



**2018**

**Annual Report**

<http://aldingbournetrust.co.uk>

Registered charity: 276484

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# Chairperson's and Managing Director's Introduction



We have much to celebrate in our 40th year. We continue to develop & move forward in providing a range of opportunities for people who have a learning disability/a physical disability or autism. We are pleased to have exceeded the targets for supporting people into paid work (by 8%) during the year. We have made some significant investments in the future - including the conversion of a bungalow into more self contained housing, developing our MAKE enterprise in Portsmouth, & the development of a transition support service in partnership with

Chichester College.

In March 2017 we started the construction of our new Quarry Building – a stunning venue which will offer more training & employment & continue to welcome the community & local businesses to the Aldingbourne Country Centre. The development has improved the infrastructure at the Centre, including parking, additional toilets & a Changing Places toilet. The Quarry Building will play a key role in ensuring the Aldingbourne Trust is less reliant on statutory funding, offering a range of social enterprises. We are attracting national & international interest in our entrepreneurial approach. Our Quarry Building is due to open this summer, & we would like to thank everyone who has supported us in our fundraising endeavours, the design & construction teams, & people on the site for coping with the construction works – particularly during such a long & wet winter.

During the year we launched Gig Buddies in Portsmouth – this is an exciting, dynamic way of matching people based on their interests. We continue to place an emphasis on collaboration, & are active on a local & national level. During the year we became the lead provider in a national Workforce Development Fund Partnership, enabling 30 organisations to access vocational training funding. We shared great support – hosting visits from the UK & abroad, & speaking at conferences - Lu Dash, our Head of Support & Claire Sparrow, Outreach Manager, ran a session at Learning Disability Today to highlight good practice with supporting parents who have a learning disability.

The national context remains challenging. The Learning Disability Mortality Review has highlighted people with learning disabilities are still dying 15-20 years earlier than the general population. We were pleased to collaborate with Healthwatch West Sussex to produce a film highlighting health inequalities for people with learning disabilities. There is a growing awareness that social care impacts upon the NHS & a funding review is needed. Social care is being discussed across the media, & whilst the social care precept is welcome, it is not adequate to meet the level of demand & pay a decent wage (Cordis Bright estimate the additional costs of meeting the living wage to be £360m). We continue to see a significant increase in the need for people to be well supported with their finances, particularly in relation to welfare benefits. We have worked hard to pre-empt difficulties as the process can be a difficult one for individuals & carers to navigate. When an application goes wrong, it can take over 25 hours to resolve. Over the last year we have assisted with mandatory considerations & appeals. This is intensive work, but has resulted in all but one person being granted ESA/PIP post-appeal.

## **Aldingbourne Trust 2017/2018**

We await the outcome of a Green Paper & efforts to more closely align health & social care. In reviewing the year, we are aware of many wonderful examples of creative, high quality support across the Trust. Our Powerful Trainers team have undertaken some positive work with a range of health professionals & mainstream companies to increase awareness, inclusion & representation. We remain determined to offer good support, & to improve people's lived experiences. We wish to thank our staff & volunteers & of course the people we support, & their families, for working so hard to make a positive difference.

Thank you!

Frances Russell  
Chair

Sue Livett  
Managing Director

## **About Us**

The trustees are pleased to present our annual directors' report together with the financial statements of the charity for the year ending 31<sup>st</sup> March 2019 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, 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) (effective 1 January 2015).

## **The Trust's mission**

To support people with disabilities to develop and live the lives they choose.

## **Our history**

In 1978 a group of parents realised a joint ambition by forming the Aldingbourne Trust – providing meaningful, valued opportunities for people with learning disabilities, physical disabilities and autism. Since then these opportunities have developed to include support with housing, employment, leisure, education and training.

## **Our values – what we believe in**

We recognise that people, society, technology and attitudes change. The principle of our work is to keep pushing expectations, boundaries and beliefs forward. We believe in: -

- Making a difference
- Offering real life opportunities
- Working together
- Listening then doing
- We will not break the law but we may challenge it
- Being enterprising
- Being a sustainable organisation
- People having fun
- Being mindful of environmental impacts: reducing, re-using, recycling

## **What we are working to achieve**

Our challenge is to support people with disabilities to be full & active citizens, to draw on individual skills, interests & experience, for people to have good lives. We have all got a part to play:- families, friends, businesses, clubs, associations, staff & volunteers. We focus our own resources to build social value by discovering what is possible, available & good. This involves our 6 key themes of collaborating, efficiency, enterprising, influencing, innovating & proving.

We work to maintain, improve & create support & opportunities which matter to people with learning disabilities, physical disabilities & autism. It is not unusual for carers & staff to want to protect people who may have a disability & other needs. We know it is important to get the basics right – everyone needs to take responsibility to make sure people are safe, but this is only part of good support. We give people the chance to try new things, to make choices & to step out of their (& our) comfort zone from time to time.

## **Key stats**



# The story of 2018-2019

We outlined some key activities we planned to undertake in our report last year. Here is a summary of our achievements.

## Activities & Impact

### Collaborating

Two of our Trustees meet regularly with people supported by the Aldingbourne Trust, they get direct feedback & explore issues which are important & on people's minds. Discussions have included **bullying, voting & local matters, such as the developments across the Trust**. Feedback is shared with managers & the Board of Trustees & this helps shape our priorities. People we support are committee members of the Friends of the Aldingbourne Trust, a role which involves representing the Trust & making decisions on internal requests for funding. Please see the [Friends of the Aldingbourne Trust](#) for more details. We had **coffee evenings, developmental reviews & training with families & carers**. We worked with individuals & their families to improve their lives.

- Claire Lambert, Manager of Milton Lodge, continued the cooking evenings at our drop in, Number 73. The group is supported by volunteers and encourages experimentation, peer support and friendships. There is always a waiting list for the group & we would like to see these opportunities extended.

### PHOTO OF COOKING GROUP

- We are the lead provider in Network West Sussex, a consortium providing preventative support across West Sussex to people who have a learning disability & their carers. During 2017 we supported over **550** people who have a learning disability. People come into contact with us at different points of their lives. We provide case studies to West Sussex County Council which demonstrate the reasons people seek support. We see some people infrequently, when they may just have a one-off request such as applying for a bus pass, other people are regular members who get involved in the My Network sessions, others will come to us at a point of crisis – this will involve us liaising with many outside agencies to support the individual & often their close family. The service has been extended to include East Grinstead. Part of My Network & My Network Plus is supporting people with claiming benefits. In the last year this has resulted in additional income of XXXX from just one hub in the County. **We have developed productive links with some mental health services across West Sussex, resulting in some reasonable adjustments being made for assessments & support for people with learning disabilities.**



Our **Adopt a Station** project with Govia Thameslink Railway continued to brighten commuter journeys with our floral displays across 30 stations. This results in travel training, free travel & the opportunity to develop work skills for 22 people who have a learning disability. Horsham Station Manager Shah Uddin: *"Adopt a Station make a huge difference to our station; the flowers affect the mood of the people and brighten up their commute."*

The Adopt a Station team also meet monthly to enjoy social activities. Our thanks to Colin Searle, a volunteer who organises the social events & supports people on the Adopt a Station scheme.

