

Charity Registration No. 1088236

Company Registration No. 04263352 (England and Wales)

**BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2020**



# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Clive Harrold Malcolm Jones Mary Vyvyan Martin Nixon Gail Hunt Karon Clark  Claire Waldie	(Appointed 16 January 2020) (Appointed 3 December 2019)
<b>Secretary</b>	Mrs VKV Cook	
<b>Charity number</b>	1088236	
<b>Company number</b>	04263352	
<b>Principal address</b>	Bosence Farm 69 Bosence Road Townshend HAYLE Cornwall TR27 6AN	
<b>Registered office</b>	Bosence Farm 69 Bosence Road Townshend HAYLE Cornwall TR27 6AN	
<b>Auditor</b>	RRL LLP Peat House Newham Road TRURO Cornwall TR1 2DP	
<b>Bankers</b>	Lloyds Bank Birmingham OSC Ariel House 2138 Coventry Road SHELDON B26 3JW	
<b>Solicitors</b>	Stephens Scown LLP Osprey House Malpas Road TRURO Cornwall TR1 1UT	

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# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

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# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 MARCH 2020***

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The trustees, who are directors for the purposes of company law, are pleased to present their report and financial statements for the year ended 31 March 2020. This report is a combined annual report containing a directors' report as required by company law.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's Memorandum and Articles of Association, the Companies Act 2006 and "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).

### **Objectives and activities**

The broad object of the charity is "To relieve poverty, sickness, distress, and the provision of temporary accommodation for those in necessitous circumstances with particular regard to those who are affected by addiction to drugs and alcohol misuse". In the furtherance of these objects the charity provides suitable accommodation, counselling, education, support and information to drug and alcohol misusers, together with their friends and relatives. The charity also promotes training and research into the dangers arising from the habitual or other uses of drugs and alcohol. In addition the charity promotes and provides the development of new facilities pertaining to the treatment and rehabilitation of drug and alcohol misusers and prevention of drug and alcohol misuse.

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake. In particular the trustees consider how planned activities will contribute to its aims and objectives.

The charity's activities deliver public benefit as follows:

Bosence farm is a residential substance misuse treatment service, registered with the Care Quality Commission. The charity currently offers three discrete services: Bosence Rehab, Bosence Detox, and Bosence Young People and Families Service. These services are supported by our horticultural volunteer programmes.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2020**

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### Bosence Rehab

The length of stay at Bosence Rehab is usually 12 weeks for people funded by the drug and alcohol treatment system, although longer and shorter stays are available where appropriate.

Bosence Rehab provides residential treatment for up to 15 individuals who are actively in recovery from alcohol and/or drug dependency. The community offers those choosing to work a 12 Step programme a safe and tranquil environment to both begin and enhance personal recovery. Bosence Rehab offers a wide range of skill development, including life-skills, resettlement and aftercare support. All elements are aimed at empowering individuals to achieve personal goals and live independently, without the need to resort to alcohol or other drugs, by the time they leave.

During the 2019/20 financial year, we provided 61 episodes of treatment (54 in 2018/19). Of the 51 people who left the service in the period, 38 were planned resettlements. This represents a successful completion rate of 74.5% compared to 75% in the previous year. Outcomes for service users are now broadly consistent at this level year on year. This is an area we hope to sustain and further build on in the coming years.

Average occupancy for the full year increased to 9.8 compared with 9 in the previous year. Demand and referral levels remain unpredictable and dependent on many factors, including the availability of funds. By employing a Business Development Manager this year, we have increased our efforts to identify new business and revenue streams both within and outside of Cornwall to ensure we build the organisations sustainability in the longer term.

Our policy of encouraging residents to engage with local groups of Alcoholics Anonymous and Narcotics Anonymous means they have a ready-made extensive and free support service when they leave our services.

### Bosence Detox

Bosence Detox (also known as Boswyns)'s 16 bed "inpatient service" providing detoxification, stabilisation and assessment for drug and alcohol addiction opened in May 2010. The average length of stay is around 4 weeks but service users may stay up to six weeks and either move on to residential rehabilitation or return to the community.

During the period, Bosence Detox's average occupancy has increased further on previous years to 12.9 (12.2 in 2018/19). 215 episodes of treatment were delivered (212 in 2018/19), 210 (202 in 2018/19) were discharged with 164 (158) of this total completing their course of treatment. This represents a successful completion rate of 78% (78.2% in the previous year). The complexity of the problems service users are experiencing when coming into treatment continues to increase. We have commissioned a review of the psychosocial programme to better meet the unique needs of individuals undergoing detoxification and stabilisation and to ensure a research and evidence focussed treatment approach. The new Bespoke programme was implemented in May 2019 and indications from the review to date has shown that this has been popular and well received by the service users and successful in building ongoing resilience for service users post treatment.

Bosence Detox has now established itself as an integrated part of the wider Cornwall treatment system. Although it continues to receive most of its referrals from Cornwall, we aim to increase out of county and private business through the employment of a new Business Development Manager. Bosence Detox continues to develop towards its goal of becoming a centre of excellence, at the forefront of innovative drug and alcohol treatment, and continues to be cited by the service Commissioner as having a strong learning culture.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2020***

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### Bosence Young Person & Family

Our Young Persons and Family Service, which is adjacent to Bosence Detox, opened in 2017. This 4 bed service has initially focussed on treating young people with drug and alcohol problems and related needs. The Bosence Young People's Residential Programme is designed for young people who are experiencing substance misuse problems but whose complexity requires a more intensive treatment approach that cannot be met in their communities. The development of the Bosence Young Persons service has been informed by research that identifies the critical differences between Young People and Adults which has shaped the programme of treatment. The programme has been specifically designed to help young people transition into adult life with the skills they need. We worked with 8 young people during the year. The service continues to develop, learn and embed ways of working that benefit the young people coming into our care.

