18 September 2023

Adults Supporting Adults (ASA Shared Lives)

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2023

	Notes	Unrestricted fund £	Designated £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM	110163	r	2	r.	~
Charitable activities	2	926,735	2,221	928,956	901,491
EXPENDITURE ON					
Charitable activities	3				
Staff costs		845,854	-	845,854	804,806
Support costs		55,453	7,642	63,095	70,185
Total		901,307	7,642	908,949	874,991
NET INCOME/(EXPENDITURE)		25,428	(5,421)	20,007	26,500
RECONCILIATION OF FUNDS Total funds brought forward		257,046	73,555	330,601	304,101
TOTAL FUNDS CARRIED FORWARD		282,474	68,134	350,608	330,601

Statement of Financial Position

31 March 2023

	Notes	Unrestricted fund £	Designated £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Intangible assets	9	1,305	-	1,305	2,070
Tangible assets	10	4,320		4,320	3,333
		5,625	-	5,625	5,403
CURRENT ASSETS					
Debtors	11	175,993	-	175,993	171,808
Cash at bank and in hand		195,771	68,134	263,905	238,919
		371,764	68,134	439,898	410,727
CREDITORS		(0.4.0.1.5)		(0.4.0.5)	(05.500)
Amounts falling due within one year	12	(94,915)	-	(94,915)	(85,529)
NET CURRENT ASSETS		276,849	68,134	344,983	325,198
TOTAL ASSETS LESS CURRENT					
LIABILITIES		282,474	68,134	350,608	330,601
NET ASSETS		282,474	68,134	350,608	330,601
NEI ASSEIS		202,474	00,134	====	======
FUNDS	14				
Unrestricted funds				350,608	330,601
TOTAL FUNDS				350,608	330,601
					

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The financial statements were approved and authorised for issue by the Board of Trustees and authorised for issue on 18 September 2023 and were signed on its behalf by:

21/11/23

The notes form part of these financial statements

Statement of Financial Position - continued 31 March 2023

K Phillips - Trustee

<u>Adults Supporting Adults (ASA Shared Lives)</u>

Statement of Cash Flows for the Year Ended 31 March 2023

	Notes	31.3.23 £	31.3.22 £
Cash flows from operating activities			
Cash generated from operations	1	27,427	10,739
Net cash provided by operating activities		27,427	10,739
Cash flows from investing activities			
Purchase of tangible fixed assets		(2,441)	(2,459)
Net cash used in investing activities		(2,441)	(2,459)
Change in each and each conivalents in			
Change in cash and cash equivalents in the reporting period		24,986	8,280
Cash and cash equivalents at the			,
beginning of the reporting period		238,919	230,639
Cash and cash equivalents at the end of	f		
the reporting period		263,905	238,919

Notes to the Statement of Cash Flows for the Year Ended 31 March 2023

1.	RECONCILIATION OF NET INCOME TO NET CASI	H FLOW FROM C	PERATING AC	CTIVITIES
			31.3.23	31.3.22
			£	£
	Net income for the reporting period (as per the Statemen	nt of Financial		
	Activities)		20,007	26,500
	Adjustments for:			
	Depreciation charges		2,219	5,006
	Increase in debtors		(4,185)	(29,352)
	Increase in creditors		9,386	8,585
	Net cash provided by operations		27,427 =====	10,739
2.	ANALYSIS OF CHANGES IN NET FUNDS			
		At 1.4.22	Cash flow	At 31.3.23
		£	£	£
	Net cash	~	~	~
	Cash at bank and in hand	238,919	24,986	263,905
	Cush at bank and in hand			
		238,919	24,986	263,905
	Total	238,919	24,986	263,905

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The presentation currency of the financial statements is the Pound Sterling (£).

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably. Trade debtors are recognised at the transaction price, less provision for impairment.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources. Trade creditors are recognised at the transaction price.

Governance costs

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

Intangible assets

Amortisation is provided at the following annual rate in order to write off each asset over its estimated useful life.

Computer software - 33% on cost

Intangible assets are initially measured at costs. After initial recognition, intangible assets are measured at cost less any accumulated amortisation and any accumulated impairment losses.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life

Fixtures and fittings - 20% on cost
Office equipment - 33% on cost

Tangible fixed assets are held at cost less depreciation.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

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

Page 10 continued...

1. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Going concern

The trustees consider that there are no material uncertainties regarding 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.

31.3.23

Governance

31.3.22

continued...

2. CHARITABLE ACTIVITIES

	51.5.25	J 1.J (##
	£	£
Direct payments/private provision	799,124	801,848
Donations	367	228
Other income	26,145	26,664
Training and Consultancy	30,242	28,172
Lincolnshire County Council Service Contract	73,078	44,579
	928,956	901,491
		

3. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 4)	Totals £
Staff costs	844,915	939	845,854
Support costs	<u> </u>	63,095	63,095
	844,915	64,034	908,949

4. SUPPORT COSTS

	Governance		
	Other	costs	Totals
	£	£	£
Staff costs	939	-	939
Support costs	53,171	9,924	63,095
• •			
	54,110	9,924	64,034
	_ 		

4. SUPPORT COSTS - continued

Support costs, included in the above, are as follows:

Support costs, included in the above, are as re			31.3.23	31.3.22
	Staff	Support	Total	Total
	costs	costs	activities	activities
	£	£	£	£
Other staff costs	827	-	827	839
Insurance	-	2,821	2,821	2,762
Light and heat	-	2,150	2,150	1,123
Telephone	-	17,023	17,023	15,975
Postage and stationery	-	5,688	5,688	3,880
Sundries	112	700	812	1,655
Bad debts	-	3,842	3,842	15,595
Rent	-	6,500	6,500	3,250
Motor expenses	-	282	282	310
Repairs and renewals	-	980	980	911
Training and consultancy	-	2,137	2,137	3,056
Trustees' indemnity insurance	-	1,089	1,089	1,089
Computer expenses	-	3,349	3,349	5,181
Subscriptions	-	1,664	1,664	-
Bank charges	-	2,727	2,727	2,758
Amortisation of intangible fixed assets	-	765	765	3,780
Depreciation of tangible fixed assets	-	1,454	1,454	1,226
Accountancy and legal fees		9,924	9,924	8,282
	939	63,095	64,034	71,672
				

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23	31.3.22	
	£	£	
Depreciation - owned assets	1,454	1,226	
Hire of plant and machinery	827	839	
Computer software amortisation	765	3,780	
-			

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

Trustees' expenses .

There were no trustees' expenses paid for the year ended 31 March 2023 nor for the year ended 31 March 2022.

7. STAFF COSTS

	31.3.23 £	31.3.22 £
Wages and salaries	793,642	753,238
Social security costs	31,243	30,620
Other pension costs	20,030	19,461
	844,915	803,319
The average monthly number of employees during the year was as follows:		
Charitable activities (full time equiv)	31.3.23 31	31.3.22 31

No employees received emoluments in excess of £60,000.

The total employee benefits of the key management personnel of the charity were £91,940 (2022 - £97,692).

8. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted		Total
	fund	Designated	funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Charitable activities	901,491		901,491
EXPENDITURE ON			
Charitable activities			
Staff costs	804,806	-	804,806
Support costs	70,185	-	70,185
Total	874,991	-	874,991
NET INCOME	26,500	-	26,500
Transfers between funds	(10,000)	10,000	
Net movement in funds	16,500	10,000	26,500
RECONCILIATION OF FUNDS			
Total funds brought forward	240,546	63,555	304,101
			<u></u>
TOTAL FUNDS CARRIED FORWARD	257,046	73,555	330,601

9. INTANGIBLE FIXED ASSETS

у.	INTANGIBLE FIXED ASSETS			Computer software £
	COST At 1 April 2022 and 31 March 2023			15,900
	AMORTISATION At 1 April 2022 Charge for year			13,830 765
	At 31 March 2023			14,595
	NET BOOK VALUE At 31 March 2023			1,305
	At 31 March 2022			2,070
10.	TANGIBLE FIXED ASSETS	F ' 4		
		Fixtures and fittings £	Office equipment £	Totals £
	COST At 1 April 2022	3,595	35,816	39,411
	Additions		2,441	2,441
	At 31 March 2023	3,595	38,257	41,852
	DEPRECIATION At 1 April 2022 Charge for year	3,595	32,483 1,454	36,078 1,454
	At 31 March 2023	3,595	33,937	37,532
	NET BOOK VALUE At 31 March 2023		4,320	4,320
	At 31 March 2022		3,333	3,333
11.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEA	AR	21 2 22	21.2.22
			31.3.23 £	31.3.22 £
	Trade debtors		172,078	165,219
	Other debtors		2,600	1,800
	Prepayments and accrued income		1,315	4,789
			175,993	171,808

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	21 2 22	21 2 22
	31.3.23	31.3.22
	£	£
Trade creditors	489	4,214
Social security and other taxes	7,088	6,228
Other creditors	2,623	2,296
Accrued expenses	84,715	72,791
		
•	94,915	85,529

LEASING AGREEMENTS 13.

The company had outstanding commitments in respect of operating leases at 31 March 2022 of £3,250 (2021 -

14.

١.	MOVEMENT IN FUNDS			
			Net	
			movement	At
		At 1.4.22	in funds	31.3.23
		£	£	£
	Unrestricted funds			
	General	257,046	25,428	282,474
	Designated	73,555	(5,421)	68,134
		330,601	20,007	350,608
	TOTAL FUNDS	330,601	20,007	350,608
	Net movement in funds, included in the above are as follows:			
		Incoming	Resources	Movement
		resources	expended	in funds
		· £	£	£
	Unrestricted funds			
	General	926,735	(901,307)	25,428
	Designated	2,221	(7,642)	(5,421)
		928,956	(908,949)	20,007
	TOTAL FUNDS	928,956	(908,949)	20,007

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				•
General	240,546	26,500	(10,000)	257,046
Designated	63,555		10,000	73,555
	304,101	26,500	-	330,601
TOTAL FUNDS	304,101	26,500	<u>-</u>	330,601

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds General	901,491	(874,991)	26,500
TOTAL FUNDS	901,491	(874,991)	26,500

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General	240,546	51,928	(10,000)	282,474
Designated	63,555	(5,421)	10,000	68,134
	304,101	46,507		350,608
TOTAL FUNDS	304,101	46,507		350,608
				

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds
Unrestricted funds			
General	1,828,226	(1,776,298)	51,928
Designated	2,221	(7,642)	(5,421)
			<u> </u>
	1,830,447	(1,783,940)	46,507
TOTAL FUNDS	1,830,447	(1,783,940)	46,507

Adults Supporting Adults (ASA Shared Lives)

Notes to the Financial Statements - continued for the Year Ended 31 March 2023

15. RELATED PARTY DISCLOSURES

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

Duncan & Toplis Limited

K Phillips is a Trustee of Adults Supporting Adults (ASA Shared Lives) and a Director of Duncan & Toplis Limited. Payroll and other accountancy services provided amounted to £3,111 (2022 - £3,127). At the year end date, the amount due to Duncan & Toplis Limited was £13 (2022 - £835).