- WorkAid offers opportunities for people to gain employment, our team has supported 345 people and worked with 138 employers, during the year.
- We continue to work with schools, colleges & universities to offer learning & professional training. This has included students undertaking Duke of Edinburgh Awards; work experience from Glenwood School, Bishop Luffa, Portsmouth College, South Downs College, St Philip Howard, Chichester Free School, University of Chichester, Chichester College, University of London.
- Our Training Needs Analysis in 2017 identified the need to support staff with the digital world. Isabel Kendrick, our Training Advisor, introduced Digital Skills Espresso sessions. With the help of some funding from HEKSS, we have been working with the University of Chichester to run Digital Skills Champions training. Of the twenty spaces available on this pilot event, four staff are from Aldingbourne Trust. The course will make sure each person attending develops confidence in using a wide range of digital skills, including spreadsheets, social media & assistive technology. The aim is to develop digital skills experts & encourage other staff to use the increasing amount of digital resources coming in to care. Skills for Care have taken an active interest in the work, with Locality Managers getting in touch to understand the context and how the learning can be applied.
- We participated in the SPARK programme – a part EU funded project supporting innovation in social enterprises from England, Holland & Belgium, hosting a visit to share our experiences & expertise.
- We participated in Paradigm’s review of the REACH standards for ordinary living. These are a national framework for promoting good practice.
- The Trust is now the lead provider in a National Funding Partnership (the Aldingbourne Trust National Partnership). We enable 30 organisations to access funding to train social care staff & obtain vocational qualifications. The partnership has grown the number of members over the year, & includes local & national employers. So far the funding has provided financial support for the vocational training of 676 employees.



**MAKE:** our Portsmouth-based enterprise, has exceeded our expectations for the number of people who wanted to try something new. Based in Fratton, the community support & connections are inspiring. We are seeing young people who have never worked before becoming confident & skilled in retail & catering & becoming more independent in many aspects of their lives. We link with many local groups & venues, extending people's engagement & awareness of their community.

There are a number of traders selling via MAKE & a successful dressmaking business operates from the venue. Our Gig Buddies project adds to the sense of energy & purpose at MAKE.

We have been busy during the year:- with Food Cycle & local homeless charity HUSH, the MAKE team volunteered to serve meals at the local soup kitchen. The National Citizen Service created a new children's area, safe for mums to visit with their little ones. We've worked with the team at the Makers' Guild, using wood/concrete & even cutlery. Southdowns College provided textiles students to design a new creative studio.

We've linked with the local Mayors initiative 'Small Changes' to lose 1 million lbs in body weight, 1 million hours walked/or completed exercise & 1 million hours volunteered. In addition the Mayor has asked us to provide healthy eating recipes for a website which will encourage health & wellbeing across Portsmouth. We have also been attending weekly exercise sessions as part of the Solent Stormers club.

Boogie mites are a local singing group who welcome children of all ages & abilities - now delivering their workshops at MAKE on Saturday mornings. The Sixty Million Trebles crocheting group regularly hold their crochet sessions at MAKE & were recently part of a group crocheting 60,000,000 blankets for refugees around the world. MAKE have worked in partnership with The Learning Place, delivering confidence and wellbeing workshops to vulnerable groups and the community.

Other local groups who work alongside us include the local Community Police & Fire teams, Etsy, Positive Birth Movement and breast feeding groups. We have a strong reputation with local schools & support work experience opportunities, art sessions & workshops. MAKE is a truly socially inclusive space.

### Efficiency

It is important we continue to ensure our resources are used efficiently. We use benchmarking to compare ourselves with peers & similar organisations working in social care. We are a flexible employer, with younger staff, more male employees & more part time staff than is typical. This is partly due to our seasonal events at the Country Centre, but also our relief team.

Our WorkAid & Network West Sussex teams have supported more people with the same level of funding.



In a benchmarking study, we had the highest proportion of volunteers to staff (Vol head count per 1000 FT employees = 814, median 49)

We work hard to recruit & support volunteers. We invest in training & development via a mixture of methods & note that our expenditure is very well managed in this area, without affecting quality. We are supporting more staff to be confident in using IT, to help with communication & access to information across the Trust.

Managing buildings can be costly. Our investment in biomass heating systems at the Country Centre uses fuel which is collected from one of our social enterprises. We have included energy & cost saving measures in the Quarry Building. These include photovoltaic panels, high levels of insulation, rainwater harvesting & storage.

We also improved the working environment for some of our teams, by providing additional offices at York Road & reconfiguring space at Number 73 Aldwick Road. This has given us an area where the evening cooking group runs & more confidential space for information, advice & guidance (much needed as we support more people with claiming the correct benefits). Number 73 now hosts a specialist housing team to manage & maintain people's homes. They are liaising with landlords & we have generally experienced improved levels of response to repairs & maintenance.

As a well supported, local charity we continue to benefit from time, donations, gifts & in kind support.

### Enterprising

We continue to be approached with proposals for new social enterprises. We assess these carefully, referring to our values & capacity.

A huge amount of energy, passion & support has enabled us to shortly be opening our new Quarry Building at the Aldingbourne Country Centre. The building increases our capacity to develop social enterprises, providing more training & opportunities for us to engage with our local community & reduce our reliance on statutory funding. We are aiming for 100,000 visitors a year within the next 3 years.



*Photo courtesy of David Barbour*

In 2017 we took over the management & operation of Arun District Council's **Long Bench Scheme** along the promenade in Littlehampton. Arun have been busy carrying out maintenance, whilst we have been taking orders from people all over the world & installing their messages on the Long Bench. This provides more training opportunities & links with our Wood Recycling enterprise at the Aldingbourne Country Centre.

## Aldingbourne Trust 2017/2018

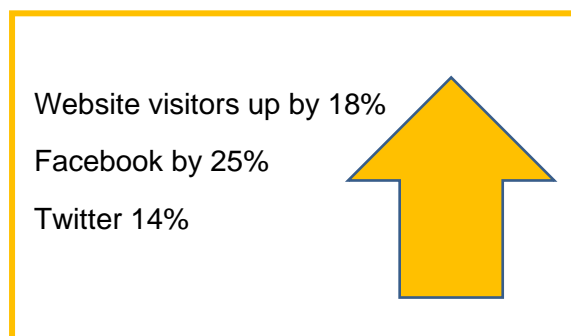
Our Aldwick Road charity shop continues to be well supported by the local community. The shop provides training for 11 people who have a disability & 11 community volunteers.