### Bosence Horticultural Programme

Our Horticulture project was started in January 2019 when our new Horticulture Manager started with us. This programme aims to improve the physical environment around us whilst also providing opportunities to link our treatment approach to the use of nature and the outdoors. A great deal of work has been carried out through the year to improve the physical environment on site including the erecting of polytunnels, the establishment of a productive horticulture garden and improvements to the dry and wet woodlands to increase access. We have worked this year on scoping and developing the project to link more effectively to the therapeutic process that service users experience to provide an evidence base and enhancement of the experience for service users in the use of outdoors as therapy. This work will continue in the coming year.

Our services received their first rated inspection by the Care Quality Commission in December 2018 and as a result of a positive inspection, were rated "Good".

### The Sanctuary

The Sanctuary continues to be a very valuable asset in many aspects of the work undertaken at Bosence Farm, being used for private meditation and prayer, relaxation groups and other meetings. A Yoga teacher has been engaged on a sessional basis and these fortnightly sessions are also held in the Sanctuary and are very much appreciated by the residents of both services. However, the building is without plumbing or adequate heating, so is not adequate for the needs and we have gained planning permission and are currently working with a local architect to replace it on the same footprint, in order to make the building more accessible and usable. The new plans include a training/conference facility as well as an accessible lavatory, kitchen facilities, and additional offices. Grant funding is currently being sought to enable this, with partial funding already pledged, and we hope to work with a local community interest partnership for the actual build. A plan has been priced and grant funding is currently being researched and sought with the hope that it can be opened in time for the Charity's 25th anniversary of opening our doors to residents on our site in November 2020.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2020**

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### Bosence Volunteer Programme

As of 19th of March when all volunteering activities were postponed due to Covid-19, we had nine active volunteers and seven 'on hold'. The majority of those on hold will become active again later in the year. Since March, another six individuals have expressed an interest in volunteering with us.

The nine currently active volunteers help in a variety of ways; three assist in the garden, and all three of these individuals have joined us within the last year. The pottery sessions held on Thursdays are still run by the Leach trained potter and an ex-resident now helps with this. We hold a cooking session with our rehab residents, showing how to create a meal from what is in season and growing on site – this is very popular and has been operational since October 2019. One of our volunteers assists the Horticultural Programme Manager with these sessions.

One new volunteer driver has been recruited within the past three months. This individual is also licenced to drive the minibus which is a real bonus. An ex-resident comes in on Tuesdays and offers a mix of activities to our detox residents, including a quiz, a walk and peer support. Our newest volunteer, who has been able to deliver just one drawing workshop so far, is a professionally trained artist with prior teaching experience and is offering weekly sessions to detox residents. In addition to this, this volunteer will be leading drawing sessions with rehab residents as part of the ecotherapy programme.

The therapy dog and her owner will hopefully be back later in the year, along with the other volunteers currently on hold. These volunteers offer help in the following ways: gardening, peer support and driving residents to appointments. Over the year the volunteer team have added a hugely positive element to the stays of our service users, bringing skills, life experiences, compassion and kindness to share.

Of the six people who have expressed an interest in volunteering with us in future when the programme can be safely reinstated, three are ex-residents. These prospective volunteers are interested in helping either with gardening or offering peer support.

### **Financial review**

The financial activities and results for the year are shown in the statement of financial activities on page 16.

### **Reserves policy**

The charity's reserves policy was initially set in January 2005 and included the creation of designated reserves, namely, the Bosence Farm Reserve (for residents' accommodation and wholly represented by fixed assets). On an annual basis the trustees consider and review the needs of the charity and designate funds for specific future purchases, services or projects. In addition they have also chosen to designate six months of operating costs to ensure the continuity of the charity. The trustees review the designated funds regularly throughout the year.

The total funds of the charity at 31 March 2020 were £3,278,850 (2019: £3,275,905). The amount of these funds that were restricted and not available for the general purposes of the charity at 31 March 2020 were £1,864,306 (2019: £1,904,339). Of the remaining reserves held, a total of £1,093,701 (2019: £1,113,934) have been designated for various projects, as detailed. Funds that can only be realised by disposing of tangible fixed assets at 31 March 2020 amount to £1,848,344 of restricted funds and £538,626 of unrestricted funds.

At 31 March 2020, the amount of reserves the charity held that were not restricted, designated or represented by fixed assets were £200,618 (2019: £129,149). The aim is to have a free reserve figure to mitigate risk.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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#### **Going Concern**

The trustees have discussed their ability to predict that the charity is a going concern for the next 12 months. We report that, in our opinion:

- there continues to be high demand for the services offered;
- the free and operating reserves are sufficient to cover an unknown scenario with relation to the current and possible continuation of the Covid-19 pandemic; and
- we have no other knowledge that puts the organisation at risk.

Therefore, subject to an unknown, unpredictable situation occurring, the trustees have good reason to believe that the charity will be a going concern for the next 12 months from the date of approval of this report.

#### **Principal funding sources**

The funding sources of the charity, in addition to non-recurring grant funding, are Cornwall Council through the Complex Needs Support and Drug and Alcohol Action Team, income from private and out-of-county residents and housing benefit from Cornwall Council. Fundraising continued through 2019-20 with approaches to external funding bodies, charitable trusts and foundations for funds to support existing work and capital developments and both core and capital costs of the new Young People's Unit and the We Can Grow Project. The fundraising strategy will be maintained and developed through the coming year with a clear focus on our existing sources of support and a strong emphasis on building long-term relationships with funders and developing effective methods of communication with supporters and individual donors.

The Board extends its sincere thanks to the following for their generous support over the last year:

- The Henry Smith Charity for a grant of £83,900 for the salary of a Key Worker for the three years 2017-2020 for the Young People's unit. The second instalment of £28,000 was received in June 2019.
- The Worshipful Company of Girdlers for their ongoing support and grant of £10,000 to support the Young People's Unit.
- National Lottery Awards for All for a grant of £10,000 towards the new communal laundry facility for residents.
- The Tanner Trust for a grant of £2,500 towards materials and equipment for the "We Can Grow" horticulture project and £3,500 to re-roof the new propagation facility.
- The Nineveh Trust for a grant of £5,000 towards the salary of the Estate Manager and the new We Can Grow Project.
- Finnis Scott Foundation for a grant of £5,000 towards the "We Can Grow" horticulture project.
- The St Aubyn Foundation for supporting the We Can Grow Project with a grant of £3,000.
- Cornwall Community Crisis fund £1,000 to pay for clothes and essentials for people who arrive without any possessions.
- The Cornwall Garden Society for a grant of £660 towards the horticulture project garden.

