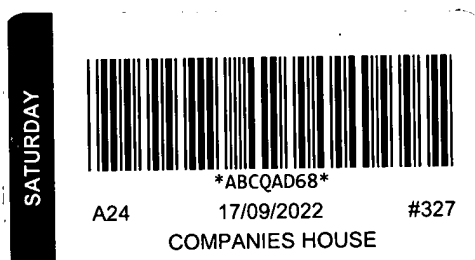


Registration number: 10016662

# Touchbase Care CIC

(A company limited by guarantee)

Annual Report and Unaudited Financial Statements  
for the Year Ended 31 March 2022



Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ

## **Touchbase Care CIC**

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## **Touchbase Care CIC**

### **Company Information**

**Directors** Ms PAM Bishop  
Ms S Janman  
Mr P S Bishop

**Registered office** 6 Coolinge Lane  
Folkestone  
Kent  
CT20 3RA

## **Touchbase Care CIC**

### **Directors' Report for the Year Ended 31 March 2022**

The directors present their report and the financial statements for the year ended 31 March 2022.

#### **Directors of the company**

The directors who held office during the year were as follows:

Ms PAM Bishop

Ms S Janman

Mr P S Bishop

#### **Principal activity**

The principal activity of the company is that of other education and social work activities in the field of adult physical disabilities and sensory impairment

#### **Post Year End**

The Company has ongoing responsibility to fulfil its provision of education and social work activities , the Companies reserves at the balance sheet date are fully committed to the continued operational aspects of the business.

#### **Small companies provision statement**

This report has been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved by the Board on 14/9/22 and signed on its behalf by:

  
.....  
Ms PAM Bishop  
Director

**Chartered Certified Accountants' Report to the Board of Directors on the Preparation of  
the Unaudited Statutory Accounts of  
Touchbase Care CIC  
for the Year Ended 31 March 2022**

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the accounts of Touchbase Care CIC for the year ended 31 March 2022 as set out on pages 4 to 11 from the company's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants, we are subject to its ethical and other professional requirements which are detailed at

<https://www.accaglobal.com/gb/en/member/standards/rules-and-standards/rulebook.html> .


This report is made solely to the Board of Directors of Touchbase Care CIC, as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the accounts of Touchbase Care CIC and state those matters that we have agreed to state to the Board of Directors of Touchbase Care CIC, as a body, in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at

<http://www.accaglobal.com/gb/en/technical-activities/technical-resources-search/2009/october/factsheet-163-audit-exempt-companies.html> .

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Touchbase Care CIC and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that Touchbase Care CIC has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profit of Touchbase Care CIC. You consider that Touchbase Care CIC is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the accounts of Touchbase Care CIC. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.



.....  
Beresfords  
Chartered Certified Accountants  
1-2 Rhodium Point  
Spindle Close  
Hawkinge  
Folkestone  
Kent  
CT18 7TQ  
Date: 14/9/22 .....

## Touchbase Care CIC

### Profit and Loss Account and Statement of Retained Earnings for the Year Ended 31 March 2022

	Note	2022 £	2021 £
Turnover		364,269	207,292
Cost of sales		<u>(66,143)</u>	<u>(31,948)</u>
Gross surplus		298,126	175,344
Administrative expenses		(264,399)	(166,601)
Other operating income		<u>22,549</u>	<u>42,356</u>
Operating surplus		<u>56,276</u>	<u>51,099</u>
Other interest receivable and similar income		20	157
Interest payable and similar charges		<u>(8)</u>	<u>-</u>
		<u>12</u>	<u>157</u>
Surplus before tax	4	56,288	51,256
Taxation		<u>(5,019)</u>	<u>(8,147)</u>
Surplus for the financial year		51,269	43,109
Retained earnings brought forward		<u>77,425</u>	<u>34,315</u>
Retained earnings carried forward		<u><u>128,694</u></u>	<u><u>77,424</u></u>

**Touchbase Care CIC**  
**(Registration number: 10016662)**  
**Balance Sheet as at 31 March 2022**

	Note	2022 £	2021 £
<b>Fixed assets</b>			
Tangible assets	5	44,373	14,880
<b>Current assets</b>			
Debtors	6	20,371	18,052
Cash at bank and in hand		230,159	236,092
		250,530	254,144
<b>Creditors: Amounts falling due within one year</b>	7	(166,209)	(191,600)
<b>Net current assets</b>		84,321	62,544
<b>Net assets</b>		128,694	77,424
<b>Reserves</b>			
Retained earnings		128,694	77,424
Surplus		128,694	77,424


For the financial year ending 31 March 2022 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476; and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the special provisions relating to companies subject to the small companies regime within Part 15 of the Companies Act 2006.