### Influencing

We continued to be involved in national initiatives, including Learning Disability England & the Gr8Support movement. We ran a number of awareness events for the 2017 general election. People practised voting & were able to talk to local representatives about issues that matter to them. We went to a debate in the House of Lords on the Learning Disability Mortality Review & assisted with the development & launch of the latest 'Beyond Words' publication. More locally, we regularly meet with commissioners & decision makers. We are members of the Supporting Community Based Solutions Consortium & have been represented & actively working with senior managers in West Sussex to improve the profile, involvement & support of our sector.

We are experiencing high demand from people experiencing difficulties with welfare benefits. We have needed to contact our MP & the DWP to highlight the challenges people are facing.

People we support are included in staff recruitment. This increases confidence, understanding of roles & responsibilities & positive, trusting relationships.



We have continued to attract engagement & support via social media. Our Instagram account attracted over 10,000 followers within weeks of being launched. We track engagement & are pleased this is a means of connecting with potential & returning customers & support.

### Innovating

As a founding member of the Gr8support movement, we believe celebrating good support gives strong signals of our values & what we should all expect if we have social care needs. Lu Dash, Head of Support & Claire Sparrow, Outreach Manager, shared our experience of supporting 2 people who have a learning disability with parenting at the Learning Disability Today conference. This was a masterclass in sensitively supporting people to fulfil their hopes & dreams.

Following on from the Valuing People survey we undertook with Paradigm in 2016-17, speaking with parents & young people & local education providers, we are developing a young persons' transition scheme in Bognor Regis. We are working in collaboration with a private landlord for the housing & Chichester College for education & skills, to provide support in the community for young people who have a learning disability/autism. The aim is for people to be connected to their local community through work/training/leisure interests. The accommodation has been designed to a high standard & is opening in July 2018.

### Project Springwell

Our Powerful Trainers team consists of seven members of staff, 6 of whom have a learning disability &/or autism. During the year we worked with Sussex Partnership NHS to set up a project aimed at enabling & supporting people with learning disabilities & complex needs & their families/carers to gain the skills to better manage & engage in the planning of their own healthcare. We named this project 'Springwell'.



Aim

- significantly increase people taking an active role in their specialist learning disability healthcare
- understand how healthcare services look from their point of view, what helps/impedes engagement



Activity

- we ran 1:1 sessions & focus groups including individuals, families, carers, friends & staff across Sussex. People expressed their views about what had & had not worked for them & discussed ideas for positive change.
- A short film has been introduced for training staff.



Making a Difference

- people developed their understanding of services
- the team developed 4 standards for good engagement
- we also developed guidelines around engagement, shared decision making for professionals & people using our services
- we developed an accessible referral support tool to help people, their families & friends to understand & prepare for referrals & assessments
- Team Springwell is now a skilled group of 'experts by experience' in Sussex Partnership Foundation Trust undertaking paid consultation work. The team is represented on the Clinical Academic Group board & will be presenting at learning disability induction mornings.

We have also worked with Surrey University to contribute to the delivery of training for Psychology students & provide a session every year for the new intake, as well as linking with the Preceptorship Academy (NHS) delivering training to their staff with a focus on mental health & learning disability. Govia Thameslink linked up with us again & we delivered a session to staff across the organisation to increase good practice in accessible transport.

We advise the Equality & Diversity (Patient Experience Team Sussex Partnership NHS Foundation Trust) as well as contributing to the Learning Difficulty Research Group. We have also advised & contributed to the 'Keep Safe Group' with Dr Rowena Rossiter Consultant Clinical Psychologist, Honorary Researcher, Tizard Centre.



I'm a trainee clinical psychologist working with the Community Learning Disability Team... I met with the powerful trainers today. I just wanted to feedback what a pleasure it was to meet with the trainers; John, Anthony & Sophie. They were all very relaxed & welcoming & encouraged our questions & were quite happy to have a chat about their experiences.

I also sat in on their training session & I was so impressed at their enthusiasm & at how much they have done in their lives & been involved in. They managed a small & quiet group which could be quite daunting really very well & really made me think about what it means & what it feels like to have a learning disability, & how things could be different

### Proving

We retained the **Matrix standard** for information, advice & guidance. The assessor told us:-

“The service is client centred in a meaningful way which ensures that all members of the Aldingbourne community have a voice which can influence the services provided. Staff felt very well supported by their managers and numerous comments were made about the level of commitment and passion for the work of the Aldingbourne Trust.

“Everyone is working to the same aim here. Managers do lead us, but we have a voice and we can direct the services we offer.” “It really is like one big family. Everyone is working to the same outcomes and managers want us to succeed.”

People supported by Aldingbourne said:- “We always get involved in choosing who comes to talk to us. We have had the police and after the session we felt safe.” “I have had all the information I need. She is brilliant at explaining things.” “I feel more confident now and I can manage on my own. I ask for information and yes I get just what I need.” “I have a paid job. I am very happy and my life is a lot better than it was”.

Parent partners told the assessor:

“We have never had a service as good as this. At every point staff have been willing to help and most importantly to listen to our needs. He was almost written off by other services we have approached. He is now in paid work with self respect, confidence and self-esteem I never thought I would see. Moving from another area, we didn't realise how difficult it would be to find work. The level of care and help given has been exemplary. We owe so much to her and can still call for help if needed.”

We have reviewed our quality systems & introduced a more systematic & comprehensive approach to reviewing our services. The aim is assure consistency & quality in all that we do & map these to nationally recognised standards. Each project is reviewed by a small team of people, including a peer manager, who sample paperwork, talk to people we support, their families/carers, staff, other interested parties & professionals, as well as carrying out paired observations. We are using a combination of unannounced visits, focus groups, desktop reviews & telephone conversations. We look for evidence of the difference we make & give feedback to teams & senior managers to aid their planning & priority setting. Good practice is celebrated & shared.

One of our projects which shone through is the young person's service in Portsmouth. A challenging start, where the neighbours wanted to have the house closed down, has resulted in changes to people's lives.

We asked one young person what their life was like a year ago:-

*A year ago I was homeless living in a tent on the street. I saw some nasty things happen, I was on the streets for seven and a half years! The 'x Shelter' is ridiculous, lots of druggies and alcoholics I didn't want to mix with. Then I met x, who told me about the team. Steph made arrangements for me to move in. I was camping on the green across the way. My Social Worker has a nickname for me - 'x Survivor'. At first I was really cautious because a lot of bad things happened to me when I was a child.*

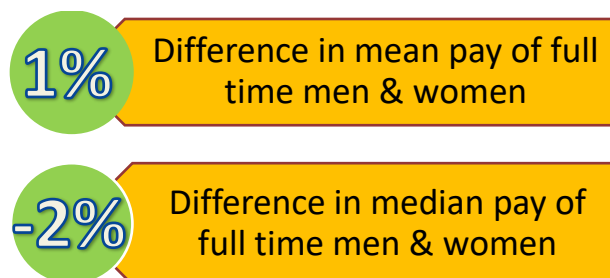
*Then I had my money sorted out and Janine's friend brought me bedding and staff helped me through it. I am now settled, I lost four children because of my ex partner. Lightfoot Lawn saved me because I wouldn't know what I'd be doing now, I'm settled, I'm clean I wouldn't be where I am without their support. As times have gone on, I've broken barriers down a bit and let staff in*

## Aldingbourne Trust 2017/2018

Neighbours are now involved with our social events & even give gifts at Christmas. The work of the team at Lightfoot Lawn is changing how people are perceived & accepted in their community, resulting in mutual respect, understanding, & the creation of a positive culture.