#### **Investment policy**

The trustees have considered the most appropriate policy for investing funds and believe that the current arrangements, of investing in low risk deposit-based accounts, are satisfactory.

The charity has deposit accounts with Santander and Saffron Building Society which earn monthly interest. In addition, the charity holds the following savings accounts:

- A one year fixed rate business saving account is held with Aldemore.
- A 95 Day Notice Business Savings Account with Cambridge & Counties.
- A 100 Day Notice Charity & Trust Account with Shawbrook Bank.



# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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### **Risk assessment**

The major risks, to which the charity is exposed as identified by the Trustees, are regularly reviewed and systems or procedures have been established to manage those risks. The charity maintains an active Business Risk Register to keep potential risks in review, and anything new or newly active is raised at each Board meeting and finance subcommittee meeting; any new or current risks are addressed there, and either managed or added to the Business Risk Register, with appropriate actions.

With an EU funded business coaching programme, the charity is working on a new 5 year strategic plan to include Business development, differentiation, diversification and partnerships - developing and implementing a proactive business development and diversification strategy and tactical plan to achieve the increased occupancy and financial targets detailed in the Strategic Aims.

A principal risk that is kept under constant review is that of significant changes in funding from Cornwall or Plymouth local authorities, which are currently a principal source of funding. The management team and Board representative meet regularly with the service commissioners to discuss budgets and commissioning intentions so we are able to forward plan. With the other contracts (out of county etc) can only witness growth. Despite the cuts in funding, in many areas there is a commitment for specified funding for the next 3 - 4 years as part of framework agreements, but the area is one that we will monitor closely in order to adapt the 5 year Strategic Plan to adapt to any funding policies changes.

Strategies to address the risk of decreasing state funding include the employment of a part time fundraiser (from December 2015) to provide additional unrestricted income towards running costs and to fund capital projects to enable growth, expansion and development of new and existing services. Grant funding and donations are not taken for granted and non-agreed funding is not built into the annual budget. In September 2019, the charity also identified the need for and employed a Business Development Manager to grow sources of referral (both state funded and private).

A new marketing strategy has been agreed, which is to be rolled out in the 2020/21 financial year to ensure all target commissioning groups and audiences have individualised approaches. This plan is linked directly to the aims of the 5 year strategic plan, and the Board will measure its success against those objectives. In order to increase private referrals, the charity joined The Recovery Hub to grow an element of private clients.

In October 2017, the Trustees and Management Team held a Strategy Day, with the next planned for post covid pandemic restrictions. Part of the agenda for these days involves reviewing and assessing any major risks, considering what new opportunities may be available, and agreeing what strategic choices should be considered. During the past year, the management team have been able to access business coaching through the EU funded Oxford Innovation programme, and have been working on new ways of presenting this information to the Board so that the strategy can be succinctly defined, mapped against the business risk assessments and all can be more easily reviewed and progress measured; work on this is continuing with the Board and with Oxford Innovation, with new Board members joining who have specialised in strategic planning. The resulting business plan will form the basis of all Board Meeting agendas to ensure each item is regularly reviewed and progress measured.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

### **FOR THE YEAR ENDED 31 MARCH 2020**

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#### **Coronavirus / Covid19**

The onset of the Coronavirus and subsequent lockdown in March 2020 had an impact on the final few weeks of the 2019/20 financial year, but also obviously dramatically changed the plans and budget for both 2020/21, and potentially for some years after that.

Working with the local authority, our clinicians and medical officers, Public Health England and the CQC the charity put in place a revised way of working, including taking the measure to temporarily close the Young Person's Unit in order to use the building to quarantine new admissions for the adult services. Lockdown also limited admissions to those living within Cornwall. As the service was classed as an Essential Service in the local authority's covid-19 response it was necessary to remain operational not only to continue to meet the urgent health needs of those needing a detox, but also to reduce the pressure from the NHS's acute services, including taking over the admissions for the Community Hospital Alcohol Detox service in order to free up those beds.

Operationally, the Business Continuity Plan, including plans for a pandemic, was activated, a revised temporary admissions policy agreed, alongside a new policy to deal with HR and practices in the workplace. The management team drew up a revised budget of anticipated losses with the new working practices to cover the first 6 months of the year, and applied to the local authority for Emergency Covid-19 Funding designed to support the continuation of essential services to initially cover the anticipated losses for the first quarter. This funding was agreed by Cornwall Council in May 2020 and the Board have continued to review both forecast budget and actual income and expenditure on a frequent and regular basis. The fundraiser has been actively targeting Covid-19 grant funding from a wide variety of sources, which have all aided in the charity's ability to continue to deliver the service safely whilst meeting the increased costs to do so, and the charity is working with the local authority on the level of support that will be necessary for the rest of the financial year.

The Board agreed not to immediately furlough any non-operational staff in order to prepare for the next transitional phase of the response to Covid-19, and with a view to there being greater stability later in the year. This has been part of a watching brief in ensuring current and future operational requirements are fulfilled, whilst limiting unnecessary expenditure.

The trustees and financial sub-committee will continue to closely monitor that the charity's legal responsibilities are being met, whilst balancing protecting its charitable assets and safeguarding vulnerable beneficiaries of the service. Quarantining new admissions adds additional pressure to the charity's resources so the team are continuing to work on finding safe alternative measures that will allow increased occupancy and open the service up to service users from further afield.