Approved and authorised by the Board on 14/9/22 and signed on its behalf by:

  
 Ms PAM Bishop  
 Director

## **Touchbase Care CIC**

### **Notes to the Unaudited Financial Statements for the Year Ended 31 March 2022**

#### **1 General information**

The company is a company limited by guarantee, incorporated in England and Wales, and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

The address of its registered office is:

6 Coolinge Lane  
Folkestone  
Kent  
CT20 3RA  
England

#### **2 Accounting policies**

##### **Summary of significant accounting policies and key accounting estimates**

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

##### **Statement of compliance**

These financial statements have been prepared in accordance with Financial Reporting Standard 102 Section 1A smaller entities - 'The Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland' and the Companies Act 2006 (as applicable to companies subject to the small companies' regime).

##### **Basis of preparation**

These financial statements have been prepared using the historical cost convention except that as disclosed in the accounting policies certain items are shown at fair value.

##### **Revenue recognition**

Turnover comprises the fair value of the consideration received or receivable for care services and grants and donations in the ordinary course of the company's activities. Turnover is shown net of sales/value added tax, returns, rebates and discounts.

The company recognises revenue when:

The amount of revenue can be reliably measured;

it is probable that future economic benefits will flow to the entity;

and specific criteria have been met for each of the company's activities.

##### **Tax**

The tax expense for the period comprises current tax. Tax is recognised in profit or loss, except that a change attributable to an item of income or expense recognised as other comprehensive income is also recognised directly in other comprehensive income.



## **Touchbase Care CIC**

### **Notes to the Unaudited Financial Statements for the Year Ended 31 March 2022 (continued)**

#### **2 Accounting policies (continued)**

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the company operates and generates taxable income.

##### **Tangible assets**

Tangible assets are stated in the balance sheet at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

The cost of tangible assets includes directly attributable incremental costs incurred in their acquisition and installation.

##### **Depreciation**

Depreciation is charged so as to write off the cost of assets, other than land and properties under construction over their estimated useful lives, as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Fixtures and fittings	10 years straight line
Motor vehicles	25% on reducing balance
Office equipment	5 years straight line

##### **Cash and cash equivalents**

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

##### **Trade debtors**

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

Trade debtors are recognised initially at the transaction price. They are subsequently measured at amortised cost using the effective interest method, less provision for impairment. A provision for the impairment of trade debtors is established when there is objective evidence that the company will not be able to collect all amounts due according to the original terms of the receivables.

##### **Trade creditors**

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

Trade creditors are recognised initially at the transaction price and subsequently measured at amortised cost using the effective interest method.

## **Touchbase Care CIC**

### **Notes to the Unaudited Financial Statements for the Year Ended 31 March 2022 (continued)**

#### **2 Accounting policies (continued)**

##### **Leases**

Leases in which substantially all the risks and rewards of ownership are retained by the lessor are classified as operating leases. Payments made under operating leases are charged to profit or loss on a straight-line basis over the period of the lease.

##### **Defined contribution pension obligation**

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

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

#### **3 Staff numbers**

The average number of persons employed by the company (including directors) during the year, was 14 (2021 - 8).