We identified a need to support some of our staff who have dyslexia. We formed a working group which has increased understanding of how to support people with paperwork, planning & organisation. This has resulted in some specific tools & methods to aid people at work.

The Equality Act 2010 (Gender Pay Gap Information) Regulations 2017 required us to calculate our gender pay & gender bonus gaps every year. The first Aldingbourne Trust gender pay gap report was taken from a "snapshot date" of the pay period preceding 5th April 2017.



The results show how even gender pay is in the organisation, & how existing & prospective staff can feel confident that our intention to treat people with integrity & fairness.

### Why it works

We work hard to attract & retain great staff & volunteers. Our award scheme has continued to celebrate very best practice which makes a difference. Here are some examples:-

**Louise Chambers supported people with complex needs to learn how to swim, including swimming in the sea.**

Orla Kiernan supported an individual to discuss his Tourette's Syndrome in group meetings, the effect it has on his life - enabling people to understand why he does what he does.

**Rachel Sells supported an individual following his diagnosis of sudden onset dementia, working with his neuropsychologist, his family, staff at the Wrenford Centre, health professionals & social workers to enable him to settle into his new care home.**

Ray Moody gave up a Saturday to make shuttle runs from Bognor Regis to the MiniBoom festival, allowing people to attend that would otherwise not be able to.

**Kirsten Firmin worked with an individual to build up his confidence, enabling him to speak up for himself to a bossy flat mate, buy things he thought were 'off limits' which bring him pleasure, and save up for his own holidays.**

## Aldingbourne Trust 2017/2018

We believe our commitment to staff & volunteer wellbeing is a key strength. We offer a range of health & wellbeing support, including health 'MOT's', dealing with the menopause, mindfulness, exercise & yoga sessions, & we have recently started a staff choir. Our 'stability index', for retaining staff is 81%, compared to peer organisations' 69%. Our Volunteer Co-ordinator, Tracy Milward, looks after our wonderful volunteers, who offer additional skills, life experiences & opportunities. Tracy's work was recognised by Arun District Council awarding us the Wellbeing Award in 2017.



The 2017 staff survey told us people agree they balance work & home life & they are encouraged to do this; their health is important to their manager; are aware of how to improve their health & wellbeing. There is a recognition that people can feel stress at work, it can be intrinsic to some of the work we do, which is why we think it is important to offer support wherever we can.

### Special thanks

We would like to acknowledge the support of the many individuals, groups & organisations who have so generously supported our capital appeal for the Quarry Building. These include The ACT Foundation, CHK Charities Ltd, the Coast to Capital Local Economic Partnership, The Bassil Shippam & Alsford Trust, the Ernest Kleinwort Charitable Trust, The Foyle Foundation, The F G Woodger Trust, The Garfield Weston Foundation, The Monument Trust, The Roddick Foundation & The Wolfson Foundation.

Our Patron, the Duke of Richmond, passed away during the year. We would like to acknowledge the Duke's support & assistance & welcome our continued relationship with the present Duke.

We have been very fortunate in receiving support from 289 corporate volunteers during the year, thank you to Colleys, Covers, Mercers, The Kitchen Store, DWP, the Bodyshop & Seaford College. The volunteers made a big difference - building goat houses, restoring & painting fencing, painting chicken houses, weeding, deconstructing & reconstructing an aviary, building walls, clearing the woodland walk, pruning trees.

Our thanks to the Nineveh House Players for their wonderful pantomime, M & S in Chichester; the Chichester Racquets and Fitness Club & the Chantry House Quire. We enjoyed working with Henry Adams, who not only took part in our events, but organised their own, including taking part in the Screwball Rally and a sponsored bike ride.

## **Aldingbourne Trust 2017/2018**

Our thanks to Darren Greenway for supporting our WorkAid project.

### **What didn't go to plan**

The winter & very wet spring, coupled with the major building & infrastructure works, provided challenging conditions at the Aldingbourne Country Centre. We had to suppress visitor numbers & could not offer our popular seasonal events. Our horse rug enterprise did not become busy until very late spring.

Three of our projects which support people to live as independently as possible made a loss this year. This was due to a range of factors, including people developing complex health needs, higher levels of maternity leave, maintenance & tenancy delays with a housing partner, 2 staff on long term sick leave, the demands of managing flexible rotas, support packages being lower for new people. Most of this has been addressed. We also closed our company, Support Workers Direct, during the year, to focus on in house recruitment & relief cover. These factors resulted in reduced income & an operating loss in 2017-18.

### **More to do..**

We are concerned that people are struggling to understand & deal with the welfare benefits system. We are working with other local organisations to plan for Universal Credit.

We will keep talking to people to make sure we meet their needs & promote user led developments. We are still investigating support planning systems. Despite networking & demonstrations, we have not found one that fits our needs. This is a common challenge in social care & we will keep exploring how to balance record keeping with support work.

During the next year we will be replacing our financial software.

There is further work to do at the Country Centre – including improvements to recreation & rest areas & some of our visitor attractions.

### **Risk Management**

The Trustees have reviewed the Trust's Risk Register, identifying major risks to which the Trust and its stakeholders need to be aware of. Systems have been established to mitigate these risks.

This year we have continued to use external experts to advise on health & safety across the Trust, due to the scope of our activities. This supplemented ongoing audits which are undertaken by the General Manager & our Quality Manager.

Internal risks are minimised by the implementation of procedures for authorisation of all transactions and projects and specific procedures to the Trust's activities, including ongoing appropriate training for staff throughout the Trust. These procedures are reviewed periodically to ensure they continue to meet the needs of the Trust.

### Reserves Policy

The principal sources of income funding of the Trust's activities are considered to be reasonably assured, being ultimately sourced from the Government (whether directly in the case of training and care services, or indirectly in the case of provision of residential accommodation). The Trustees note changes to central and local funding and the tendering of contracts which are taking place. They consider that it is unlikely that funding would cease without adequate notice to allow the Trust to cut costs and dispose of assets in the areas affected. Accordingly, the Trustees do not consider that there is a necessity to maintain a significant level of free reserves, over and above the normal ongoing cash flow needs of the Trust.

Free reserves have increased during the period to stand at £1,719,022, due to the receipt of major donations towards the end of the year for the construction work carried out in the period to develop the Aldingbourne Country Centre. The Trustees consider the remaining free reserves to be adequate to fund ongoing operations.