The Board have been able to meet regularly via videolink, and have supported the preparation of dynamic plans for future risks and opportunities, where the operational team have needed to respond quickly and with imagination to events. It is anticipated that this will be a challenging year for most charities, and the Board recognise the need to be highly adaptable and creative in order to carry on operating safely and adapting to changing advice, guidelines and the availability of testing and preventative resources as more is learnt about managing the disease. Trustees plan to scrutinise regular management accounts with revised forecasts, and closely monitor the changing risks in order to meet the forthcoming challenges for the charity, and to continue to support the staff that have worked throughout the crisis to ensure that their wellbeing is also at the forefront.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

***FOR THE YEAR ENDED 31 MARCH 2020***

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### **Health & Safety**

Health and safety is a standard item on the agenda for all Board meetings and it is, therefore, very much ongoing. The organisation was certified under OHSAS 18001: 2007 (Health & Safety) in August 2014. In 2019 we migrated across to the revised standard and were successfully accredited against the new standard of ISO 45001.

Gail Hunt has taken over as the Health and Safety 'Champion' on the Board. Operationally, the service manager, Jeremy Booker acts as the designated Health and Safety Officer, with the CEO, Kate Cook having overall responsibility, with both holding current qualifications in Level 3 Health & Safety in the Workplace. A full external review of the Health and Safety procedures was undertaken in March 2019, as well as an internal audit in November, and we remain compliant with ISO 45001.

We have a Safety Committee, chaired and run from within the workforce, which was revamped and restructured 3 years, with annual external reviews of our processes as part of an ongoing programme. Paula Jewels acts as Chair of the Safety Committee and also holds a current qualification in Level 3 Health & Safety in the Workplace

The organisation employs the services of Peninsula, who provide quarterly site assessments, a helpline for any specific queries, and access to the services of Business Safe Online, which is set up for health and safety.

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

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### Plans for the future

The charity's strategy has, at its heart, its residents. Every one of them is an individual, with individual experiences, aspirations and needs. It is our job to understand these needs and, in line with our mission statement, to provide safe, high quality and accessible services which help our residents achieve their full potential.

We have an operational plan which sets out our targets. These cover three areas:

- **Continuous improvement.** We are a learning organisation. For example, we work constantly to maintain the best possible relationships with those who refer to us so that clients are well prepared and their needs fully understood. We want every resident to complete their programme and to stay well after they leave, and we are using several approaches including recovery capital and motivational interviewing to help them succeed. We have built in feedback loops for every resident. We need to understand what more we can do to help them thrive, and to know about emerging issues before a crisis arises. Analysing events afterwards is no substitute. We want our programmes to be rich and fulfilling, and we will work with partners to offer skills such as pottery, woodworking and work-related training, and to search out other opportunities to use our wonderful location to add to the therapeutic experience. We have launched a very successful volunteer programme which has enabled us to recruit peer mentors and more besides. We will build on this success into the future.
- **Develop our existing services.** With the current constraints on public expenditure, residential substance abuse services are focusing on clients with the most complex needs. We have developed our expertise so that we can now support residents with a dual diagnosis of substance abuse and mental health issues. We plan to develop our skills further. We are particularly concerned with helping people with problems relating to opiate abuse and have a programme and targets in place to support this aim. Our Young Person's unit was launched in 2017, with a bespoke programme written by one of the country's leading experts in the field, and is the only centre of its kind in the country. A new programme for our detox service was launched in August 2019, again written specifically for Bosence by the programme expert. We will continue to grow and develop these services, working with the supporting services available to continue to improve and enhance the programme and its effectiveness.
- **Be a really well managed organisation.** We care about our staff and have plans to ensure their training is first-class. We want to protect our activities into the future, and we will do this by ensuring we are attractive to commissioners inside and outside Cornwall in terms of our performance (operationally and financially). We are also focused on the basic building blocks of good management including good governance, excellent financial management, maintaining the appropriate ISO and Health and Safety accreditations and always focused on meeting the aspirations and standards set by CQC. This was one of the focusses at the Strategy Planning Day in October 2017, and the Board are looking at strengthening the management of the organisation as it continues to expand, and are seeking to recruit new Board Members in the coming year with the strengths and skills identified. The Charity was awarded a classification of 'Good' under the Well Led category (and across the board) in its first inspection by the CQC since the Department of Health granted them the powers to rate independent sector, standalone substance misuse services; we will seek to consolidate and improve on that.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 MARCH 2020**

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### **Structure, governance and management**

The charity was incorporated as a company limited by guarantee on 2 August 2001, its registration number being 04263352. It is governed by a Memorandum of Association and Articles of Association.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

### **Charity registration**

The company was registered by the Charity Commission as a charity and entered in the Central Register of Charities on 28 August 2001. The registered number is 1088236.

### **Operation**

The company commenced on 1 March 2002.

### **Trustees**

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Clive Harrold

Tony Woodhams

(Resigned 28 January 2020)

Malcolm Jones

Mary Vyvyan

Martin Nixon

Gail Hunt

Karon Clark

(Appointed 16 January 2020)

Claire Waldie

(Appointed 3 December 2019)

Jon Edgecombe

(Appointed 16 January 2020 and resigned 28 January 2020)

### **Appointment of trustees**

Trustees are appointed in line with our policy 'HR 38 Trustee Recruitment Policy and Procedure'. When potential trustees are identified they are invited to the Farm to meet with the Director and learn more about the services provided. If they are interested they complete a Personal Information Form and the contents of that form are discussed at an ordinary meeting of trustees. If the Board agrees then the Company Secretary invites that person to become a trustee. The Company Secretary supplies a copy of the Job Description for Trustees, the Board's Prospectus, the Board's Mission and Values statement, the Twelve Steps recovery programme, the Charity Commission booklet entitled 'The Essential Trustees' and Companies House booklet entitled 'Directors and Secretaries Guide'. At that same meeting the Board agrees the year for retirement should that person accept office because trustees retire by thirds. If the interested person decides to take office then he/she is invited to attend the next Board meeting.

### **Induction and training of trustees**

A new trustee will be offered a full induction into the work of the charity and of the board.

When the new trustee has attended two board meetings they will be invited to review their training and development needs. A plan will be agreed as necessary to ensure the appropriate training and development takes place.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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### **Organisation**

The board of trustees administer the charity. The board meets every two months and there is a Sub-Committee for Finance and General Purposes. A CEO is appointed by the Board to manage the day to day operations of the Charity. The CEO has delegated authority, within terms of delegation approved by the board, for operational matters. At the Annual General Meeting each year the board authorises the Chairman and the Vice-Chairman, in consultation with the Company Secretary and Company Treasurer, to act on matters of urgency between board meetings, with the Chairman of Finance and General Purposes Sub-Committee being included in the consultation when financial matters are involved, except that the entering into of contracts is reserved to the board. Management reports are prepared for the board on a monthly basis. These reports are monitored by the Finance and General Purposes Sub-Committee and then by the board.