#### **4 Profit before tax**

Arrived at after charging/(crediting)

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Depreciation expense	<u>3,263</u>	<u>1,650</u>

## Touchbase Care CIC

### Notes to the Unaudited Financial Statements for the Year Ended 31 March 2022 (continued)

#### 5 Tangible assets

	Fixtures and fittings £	Office equipment £	Motor vehicles £	Total £
<b>Cost or valuation</b>				
At 1 April 2021	10,480	6,066	2,500	19,046
Additions	4,100	1,262	27,395	32,757
At 31 March 2022	14,580	7,328	29,895	51,803
<b>Depreciation</b>				
At 1 April 2021	600	2,150	1,416	4,166
Charge for the year	1,117	1,305	842	3,264
At 31 March 2022	1,717	3,455	2,258	7,430
<b>Carrying amount</b>				
At 31 March 2022	12,863	3,873	27,637	44,373
At 31 March 2021	9,880	3,916	1,084	14,880

#### 6 Debtors

	2022 £	2021 £
<b>Current</b>		
Trade debtors	17,066	14,912
Prepayments	3,305	3,140
	20,371	18,052

#### 7 Creditors

**Creditors: amounts falling due within one year**

## **Touchbase Care CIC**

### **Notes to the Unaudited Financial Statements for the Year Ended 31 March 2022 (continued)**

#### **7 Creditors (continued)**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Due within one year</b>		
Trade creditors	6,604	6,299
Taxation and social security	8,429	10,373
Accruals and deferred income	135,130	165,360
Other creditors	16,046	9,568
	<u>166,209</u>	<u>191,600</u>

#### **8 Related party transactions**

## **Touchbase Care CIC**

### **Notes to the Unaudited Financial Statements for the Year Ended 31 March 2022 (continued)**

#### **8 Related party transactions (continued)**

##### **Directors' remuneration**

The directors' remuneration for the year was as follows:

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Remuneration	35,046	39,458
Contributions paid to money purchase schemes	14,452	9,233
	<u>49,498</u>	<u>48,691</u>

# **Touchbase Care CIC**

## **Detailed Profit and Loss Account for the Year Ended 31 March 2022**

	2022 £	2021 £
<b>Turnover</b>		
Other revenue	338,275	206,792
Grants and subsidies receivable	<u>25,994</u>	<u>500</u>
	364,269	207,292
<b>Cost of sales</b>		
Direct costs	40,383	19,906
Subcontract cost	<u>25,760</u>	<u>12,042</u>
	66,143	31,948
<b>Employment costs</b>		
Wages and salaries	116,769	58,745
Staff NIC	2,603	515
Directors remuneration	35,046	39,458
Directors NIC	1,268	1,066
Staff pensions (Defined contribution)	2,352	1,192
Directors pensions (Defined contribution)	14,452	9,233
Staff training	<u>2,751</u>	<u>1,120</u>
	175,241	111,329
<b>Establishment costs</b>		
Rent	35,788	25,899
Water rates	2,803	2,303
Light, heat and power	5,749	(2,264)
Insurance	<u>1,303</u>	<u>1,284</u>
	45,643	27,222
<b>General administrative expenses</b>		
Repairs and maintenance	8,869	8,188
Telephone	1,085	1,007
Printing, postage and stationery	565	867
Trade subscriptions	562	425
Hire of other assets (Operating leases)	304	285
Sundry expenses	87	87
Cleaning	4,211	2,025
Motor expenses	2,800	1,501
Travel and subsistence	2,814	1,854
Advertising	5,504	3,000
Staff entertaining	518	-

## Touchbase Care CIC

### Detailed Profit and Loss Account for the Year Ended 31 March 2022 (continued)

	2022 £	2021 £
Accountancy fees	792	720
Bookkeeping and payroll fees	10,002	6,054
Legal and professional fees	1,315	-
Bad debts written off	<u>-</u>	<u>61</u>
	39,428	26,074
<b>Finance charges</b>		
Merchant charges	824	326
<b>Depreciation costs</b>		
Depreciation of fixtures and fittings	1,117	303
Depreciation of motor vehicles	841	362
Depreciation of office equipment	<u>1,305</u>	<u>985</u>
	3,263	1,650
<b>Other operating income</b>		
Government grants receivable	<u>22,549</u>	<u>42,356</u>
Operating surplus	56,276	51,099
<b>Other interest receivable and similar income</b>		
Bank interest receivable	20	157
<b>Interest payable and similar charges</b>		
Other interest payable	<u>8</u>	<u>-</u>
Net finance income	<u>12</u>	<u>157</u>
Surplus before tax	<u><u>56,288</u></u>	<u><u>51,256</u></u>

This page does not form part of the statutory financial statements.