### Trust details

Registered Charity Number:	276484
Company Number:	01385053
Registered Office:	Thomas Eggar House, Friary Lane, Chichester, West Sussex, PO19 1UF
Principal Office:	Aldingbourne Trust, Blackmill Lane, Norton, Chichester, West Sussex, PO18 0JP
Website:	<a href="http://www.aldingbournetrust.co.uk">www.aldingbournetrust.co.uk</a>
Telephone:	01243 544607
Fax:	01243 544807

Charitable Company and Governing Document: The governing document of the Trust is the Memorandum and Articles of Association of the charitable company.

### Patron

The Duke of Richmond



## Aldingbourne Trust 2017/2018

### Trustees

The Trustees during the year ended 31 March 2018, who were also directors of the Aldingbourne Trust, were as follows: -

Mr A M Bath	
Mr R D C Bunker	
Mr J Dixon	
Mr D J Godsmark	
Mr J D Hilditch	
Mr J Pitts	
Ms F Russell	Chairperson
Mr J H S Shippam, JP DL	
Mr C Williams	Retired September 2017
Mrs J Williscroft	

Trustees are appointed following informal visits and as observers on the Board, subject to a vote by the Board. The Trustees meet five times a year to consider the activities of the Trust and its objectives and ensure the Trust works within the aims and objectives of its Articles of Association. Trustees also participate in training and sub-groups of the Board.

Our thanks and best wishes to Chris Williams for his active support over the years.

The Managing Director of the Aldingbourne Trust, Sue Livett, works closely with the Board of Trustees and has responsibility for ensuring the Trust's objectives are implemented. During the year trustees and managers spend time working alongside and visiting the Trust's projects. Two trustees meet with people supported by the Trust throughout the year to discuss areas of interest and to obtain feedback. These meetings are well attended and discussions are reported directly to the Board.

Mr R Bunker continues to co-chair the Friends of the Aldingbourne Trust with Jason Attenborough, Debbie White and Andrew Pickthall. In the last year the Friends helped with funding a variety of items and experiences for people we support.

In accordance with the Articles of Association, Mr Bath, Mr Godsmark, Mr Pitts and Mr Shippam, retire by rotation and have offered themselves for re-election.

### Professional Advisors

Investment advisors: Thesis

Exchange Building  
St John's Street  
Chichester  
West Sussex  
PO19 1UP

Principal bankers: Lloyds TSB plc

10 East Street  
Chichester  
West Sussex  
PO19 1HJ

## **Aldingbourne Trust 2017/2018**

Solicitors: Irwin Mitchell

Thomas Eggar House  
Friary Lane  
Chichester  
West Sussex  
PO19 1UF

Auditors: Watling & Hirst Limited

Cawley Place  
15 Cawley Lane  
Chichester  
West Sussex  
PO19 1UZ

### **Statement of trustees' responsibilities**

The trustees, who are also the directors of The Aldingbourne Trust 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 Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that financial 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 charitable company 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 charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **Small company exemptions**

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

## **Aldingbourne Trust 2017/2018**

### **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.

### **Review of transactions and financial position**

The charitable company continued to successfully operate the Trust's various activities, and to raise sufficient funds to enable it to carry forward its work at the level of activity anticipated by the Trustees. All investments held by the Trust were acquired in accordance with the powers available to the Trustees.

At 31 March 2018, and at the time of writing, the charitable company's financial position was satisfactory.

### **Assets on hand at 31 March 2018**

The charitable company's assets are held by each fund to enable it to continue with its established activities and to respond to any need which might be identified in the future, and are considered to be adequate to meet all foreseen obligations.

### **Auditors**

The auditors Watling & Hirst Limited offer themselves for re-election at the Annual General Meeting.

Registered office:

Signed on behalf of the Trustees

Thomas Eggar House  
Friary Lane  
Chichester  
West Sussex  
PO19 1UF

Date .....

.....

**Ms Frances Russell (Chairperson)**

## **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF THE ALDINGBOURNE TRUST**

### **Opinion**

We have audited the financial statements of The Aldingbourne Trust (the 'charity') for the year ended 31 March 2018 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 2018 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 accounts section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the accounts 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 and form of assurance conclusion thereon.

## **Aldingbourne Trust 2017/2018**

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.

### **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 fully 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 statements 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 auditors' 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 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.

**Mr Matthew Robert James Housden FCCA (Senior Statutory Auditor)**

**For and on behalf of Watling & Hirst Limited**

**Chartered Certified Accountants**

**Statutory Auditor**

Cawley Place  
15 Cawley Road  
Chichester  
West Sussex  
PO19 1UZ

Date.....

**Note**

*The maintenance and integrity of the Aldingbourne Trust website is the responsibility of the trustees; the work carried out by the auditors does not involve consideration of these matters and, accordingly, the auditors accept no responsibility for any changes that may have occurred to the financial statements since they were initially presented on the website.*

*Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.*

**STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31 MARCH 2018**

	Note	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017
<b>INCOME</b>					
<i>Donations and legacies</i>					
Donations and grants	2	3697754	110000	3807754	538925
Legacies		-	-	-	48795
<i>Charitable Activities:</i>					
Government funding for training services	3	-	1652072	1652072	1533399
Rents for residential accommodation		1215384	-	1215384	1152045
Government funding for residential care	4	-	2278894	2278894	2444542
Sale of produce and services		603995	-	603995	539980
<i>Investments</i>	5	41966	-	41966	42132
Investment income		<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL</b>		<b><u>5559099</u></b>	<b><u>4040966</u></b>	<b><u>9600065</u></b>	<b><u>6299818</u></b>
<b>EXPENDITURE ON:</b>					
<i>Raising funds</i>					
Negotiation of government funding	6	-	44000	44000	41000
Fundraising trading: other costs		29418	-	29418	38820
Investment management fees		2538	-	2538	2393
<i>Charitable activities</i>					
Training services		-	2093645	2093645	1836715
Residential accommodation		884965	-	884965	822755
Care services in residential accommodation	4	171550	2267955	2439505	2656544
Direct costs of produce and services		217948	-	217948	171770
<i>Other</i>					
Management and administration		198553	-	198553	191839
<b>TOTAL</b>	7	<b><u>1504972</u></b>	<b><u>4405600</u></b>	<b><u>5910572</u></b>	<b><u>5761836</u></b>

## Aldingbourne Trust 2017/2018

	Note	Unrestricted Funds 2018 £	Restricted Funds 2018 £	Total Funds 2018 £	Total Funds 2017 £
<b>NET INCOME/(EXPENDITURE)</b>		<b>4054127</b>	<b>(364634)</b>	<b>3689493</b>	<b>537982</b>
Transfers between funds	10	<u>(350160)</u>	<u>350160</u>	<u>-</u>	<u>-</u>
<i>Other recognised gains/(losses)</i>		<b>3703967</b>	<b>(14474)</b>	<b>3689493</b>	<b>537982</b>
Realised gains/(losses) on investments		23	-	23	9469
Gains/(Losses) on revaluation of investments		(2298)	-	(2298)	(201)
<b>NET MOVEMENT IN FUNDS</b>		<b>3701692</b>	<b>(14474)</b>	<b>3687218</b>	<b>547250</b>
<b>RECONCILIATION OF FUNDS:</b>					
Total funds brought forward		2873413	257173	3130586	2583336
<b>TOTAL FUNDS CARRIED FORWARD</b>	18	<b><u>6575105</u></b>	<b><u>242699</u></b>	<b><u>6817804</u></b>	<b><u>3130586</u></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.