The senior management team comprise of the CEO (Kate Cook) and Operations Manager (Jeremy Booker).

### **Arrangement for setting key management personnel remuneration**

The trustees have regard for pay comparability for all staff and this comes very much into focus when recruiting new staff members, with information taken from recruitment website and other channels.

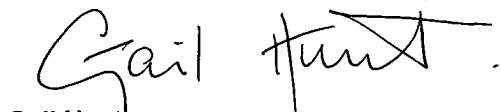
### **Auditor**

In accordance with the company's articles, a resolution proposing that RRL LLP be reappointed as auditor of the company will be put at a General Meeting.

### **Disclosure of information to auditor**

Each of the trustees 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 auditor is aware of such information.

The trustees' report was approved by the Board of Trustees.



**Gail Hunt**  
Trustee

Dated: 6 October 2020

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 MARCH 2020***

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The trustees, who are also the directors of Bosence Farm Community Limited (Limited by Guarantee) for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and 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 charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

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 charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity 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 charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **INDEPENDENT AUDITOR'S REPORT**

### **TO THE MEMBERS OF BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

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#### **Opinion**

We have audited the financial statements of Bosence Farm Community Limited (Limited by Guarantee) (the 'charity') for the year ended 31 March 2020 which comprise the statement of financial activities, the balance sheet, the statement of cash flows and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

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 2020 and of its incoming resources and application of resources, 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.



# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

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#### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the trustees' Report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of the knowledge and understanding of the charity and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report included within the trustees' report.

We have nothing to report in respect of the following matters in relation to which 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; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the trustees' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the statement of trustees' responsibilities, the trustees, who are also the directors of the charity for the purpose of company law, 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 charitable company 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.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

# **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

## **INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

### **TO THE MEMBERS OF BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

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#### **Use of our report**

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

RRL LLP

**Mark Williams (Senior Statutory Auditor)**  
**for and on behalf of RRL LLP**

9 October 2020

**Chartered Accountants**  
**Statutory Auditor**

Peat House  
Newham Road  
TRURO  
Cornwall  
TR1 2DP

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 MARCH 2020

		Unrestricted funds 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes						
<b>Income from:</b>							
Donations and legacies	3	9,230	62,160	71,390	8,503	129,660	138,163
Charitable activities	4	1,460,576	-	1,460,576	1,304,732	-	1,304,732
Investments	5	4,248	-	4,248	3,677	-	3,677
<b>Total income</b>		<b>1,474,054</b>	<b>62,160</b>	<b>1,536,214</b>	<b>1,316,912</b>	<b>129,660</b>	<b>1,446,572</b>
<b>Expenditure on:</b>							
Charitable activities	6	1,431,076	102,193	1,533,269	1,430,229	138,777	1,569,006
<b>Net incoming/ (outgoing) resources before transfers</b>		<b>42,978</b>	<b>(40,033)</b>	<b>2,945</b>	<b>(113,317)</b>	<b>(9,117)</b>	<b>(122,434)</b>
<b>Net income/(expenditure) for the year/ Net movement in funds</b>		<b>42,978</b>	<b>(40,033)</b>	<b>2,945</b>	<b>(113,317)</b>	<b>(9,117)</b>	<b>(122,434)</b>
Fund balances at 1 April 2019		1,371,566	1,904,339	3,275,905	1,484,883	1,913,456	3,398,339
<b>Fund balances at 31 March 2020</b>		<b>1,414,544</b>	<b>1,864,306</b>	<b>3,278,850</b>	<b>1,371,566</b>	<b>1,904,339</b>	<b>3,275,905</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

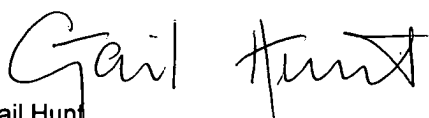
# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## BALANCE SHEET

AS AT 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	11		2,386,970		2,431,291
<b>Current assets</b>					
Debtors	12	155,988		143,147	
Cash at bank and in hand		826,677		802,510	
		982,665		945,657	
<b>Creditors: amounts falling due within one year</b>	13	(90,785)		(101,043)	
Net current assets			891,880		844,614
<b>Total assets less current liabilities</b>			3,278,850		3,275,905
<b>Income funds</b>					
Restricted funds	16		1,864,306		1,904,339
<u>Unrestricted funds</u>					
Designated funds	17	1,093,701		1,113,934	
General unrestricted funds		320,843		257,632	
			1,414,544		1,371,566
			3,278,850		3,275,905

The financial statements were approved by the Trustees on 6 October 2020

  
Gail Hunt  
Trustee

Company Registration No. 04263352

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 MARCH 2020

	Notes	2020 £	£	2019 £	£
<b>Cash flows from operating activities</b>					
Cash generated from operations	24		37,016		43,715
<b>Investing activities</b>					
Purchase of tangible fixed assets		(17,097)		(48,611)	
Interest received		4,248		3,677	
<b>Net cash used in investing activities</b>			(12,849)		(44,934)
<b>Net cash used in financing activities</b>			-		-
<b>Net increase/(decrease) in cash and cash equivalents</b>			24,167		(1,219)
Cash and cash equivalents at beginning of year			802,510		803,729
<b>Cash and cash equivalents at end of year</b>			826,677		802,510

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020

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### 1 Accounting policies

#### Charity information

Bosence Farm Community Limited (Limited by Guarantee) is a private company limited by guarantee incorporated in England and Wales. The registered office is Bosence Farm, 69 Bosence Road, Townshend, HAYLE, Cornwall, TR27 6AN.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "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). The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

The trustees have discussed their ability to predict that the charity is a going concern for the next 12 months. In their opinion:

- there continues to be high demand for the services offered;
- the free and operating reserves are sufficient to cover an unknown scenario with relation to the current and possible continuation of the Covid-19 pandemic; and
- they have no other knowledge that puts the organisation at risk.