15/00182

**CIC 34****Community Interest Company Report**

**For official use**  
(Please leave blank)

*Please  
complete in  
typescript, or  
in bold black  
capitals.*

**Company Name in  
full**

TOUCHBASE CARE CIC

**Company Number**

10016662

**Year Ending**

(31/03/22)

This template illustrates what the Regulator of Community Interest Companies considers to be best practice for completing a simplified community interest company report. All such reports must be delivered in accordance with section 34 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and contain the information required by Part 7 of the Community Interest Company Regulations 2005. For further guidance see chapter 8 of the Regulator's guidance notes and the alternate example provided for a more complex company with more detailed notes.

**PART 1 - GENERAL DESCRIPTION OF THE COMPANY'S ACTIVITIES AND IMPACT**

In the space provided below, please insert a general account of the company's activities in the financial year to which the report relates, including a description of how they have benefited the community.

THE COMPANY PROVIDE OTHER EDUCATIONAL AND SOCIAL WORK ACTIVITIES TO ADULTS WITH PHYSICAL DISABILITIES AND SENSORY IMPAIRMENT.

THE COMMUNITY BENEFITED THESE INDIVIDUALS PROVIDING SOCIAL LEARNING AND QUALITY OF LIFE LEARNING SKILLS FOR THOSE IN THE PROGRAMME.

*(If applicable, please just state "A social audit report covering these points is attached").*

*(Please continue on separate continuation sheet if necessary.)*



**PART 2 – CONSULTATION WITH STAKEHOLDERS** – Please indicate who the company's stakeholders are; how the stakeholders have been consulted and what action, if any, has the company taken in response to feedback from its consultations? If there has been no consultation, this should be made clear.

Ms P A M Bishop

Ms S Janman

Consulted during annual general meeting

*(If applicable, please just state "A social audit report covering these points is attached").*

**PART 3 – DIRECTORS' REMUNERATION** – if you have provided full details in your accounts you need not reproduce it here. Please clearly identify the information within the accounts and confirm that, "There were no other transactions or arrangements in connection with the remuneration of directors, or compensation for director's loss of office, which require to be disclosed" (See example with full notes). If no remuneration was received you must state that "no remuneration was received" below.

INCLUDED IN ACCOUNTS

**PART 4 – TRANSFERS OF ASSETS OTHER THAN FOR FULL CONSIDERATION** – Please insert full details of any transfers of assets other than for full consideration e.g. Donations to outside bodies. If this does not apply you must state that "no transfer of assets other than for full consideration has been made" below.

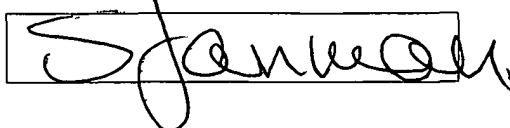
NONE N/A

*(Please continue on separate continuation sheet if necessary.)*

## PART 5 – SIGNATORY

The original report must be signed by a director or secretary of the company

Signed



Date

14/9/2022

Office held (delete as appropriate) Director/Secretary

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

	<b>Beresfords</b>	
	Chartered Certified Accountants	
	1-2 Rhodium Point, Hawkinge Business Park	
	Spindle Close	
	Hawkinge	
	Folkestone	
DX Number	DX Exchange	

**When you have completed and signed the form, please attach it to the accounts and send both forms by post to the Registrar of Companies at:**

*For companies registered in England and Wales:* Companies House, Crown Way, Cardiff, CF14 3UZ  
DX 33050 Cardiff

*For companies registered in Scotland:* Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139  
Fountainbridge, Edinburgh, EH3 9FF DX 235 Edinburgh or LP – 4 Edinburgh 2

*For companies registered in Northern Ireland:* Companies House, 2nd Floor, The Linenhall, 32-38  
Linenhall Street, Belfast, BT2 8BG