The notes on pages 26 to 38 form part of these financial statements.



# Aldingbourne Trust 2017/2018

## BALANCE SHEET AS AT 31 MARCH 2018

	Notes	2018	2017
<b>FIXED ASSETS</b>			
Tangible assets	12	4870405	2383564
Investments	13	<u>228377</u>	<u>202743</u>
		<b>5098782</b>	<b>2586307</b>
<b>CURRENT ASSETS</b>			
Stocks	14	24987	25052
Debtors	15	649659	800968
Cash at bank and in hand		1344671	782763
		<u>2019317</u>	<u>1608783</u>
<b>CREDITORS</b> - amounts falling due within one year	16	<u>(300295)</u>	<u>(1064504)</u>
		<b>1719022</b>	<b>544279</b>
<b>NET CURRENT ASSETS</b>			
<b>TOTAL NET ASSETS</b>	18	<b><u>6817804</u></b>	<b><u>3130586</u></b>
<b>UNRESTRICTED FUNDS</b>			
General funds		6364331	2759916
Designated funds		<u>100774</u>	<u>113497</u>
		<b>6465105</b>	<b>2873413</b>
<b>RESTRICTED FUNDS</b>			
		<b><u>352699</u></b>	<b><u>257173</u></b>
<b>TOTAL CHARITY FUNDS</b>	18	<b><u>6817804</u></b>	<b><u>3130586</u></b>

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The financial statements were approved by the trustees on .....

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Mr D Godsmark

**Trustee**

.....

Ms F Russell

**Trustee**

**Company Registration No. 01385053**

**STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31ST MARCH 2018**

	Notes	2018 £	2017 £
<b>Cash used in operating activities</b>	<b>23</b>	<b>3118760</b>	<b>564109</b>
<b>Cash flows from investing activities</b>			
Dividends		5071	3620
Interest income		3314	2887
Rents received		33581	35625
Purchase of fixed asset investments		(106916)	(61147)
Sale of fixed asset investments		79007	70616
Purchase of tangible fixed assets		(2570909)	(1302455)
<b>Cash provided by (used in) investing activities</b>		<b>(2556852)</b>	<b>(1250854)</b>
Increase (decrease) in cash and cash equivalents in the year		<b>561908</b>	<b>(686745)</b>
Cash and cash equivalents at the beginning of the year		782763	1469508
<b>Cash and cash equivalents at the end of the year</b>		<b>1344671</b>	<b>782763</b>

**NOTES FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

**1. ACCOUNTING POLICIES**

**Charity information**

The Aldingbourne Trust is a private company limited by guarantee incorporated in England and Wales. The registered office is Thomas Eggar House, Friary Lane, Chichester, West Sussex, PO19 1UF.

**(a) 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)" (as amended for accounting periods commencing from 1 January 2016). 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 the revaluation of fixed asset investments at fair value. The principal accounting policies are set out below.

**(b) Going concern**

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus, the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

**(c) Charitable funds**

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

### (d) Incoming resources

Items of income are recognised and included in the accounts when all of the following criteria are met:

- The charity has entitlement to the funds;
- Any performance conditions attached to the income have been met or are fully within the control of the charity;
- There is sufficient certainty that receipt of the income is considered probable; and
- The amount can be measured reliably.

For legacies, entitlement is taken as the earlier of:

- The date on which the charity is aware that probate has been granted;
- The estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made; or
- When distribution is received from the estate.

Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution. Where legacies have been notified to the charity, or the charity is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Income received in advance of any service is deferred until the criteria for income recognition are met.

Investment income is included when receivable.

### (e) Resources expended

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably. Expenditure includes any VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Cost of generating funds comprises the costs associated with attracting voluntary income and the costs of trading.
- 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.
- Management and administration costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resources. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis set out in note 6.

## Aldingbourne Trust 2017/2018

### (f) Fixed assets – Tangible Assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. The costs of minor additions or those costing below £1000 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, as follows:

Buildings	2% and 2.5% per annum straight line or estimated useful life, if shorter
Glasshouses	15% per annum reducing balance
Furniture, fixtures and equipment	15% per annum reducing balance
Plant and equipment	17.5% per annum reducing balance
Motor vehicles	25% per annum reducing balance.

### (g) Impairment of fixed asset

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).

### (h) Fixed asset investments

Interests in subsidiaries, associates and jointly controlled entities are initially measured at cost and subsequently measured at cost less any accumulated losses. The investments are assessed for impairment at each reporting date and any impairment losses or reversals of impairment losses are recognised immediately in profit and loss.

### (i) Stocks

Raw materials, consumables and growing crops are valued at the lower of cost and net realisable value.

### (j) Cash and cash equivalents

Cash and cash equivalents are basic financial assets and include cash in hand, deposits held at call with banks, other short-term liquid investments and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

### (k) 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.

### (k) Financial instruments (continued)

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

## **(l) Retirement benefits**

The Aldingbourne Trust stakeholder defined contribution pension scheme was closed to new entrants on 31 December 2013. Employees in this scheme make a net contribution of at least 3% and the Trust makes a contribution of 7% gross. A workplace defined contribution pension scheme was started on 1<sup>st</sup> April 2014 and all staff not in the stakeholder scheme who earn over the threshold are auto enrolled in a workplace pension. Employee and Trust contributions for the year under review are 0.8% and 2% respectively. Contribution rates increase to 3% and 2% respectively from 1<sup>st</sup> April 2018.

## **(m) Group accounts**

The financial statements present information about the company as an individual undertaking and not about its group. The company and its subsidiaries comprise a small-sized group. The company has therefore taken advantage of the exemptions provided by section 398 of the Companies Act 2006 not to prepare group accounts. The subsidiaries are not material to the company accounts and therefore are not required to be included in group accounts.