Therefore, subject to an unknown, unpredictable situation occurring, the trustees have good reason to believe that the charity will be a going concern for the next 12 months from the date of approval of the financial statements. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Designated funds comprise funds which have been set aside at the discretion of the trustees for specific purposes. The purposes and uses of the designated funds are set out in the notes to the financial statements.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

#### 1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Investment income is recognised on a receivable basis.

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

---

#### 1 Accounting policies

(Continued)

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

In accordance with the Charities SORP (FRS 102), the time provided by general volunteers is not recognised. More information about volunteers' contributions is included in the trustees' report.

Grants, including government grants, are recognised when the charity has an entitlement to the funds and any conditions linked to the grants have been met. Where performance conditions are attached to the grant and are yet to be met, the income is recognised as a liability and included on the balance sheet as deferred income to be released.

Deferred income represents amounts received for future periods and is released to incoming resources in the period for which it has been received. Such income is only deferred when:

- The donor specifies that the grant or donation must only be used in future accounting periods; or
- The donor imposed conditions which must be met before the charity has unconditional entitlement.

#### 1.5 Resources expended

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.

All resources expended are inclusive of irrecoverable VAT.

Costs of generating funds are the costs associated with attracting voluntary income.

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 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.

#### 1.6 Tangible fixed assets

Tangible fixed assets costing £1,000 or more are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Freehold buildings	2% per annum on cost
Motor vehicles	20% per annum on cost
Fixtures and fittings	20% per annum on cost
Computers	33.33% per annum on cost

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

---

#### 1 Accounting policies

(Continued)

Freehold land is not depreciated.

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.



# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 1 Accounting policies

(Continued)

#### 1.10 Taxation

The company is a registered charity and is therefore generally exempt from income tax and capital gains tax on its charitable activities.

#### 1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### 1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Unrestricted funds	Restricted funds	Total
	2020	2020	2020	2019	2019	2019
	£	£	£	£	£	£
Donations and gifts	9,230	-	9,230	8,503	-	8,503
Government and other grants	-	62,160	62,160	-	129,660	129,660
	<u>9,230</u>	<u>62,160</u>	<u>71,390</u>	<u>8,503</u>	<u>129,660</u>	<u>138,163</u>
<b>Grants receivable for core activities</b>						
Government grants	-	-	-	-	17,161	17,161
Grants - other agencies	-	62,160	62,160	-	112,499	112,499
	<u>-</u>	<u>62,160</u>	<u>62,160</u>	<u>-</u>	<u>129,660</u>	<u>129,660</u>

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 3 Donations and legacies

(Continued)

Department of Health - a grant has been received for £Nil (2019: £17,161) as part of the Voluntary Sector Investment Programme: Health and Social Care Volunteering Fund. The grant is for the 'Volunteer Empowerment and Supporting Scheme - 'Together - You Can Do It'.

The total amount of government grants recognised in the financial statements was £Nil (2019: £17,161).

### 4 Charitable activities

	2020 £	2019 £
Housing benefits and rents	(3,902)	42,809
Miscellaneous income	15,001	16,262
Complex Needs Support Service	-	27,378
Complex Needs Support Service - resettlement	-	10,156
Young People/Family Unit Service fees	195,160	182,679
Detox Centre fees	864,708	764,564
Rehab Centre Service fees (including client contributions)	389,609	260,884
	<u>1,460,576</u>	<u>1,304,732</u>

### 5 Investments

	Unrestricted funds 2020 £	Unrestricted funds 2019 £
Interest receivable	<u>4,248</u>	<u>3,677</u>

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

### 6 Charitable activities

	Unrestricted Fund £	Restricted Fund £	2020 £	2019 £
Staff costs	884,092	57,678	941,770	960,156
Depreciation and impairment	25,589	35,829	61,418	62,584
Consumables	68,335	6,696	75,031	61,411
Other direct costs	43,519	1,511	45,030	67,445
Establishment costs	82,169	-	82,169	87,524
Repairs and maintenance	15,986	-	15,986	29,005
Office expenses	23,313	479	23,792	23,195
Motor, travel & subsistence expenses	14,659	-	14,659	16,516
Printing, posting and stationary	7,094	-	7,094	10,400
Advertising and promotion	1,178	-	1,178	762
Legal and professional	1,020	-	1,020	1,005
	<u>1,166,954</u>	<u>102,193</u>	<u>1,269,147</u>	<u>1,320,003</u>
Share of support costs (see note 7)	243,918	-	243,918	230,125
Share of governance costs (see note 7)	20,204	-	20,204	18,878
	<u>1,431,076</u>	<u>102,193</u>	<u>1,533,269</u>	<u>1,569,006</u>
<b>For the year ended 31 March 2019</b>				
Unrestricted funds				1,430,229
Restricted funds				138,777
				<u>1,569,006</u>

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 7 Support costs

	Support costs £	Governance costs £	2020 £	2019 £
Staff costs	215,840	12,963	228,803	209,813
Establishment costs	-	-	-	3,815
Office expenses	40	-	40	2,324
Sundry and other costs	2,627	-	2,627	4,305
Motor, travel and subsistence expenses	5,531	-	5,531	2,663
Advertising and promotion	4,716	-	4,716	3,581
Legal and professional costs	14,483	-	14,483	15,224
Bank charges	681	-	681	761
Audit fees	-	2,500	2,500	2,500
Accountancy	-	4,741	4,741	3,822
Cost of trustees meetings	-	-	-	195
	<u>243,918</u>	<u>20,204</u>	<u>264,122</u>	<u>249,003</u>
Analysed between Charitable activities	<u>243,918</u>	<u>20,204</u>	<u>264,122</u>	<u>249,003</u>

### 8 Auditor's remuneration

The analysis of auditor's remuneration is as follows:

	2020 £	2019 £
Audit of the charity's annual accounts	2,500	2,500
<b>Non-audit services</b>		
All other non-audit services	-	1,800

### 9 Trustees

During the year. Nil (2019: One) trustee was reimbursed for sundry travel and subsistence expenses totalling £Nil (2019: £184). At the year end there was £Nil owing to the trustee (2019: £184).