## Aldingbourne Trust 2017/2018

### 2. INCOMING RESOURCES FROM DONATIONS AND GRANTS

Donations and grants received during the year were as follows:

	2018 £	2017 £
West Sussex County Council / Coast to Capital	1960000	-
The Friends of the Aldingbourne Trust	550000	-
The Bradbury Foundation	250000	-
The Bassil Shippam and Alsford Trust	250000	-
Clothworkers Foundation	110000	-
Monument Trust	100000	-
The F Glenister Woodger Trust	100000	-
The Wolfson Foundation	100000	-
Garfield Weston Foundation	100000	-
Foyle Foundation	-	100000
Thomas Eggar	-	100000
Individual donations not exceeding £75,000	287754	338925
	<u>3807754</u>	<u>538925</u>

### 3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER THE CHARITY'S OBJECTIVES

	2018 Restricted Total £	2017 Restricted Total £
From Local Authorities	1652072	1533399
	<u>1652072</u>	<u>1533399</u>

Sponsorship fees paid by local authorities for the training of clients at Aldingbourne Country Centre and the Craft Training facilities can only be used for these purposes and are accordingly classified as restricted income funds.

### 4. RESIDENTIAL CARE – Government funding and related costs

	2018 Restricted £	2017 Restricted £
Care Services in residential accommodation and allocated costs	<u>2439505</u>	<u>2656544</u>

Funds received from Social Services and New Downland Housing Association Ltd in respect of support services provided to residents of the Trust's residential units can only be used for these purposes and are accordingly classified as restricted income funds.

## Aldingbourne Trust 2017/2018

The costs of providing these care services are part of the overall costs of running the Trust's residential units, and it is not considered cost-beneficial to prepare detailed cost analyses as between the residential and the care elements. Trust management believes that the cost of these care services is broadly equivalent to the Government funding received, and accordingly in order to provide a link between the incoming and expended resources, an amount of costs equal to the restricted income funds has been classified as restricted expenditure.

### 5. INVESTMENT INCOME AND REALISED GAINS/LOSSES

	<b>2018</b> <b>Unrestricted</b> <b>£</b>	<b>2017</b> <b>Unrestricted</b> <b>£</b>
Dividends	5071	3620
Interest	3314	2887
Rent receivable	33581	35625
	<u>41966</u>	<u>42132</u>
	<u><u>41966</u></u>	<u><u>42132</u></u>

### 6. COSTS OF GENERATING FUNDS – Negotiation of funding

	<b>2018</b> <b>Restricted</b> <b>£</b>	<b>2017</b> <b>Restricted</b> <b>£</b>
Allocated cost for the year	<u>44000</u>	<u>41000</u>
	<u><u>44000</u></u>	<u><u>41000</u></u>

Negotiation of Government and other funding and of partnership arrangements is an important aspect of the work done by the senior management team, and an estimated portion of their salaries and related costs has accordingly been allocated to Costs of Generating Funds. These costs relate principally to the generation of restricted income funds, and are accordingly classified as restricted expenditure.



## Aldingbourne Trust 2017/2018

### 7. RESOURCES EXPENDED

#### a) Analysis of total resources expended

	Staff Costs £	Support Costs £	Other Direct Costs £	Total 2018 £	Total 2017 £
Unrestricted funds					
Trading activities	-	-	217948	217948	171770
Care services	-	-	171550	171550	-
Residential	-	132458	752507	884965	718331
Governance	173256	57253	-	230509	337476
<b>Total unrestricted resources expended</b>	<b>173256</b>	<b>189711</b>	<b>1142005</b>	<b>1504972</b>	<b>1227577</b>
Restricted funds					
Training	1697529	100270	295846	2093645	1581078
Residential	1964251	99141	204563	2267955	2400908
Governance	-	44000	-	44000	552273
<b>Total restricted resources expended</b>	<b>3661780</b>	<b>243411</b>	<b>500409</b>	<b>4405600</b>	<b>4534259</b>
<b>Total resources expended 2018</b>	<b>3835036</b>	<b>433122</b>	<b>1642414</b>	<b>5910572</b>	
<b>Total resources expended 2017</b>	<b>3969026</b>	<b>405048</b>	<b>1387762</b>		<b>5761836</b>

Staff costs: Comprises salaries and related payroll costs, life assurance, training, pension scheme contributions. Amounts for salaries for residential services are calculated in conjunction with amounts received (restricted funds) and are allocated accordingly.

Support costs: Comprises a proportion of management charges and Head Office costs not otherwise allocated.

Other direct costs: Comprises direct costs of goods bought in for production of goods and services for resale and costs relating to generating funds for the Trust. It also includes establishment costs and overheads relating to services provided.

Allocation of costs by expenditure category is generally on an actual basis. For Support costs and Management and administration, which are themselves arrived at by allocations (see note 6(b)), a pro rata split of the allocated amounts has been made in proportion to the total actual costs incurred.

## Aldingbourne Trust 2017/2018

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Costs incurred include the following:		
Auditors' remuneration		
- Audit	11000	10500
Depreciation - Owned assets	84068	83199
Profit on disposal of fixed assets	-	650
	<u>          </u>	<u>          </u>

### b) Analysis of support costs

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Allocated cost for the year	<u><b>707926</b></u>	<u><b>615697</b></u>

Allocations of Head Office expenses are made to units providing training and accommodation services, relating to the best estimate of time spent on various activities by the Head Office personnel.

Support Costs have been split between unrestricted and restricted expenditure in the same proportion as the related split of resources expended from training and residential services, as this is deemed to reasonably reflect the actual split of resources expended.

## 8. TRUSTEES REMUNERATION

The Trustees neither received nor waived any remuneration during the year (2017 - £nil).

## 9. STAFF COSTS

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Salaries	3598672	3554738
Social security costs	255461	236779
Pension costs	123954	122726
Life Assurance	10038	9875
	<u><b>3988125</b></u>	<u><b>3924118</b></u>

Employees earning more than £60,000 during the year:

	<b>2017</b>	<b>2018</b>
	<b>Number</b>	<b>Number</b>
£60,001 - £70,000	1	1

The member of staff earning in excess of £60,000 participated in the defined contribution pension scheme. Contributions of £4,445 (2017 - £4,305) were made in relation to this individual.

The key management personnel of the charity comprise the trustees, the Managing Director, the General Manager, the Head of Finance, the HR Manager and the Head of Support. The total employee costs of the key management personnel of the charity were £306354 (2017: £296534).

## Aldingbourne Trust 2017/2018

The average number of employees, calculated on a head count basis was:

	2018 Number	2017 Number
Residential projects	118	96
Training projects	118	107
Management and administration of the Charity	22	21
	<b>258</b>	<b>224</b>

There were a total of 146 (2017: 137) full time equivalent employees in the year.

### 10. TRANSFERS BETWEEN FUNDS

Certain income funds and related expenditure are classified as restricted, but the net results of this activity forms part of the Trust's general funds. It is therefore necessary to make a transfer between restricted and unrestricted funds, in order to bring fund balances into line with the year-end Balance Sheet position (see note 18).

### 11. CORPORATION TAX

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

### 12. TANGIBLE FIXED ASSETS

	Land and Buildings Freehold	Land and Buildings Leasehold	Furniture Fixtures & Equipment (inc Glass Houses)	Plant & Equipment	Motor Vehicles	Total
	£	£	£	£	£	£
<b>Cost or valuation:</b>						
1 April 2017	2797505	191843	66833	359956	146597	3562734
Additions	2519490	44648	-	6771	-	2570909
Disposals	-	-	-	-	-	-
31 March 2018	5316995	236491	66833	366727	146597	6133643
<b>Depreciation:</b>						
1 April 2017	640163	107596	65867	237556	127988	1179170
Charge for the year	44346	14997	145	16251	8329	84068
Disposals	-	-	-	-	-	-
31 March 2018	684509	122593	66012	253807	136317	1263238
<b>Net book value:</b>						
31 March 2018	<b>4632486</b>	<b>113898</b>	<b>821</b>	<b>112920</b>	<b>10280</b>	<b>4870405</b>
<b>Net book value:</b>						
31 March 2017	<b>2157342</b>	<b>84247</b>	<b>966</b>	<b>122400</b>	<b>18609</b>	<b>2383564</b>

## Aldingbourne Trust 2017/2018

The charity took advantage of the transition exemptions available upon transition to FRS 102 in the prior year to elect to use previous revaluations as deemed cost.

### 13. INVESTMENTS

	<b>2018</b> £	<b>2017</b> £
Share portfolio – Fair value	228376	202741
Shares in subsidiary undertakings – cost	1	2
	<u>228377</u>	<u>202743</u>

The charitable company owns 100% of the share capital of:

Laundry Services @ Aldingbourne Limited - company number 7918265, registered in England & Wales.

Support Workers Direct Limited ceased trading on 31<sup>st</sup> October 2017 and the company has subsequently been struck off the register at Companies House.

### 14. STOCKS

	<b>2018</b> £	<b>2017</b> £
Raw materials, consumables and growing crops	<u>24987</u>	<u>25052</u>

### 15. DEBTORS

	<b>2018</b> £	<b>2017</b> £
<b>Amounts falling due within one year</b>		
Trade debtors	385838	487274
Amounts owed by subsidiary undertakings	70541	126261
Other debtors and prepayments	131760	117402
VAT	51020	59531
	<u>639159</u>	<u>790468</u>
<b>Amounts falling due after one year</b>		
Other debtors and prepayments	<u>10500</u>	<u>10500</u>
<b>Total Debtors</b>	<u>649659</u>	<u>800968</u>

## Aldingbourne Trust 2017/2018

### 16. CREDITORS - Amounts falling due within one year

	2018 £	2017 £
Trade creditors	70124	574498
Other creditors	169068	433718
Other taxes and social security	61103	56288
	<u>300295</u>	<u>1064504</u>

### 17. OPERATING LEASE COMMITMENTS

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

	2018 £	2017 £
	<u>256500</u>	<u>308500</u>

### 18. FUNDS AND ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Restricted Funds £	Designated Funds £	General Funds £	Total £
Tangible assets	352699	100774	4416932	4870405
Investments	-	-	228377	228377
Current assets	-	-	2019317	2019317
Current liabilities	-	-	(300295)	(300295)
	<u>352699</u>	<u>100774</u>	<u>6364331</u>	<u>6817804</u>

Restricted Funds: Construction of the principal properties at the Aldingbourne Country Centre have been funded by specific development fund appeals, and accordingly use of the assets acquired are restricted by the terms of the appeals. Certain other fixed assets have been purchased with WSCC funding and are restricted for the provision of training services.

Designated Funds: These funds have been designated for specific purchases relating to various projects. The designated tangible asset fund is released over the useful life of the assets purchased in accordance with the grant received from Social Enterprise Investment Fund (SEIF).

General Funds: These represent the free funds of the Trust which are not designated for particular purposes, and are constituted by the balance of Net assets not classified as restricted or designated.

## Aldingbourne Trust 2017/2018

### 19. RECONCILIATION OF MOVEMENTS IN RESERVES

	2018 £	2017 £
Surplus for the financial year	3687218	547250
Opening reserves	3130586	2583336
	<u>6817804</u>	<u>3130586</u>

### 20. CAPITAL COMMITMENTS

At 31 March 2018 the company had capital commitments as follows:

	2018 £	2017 £
Contracted for but not provided in the financial statements	1835027	2787390
	<u>1835027</u>	<u>2787390</u>

The capital commitment is in respect of the construction of the new Conference Centre.

### 21. COMPANY

The Aldingbourne Trust is a company limited by guarantee. Every member of the Board of Trustees of the Trust undertakes to contribute to the assets of the Trust, in the event of the same being wound up while they are a member or within one year after they cease to be a member for payment of the debts and liabilities of the Trust contracted before they cease to be a member and the costs, charges and expenses of winding up and for the adjustment of the rights of the contributories among themselves such amount as may be required not exceeding £5.

### 22. RELATED PARTY RELATIONSHIPS AND TRANSACTIONS

During the year the company covered the cash flow requirements of the wholly owned subsidiary Laundry Services @ Aldingbourne Limited. At the year end an amount of £70541 (2017 - £85095) remained outstanding. This loan is an interest free loan and is repayable on demand. In addition, the company charged a management fee to the subsidiary in the year of £3000 (2017 - £3000) to cover administrative costs.

During the seven months to 31<sup>st</sup> October 2017 the company was charged £29948 (2017 - £301899) for support services by the wholly owned subsidiary Support Workers Direct Limited. These purchases were made on standard business terms applicable to third parties with a small reduction in the hourly charge rate. In addition, the company charged £1250 (2017 - £5000) for the use of office space and facilities and a management fee of £1500 (2017 - £2500). The company ceased trading after 31<sup>st</sup> October with the inter-company loan being written off by the Aldingbourne Trust.

## Aldingbourne Trust 2017/2018

During the year the company purchased horticultural items from Fargro Limited, a company in which trustee D J Godsmark is a director, totalling £8376 (2017 - £7753). The balance due at the year end to that company was £1939 (2017 - £866). These purchases were made on standard business terms applicable to third parties.

An interest free loan of £250000 (2017: £250000) owed to The Bassil Shippam and Alsford Trust, a charity in which the trustee J H S Shippam is also a trustee, was converted into a grant on 5<sup>th</sup> March 2018.

### 23. Reconciliation of net movement in funds to net cash flow from operating activities

	<b>2018</b>	<b>2017</b>
	<b>£</b>	<b>£</b>
Net movement in funds	3687218	547250
Add back depreciation charge	84068	83199
Add back loss of scrappage of equipment	-	350
Decrease (increase) in investments	2275	(9268)
Deduct interest income shown in investing activities	(41966)	(42132)
Decrease (increase) in stocks	65	(156)
Decrease (increase) in debtors	151309	(254358)
Increase (decrease) in creditors	(764209)	239224
	<hr/>	<hr/>
	<u>3118760</u>	<u>564109</u>