None of the trustees (or any persons connected with them) received any remuneration from the charity during the year.

No trustees (or any persons connected with them) received any other benefits from the charity during the year.

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 10 Employees

#### Number of employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
Charitable activities	43	48
Central services	8	7
Governance	1	1
	<u>52</u>	<u>56</u>

#### Employment costs

	2020 £	2019 £
Wages and salaries	1,072,365	1,076,864
Social security costs	77,333	80,310
Other pension costs	20,875	12,795
	<u>1,170,573</u>	<u>1,169,969</u>

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

### 11 Tangible fixed assets

	Freehold land and buildings £	Motor vehicles £	Fixtures and fittings £	Computers £	Total £
<b>Cost</b>					
At 1 April 2019	2,755,027	24,785	224,510	34,193	3,038,515
Additions	17,097	-	-	-	17,097
Disposals	-	-	(2,058)	(1,781)	(3,839)
At 31 March 2020	<u>2,772,124</u>	<u>24,785</u>	<u>222,452</u>	<u>32,412</u>	<u>3,051,773</u>
<b>Depreciation and impairment</b>					
At 1 April 2019	378,895	18,713	179,037	30,579	607,224
Depreciation charged in the year	40,342	2,208	16,102	2,766	61,418
Eliminated in respect of disposals	-	-	(2,058)	(1,781)	(3,839)
At 31 March 2020	<u>419,237</u>	<u>20,921</u>	<u>193,081</u>	<u>31,564</u>	<u>664,803</u>
<b>Carrying amount</b>					
At 31 March 2020	<u>2,352,887</u>	<u>3,864</u>	<u>29,371</u>	<u>848</u>	<u>2,386,970</u>
At 31 March 2019	<u>2,376,132</u>	<u>6,072</u>	<u>45,473</u>	<u>3,614</u>	<u>2,431,291</u>

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

#### 11 Tangible fixed assets

(Continued)

The gross book value of freehold land and buildings includes £2,022,124 (2019: £2,005,027) of depreciable assets.

In the opinion of the trustees the market value of the land is in excess of its carrying value.

#### 12 Debtors

	2020 £	2019 £
<b>Amounts falling due within one year:</b>		
Trade debtors	214	1,998
Prepayments and accrued income	155,774	141,149
	<u>155,988</u>	<u>143,147</u>

#### 13 Creditors: amounts falling due within one year

	Notes	2020 £	2019 £
Other taxation and social security		28,376	25,909
Deferred income	14	21,380	25,687
Trade creditors		14,101	16,392
Other creditors		3,406	3,965
Accruals		23,522	29,090
		<u>90,785</u>	<u>101,043</u>

#### 14 Deferred income

	2020 £	2019 £
Arising from fees received in advance	<u>21,380</u>	<u>25,687</u>

During the year, £25,687 (2019: £16,454) was released to income from previous periods and £21,380 (2019: £25,687) of incoming resources was deferred.

#### 15 Retirement benefit schemes

##### Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

The charge to profit or loss in respect of defined contribution schemes was £20,875 (2019: £13,019). Pension liabilities are allocated to unrestricted and restricted funds on the same basis as other employee-related costs unless the terms of a restriction prohibit the allocation of such costs to a restricted fund.

## BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

#### 16 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds			Movement in funds			Balance at 31 March 2020 £
	Balance at 1 April 2018 £	Incoming resources £	Resources expended £	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	
Quiet Room (Sanctuary) Fund	21,483	-	(368)	21,115	-	(368)	20,747
PCT Detox Centre Development Project Fund	1,356,951	-	(23,031)	1,333,920	-	(22,980)	1,310,940
PDC Detox Development Project Fund	13,670	-	(355)	13,315	-	(407)	12,908
Residents' Benevolent Fund	2,069	-	-	2,069	-	(45)	2,024
Girdlers Artist Materials Fund	3,282	-	(604)	2,678	-	(326)	2,352
Public Health England Grant	429,470	-	(6,340)	423,130	-	(6,338)	416,792
Health and Social Care Volunteering Fund	-	17,161	(17,161)	-	-	-	-
West Cornwall Trust	922	3,000	(2,782)	1,140	-	(1,140)	-
The Clothworkers Foundation	11,610	-	(3,350)	8,260	-	(2,760)	5,500
The Trusthouse Charitable Foundation	41,938	-	(618)	41,320	-	(617)	40,703
The Rayne Foundation	-	29,000	(29,000)	-	-	-	-
Duchy Health Charity	-	20,000	(267)	19,733	-	(400)	19,333
Ernest Cook Trust	12,000	-	-	12,000	-	(12,000)	-
Awards for All	10,000	-	(10,000)	-	10,000	(133)	9,867
Henry Smith	-	27,400	(27,400)	-	28,000	(28,000)	-
Girdlers	-	7,500	(7,500)	-	10,000	(10,000)	-
Nineveh Trust	-	5,000	(4,322)	678	5,000	(5,678)	-
Bernard Sunley	-	5,000	(67)	4,933	-	(100)	4,833
Garfield Weston	-	10,000	(71)	9,929	-	(106)	9,823
Funds less than £2,000	10,061	5,599	(5,541)	10,119	9,160	(10,795)	8,484
	<u>1,913,456</u>	<u>129,660</u>	<u>(138,777)</u>	<u>1,904,339</u>	<u>62,160</u>	<u>(102,193)</u>	<u>1,864,306</u>

## **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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#### **16 Restricted funds**

**(Continued)**

Restricted funds represent ongoing projects and the trustees consider the balances to be sufficient.

Purposes of restricted funds are as follows:

The Sanctuary Fund represents a building at Bosence used as a quiet room for meditation and contemplation.

The PCT Detox Centre Development Project Fund represents the capital development costs for a Detox Centre. Penwith District Council and the Sustainable Building grant also provided capital funds for this project.

The Public Health England grant is a capital grant received to help fund the building of a new family unit.

All other grants were given for specific activities and projects.

Sufficient resources are held to enable all funds to be applied in accordance with any restrictions.

Further details on restricted funds can be found within the Trustees' Annual Report.



## BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2020

#### 17 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Balance at 1 April 2018	Resources expended	Transfers	Balance at 1 April 2019	Resources expended	Transfers	Balance at 31 March 2020
	£	£	£	£	£	£	£
Sanctuary Reserve	15,000	-	-	15,000	-	-	15,000
Vehicle Reserve	20,000	-	-	20,000	-	-	20,000
Bosence Farm Reserve	428,367	(3,000)	-	425,367	(7,233)	-	418,134
Family Unit	75,000	-	(50,000)	25,000	-	-	25,000
Horticultural Project Reserve	20,000	-	(10,000)	10,000	(1,831)	(8,169)	-
Bosence Staff Offices Upgrade Reserve	10,500	(7,233)	-	3,267	(3,000)	-	267
Counselling Pods Reserve	12,000	-	(12,000)	-	-	-	-
Subsidised Beds Reserve	20,000	(13,390)	(6,610)	-	-	-	-
Fixed Operating Costs Reserve	605,000	-	-	605,000	-	-	605,000
Laundry Shed Reserve/Refurbishment Reserve	-	-	10,300	10,300	-	-	10,300
	<u>1,205,867</u>	<u>(23,623)</u>	<u>(68,310)</u>	<u>1,113,934</u>	<u>(12,064)</u>	<u>(8,169)</u>	<u>1,093,701</u>

## **BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)**

### **NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**

**FOR THE YEAR ENDED 31 MARCH 2020**

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#### **17 Designated funds**

**(Continued)**

The purpose of the designated reserves, as set by the board of directors, is as follows:

The Sanctuary reserve is a provision for future work to be done at the Sanctuary.

The vehicle reserve is for the replacement of the vehicles used by the charity.

The Bosence Farm reserve is to provide accommodation, and is wholly represented by fixed assets.

The Family Unit fund was created to accrue for funds to be spent on a new family unit and £150,000 was designated to cover 6 months estimated running costs of the Family unit.

The Horticultural Project reserve was created to accrue for funds to be spent on a new horticultural project. Balance transferred to general reserve as alternative funding secured.

The Bosence Staff Offices Upgrade reserve was created to accrue funds used towards installation of a new central heating system in 2017 and is wholly represented by fixed assets.

The Counselling Pods reserve was created to accrue for funds to be spent on new counselling pods.

The Subsidised Beds reserve was created to allocate part of a legacy received to subsidise treatment of an individual.

The Fixed Operating Costs reserve was created to designate funds that represent six months of fixed operating costs.

The Laundry Shed reserve was created to designate funds for replacement of the existing laundry building. This designated reserve was not required as alternative funding was received and transferred into the new Refurbishment reserve.

The Refurbishment reserve was created for the redecorating and maintenance of the Bosence Farm and Detox buildings.

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2020

### 18 Analysis of net assets between funds

	Unrestricted 2020 £	Restricted 2020 £	Total 2020 £	Unrestricted 2019 £	Restricted 2019 £	Total 2019 £
Fund balances at 31 March 2020 are represented by:						
Tangible assets	538,626	1,848,344	2,386,970	557,117	1,874,174	2,431,291
Current assets/ (liabilities)	875,918	15,962	891,880	814,449	30,165	844,614
	<u>1,414,544</u>	<u>1,864,306</u>	<u>3,278,850</u>	<u>1,371,566</u>	<u>1,904,339</u>	<u>3,275,905</u>

### 19 Free reserves reconciliation

The free reserves (unrestricted funds that are not designated or represented by fixed assets) belonging to the charity as at 31 March 2020 are calculated as follows:

	£
Unrestricted funds	1,414,544
Less: Tangible assets (as per note 18)	(538,626)
Less: Designated funds not represented by fixed assets	(675,300)
Free reserves	<u>200,618</u>

### 20 Financial commitments, guarantees and contingent liabilities

The property at Bosence has a fixed charge relating to monies advanced by the Secretary of State for Health for its purchase. Should the charity cease to exist for the purpose for which it was set up then an amount equal to that portion of the open market value of the property as at the date of valuation as is attributable to the expenditure of the original grant, or £100,000 whichever is the greater sum, will be repayable.

NHS England have a legal charge over the property at Bosence for the repayment sum and an option to purchase land at Bosence. The option is exercisable within a period of 21 years from 31 March 2009 less one day. If any terms of the agreement between the charity and NHS England relating to the detoxification facility at Bosence Farm are breached NHS England can exercise the option agreement and require payment of the repayment sum. Should the charity sell Bosence then written agreement from NHS England is required and NHS England would require to be paid the repayment sum. The repayment sum being that part of the open market value of the land as at the date of valuation as is attributable to the expenditure of the original capital grant after deduction of any part of the capital grant repaid or the value of the capital grant £1,694,000, whichever is the greater sum.

# BOSENCE FARM COMMUNITY LIMITED (LIMITED BY GUARANTEE)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

### FOR THE YEAR ENDED 31 MARCH 2020

#### 21 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2019 £
Within one year	7,657	7,657
Between two and five years	20,964	27,613
In over five years	-	1,008
	<u>28,621</u>	<u>36,278</u>

#### 22 Related party transactions

##### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2020 £	2019 £
Aggregate remuneration	<u>119,156</u>	<u>115,237</u>

#### 23 Analysis of changes in net funds

The charity had no debt during the year.

#### 24 Cash generated from operations

	2020 £	2019 £
Surplus/(deficit) for the year	2,945	(122,434)
Adjustments for:		
Investment income recognised in statement of financial activities	(4,248)	(3,677)
Depreciation and impairment of tangible fixed assets	61,418	62,584
Movements in working capital:		
(Increase)/decrease in debtors	(12,841)	83,621
(Decrease)/increase in creditors	(5,951)	14,388
(Decrease)/increase in deferred income	(4,307)	9,233
<b>Cash generated from operations</b>	<u>37,016</u>	<u>43,715</u>