

A company limited by guarantee,
registered in England No. 08316345
and a Registered Charity
No.1150501

COMMUNITY ACTION SUFFOLK
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

**COMMUNITY ACTION SUFFOLK
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FOR THE YEAR ENDED 31 MARCH 2015**

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**COMMUNITY ACTION SUFFOLK
REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES
AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2015**

Trustees

Mr C J Briggs**
Mr C R Eames**
Mr D Field * (resigned 31 July 2014)
Mr J A H McLeod** (reappointed 25 September 2014)
Mrs G J Parsons**
Mrs H J Greengrass** (reappointed 25 September 2014)
Mr J E Shaw** (reappointed 25 September 2014)
Mrs A S Skailes* (Chair)
Mr J Overbury (resigned 5 June 2014)
Dr J Sheldon (appointed 25 September 2014)
Mr M A Smith (resigned 15 May 2014)
Mr G Watson* (appointed 25 September 2014)
Mr I A Winslet* (appointed 25 September 2014)

* Finance, audit and risk committee member

** This member automatically resigned on 25 September 2014 in accordance with the constitution for founding Board members upon the "First Retirement Meeting".

Company registered number

08316345

Charity registered number

1150501

Registered office

Community Action Suffolk Brightspace, 160 Hadleigh Road, Ipswich, Suffolk, IP2 0HH

Company secretary

Mr E Day (resigned 15 May 2014)
Mr T J R Bright (appointed 15 May 2014)

Chief executive officer

Miss N Thompson (resigned 1 September 2014)
Mrs M Chew (appointed 1 March 2015)

Auditors

Larking Gowen, 1 Claydon Business Park, Great Blakenham, Ipswich, Suffolk, IP6 0NL

Lawyers

Birketts LLP, 24-26 Museum Street, Ipswich, Suffolk, IP1 1HZ

Bankers

Barclays Bank PLC, Martlesham Heath, Ipswich, IP5 7PW

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2015

The Trustees of Community Action Suffolk (CAS), (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements for the year ended 31 March 2015. The Trustees confirm that the annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005. The information on page 1 forms part of this report.

Objects, Objectives and Principal Activities of the Charity

Our aims and objectives

Our charity's objects are set out in the company's Memorandum of Association, adopted on 3 December 2012. The objects are to promote any purpose that is charitable under the laws of England and Wales, and in particular and without limitation to promote the voluntary sector in Suffolk.

Community Action Suffolk's vision is that Suffolk communities are stimulated, empowered and strengthened through an effective and sustainable voluntary and community sector.

Its mission is to strengthen and champion community action in Suffolk by supporting the voluntary and community sector (VCS) in its work.

Our core aims

Our work remains focused on supporting rural communities, volunteering and children, young people and families through our commitment to partnership working, both within the voluntary and community sector and working with public and private sectors.

Our strategic aims are to improve the economic vitality and the health and wellbeing of communities across Suffolk. We do this by delivering quality infrastructure services to strengthen and champion the voluntary and community sector in Suffolk.

Our core objectives for the second year were to consolidate the transformation work performed to date, work on embedding it throughout the organisation to shape and nurture such a young organisation. We have a strong focus on partnership working. We aimed to:

- Embrace a culture of continuous learning and performance improvement with sound financial management and business planning
- Build on the services offered by the legacy organisations while at the same time completing the merger integration project
- In addition to building on and enhancing our current service delivery the emphasis would be strengthening our internal operating capacity with a particular focus on greater efficiency and effectiveness.

Ensuring that our work delivers our aims

It is our intention to review aims, objectives and activities each year. In this 2nd year of operating we have continued to transform operations to deliver and develop our work programmes. We have reviewed operating structures post merger to strengthen the longterm effectiveness of the organisation and its governance which has resulted in some unavoidable redundancies and associated costs during the restructuring process this year. Future reviews will continue to focus on effectiveness and best practice throughout the organisation from governance to frontline service delivery. The success of each key activity and the benefits these have brought to those groups of people we are set up to support will be continually monitored and reviewed. Where necessary activities will be amended and in some cases may even cease or be transferred to an appropriate Voluntary Sector provider.

Public Benefit

The Trustees confirm that in exercising their powers and duties, they have complied with the duty in section 17 of the Charities Act 2011, to have due regard to the Charity Commissioners general guidance on public benefit and believe this is demonstrated in the following "Achievements and Performance" section of this report.

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

Achievements and Performance

Community Action Suffolk (CAS) was formed through the merger of ten voluntary and community infrastructure organisations on the 1 April 2013. The creation of a single infrastructure organisation for Suffolk has been cited as an example of best practice transformative change, at both local and national levels. During the second year we have worked hard to consolidate our services following the year one merger to strengthen our joined up presence across Suffolk, providing effective support services to the Voluntary and Community Sector (VCS).

It has been an incredibly busy and successful second year for us and we thank all our staff, members, Suffolk County Council, the local councils of Suffolk, Action for Communities in Rural England, the Department for the Environment Food and Rural Affairs (DEFRA), the Big Lottery and all other funders and partners for their ongoing dedication and support of the organisation.

Celebrating our first birthday in April 2014 was a great milestone and we are proud of how far we have come. We ended the year on a positive note with the appointment of Melanie Chew, our new Chief Executive, who joined us from EACH. We also established a new Board of Trustees in September.

Reading through this report we are sure you will agree that there have been many successes and developments this year. We were proud to host Suffolk's first Volunteering Summit, bringing together over 80 volunteer coordinators, managers and delegates from the voluntary and community sector. We listened to some inspiring presentations and engaged in some vibrant workshops.

We worked with the National Council of Voluntary Organisations (NCVO) to produce an online data tool, which shows the scale and scope of the voluntary and community sector in Suffolk, and the economic and social value that it brings to the county.

Our new voluntary and community sector Locality Network meetings enabled hundreds of local organisations to come together in different parts of Suffolk, to have a voice, to share information, meet our staff and listen to presentations on a variety of topics.

Like many of our member organisations, we find ourselves in a challenging funding climate in the light of on-going public sector cuts. As finances get tighter, CAS has supported and connected voluntary and community organisations to help them respond and take advantage of opportunities.

We launched our annual review for 2014/15 hosting a celebration event in October 2015 acknowledging our members and the work we're doing to support the creation of a strong and resilient voluntary and community sector in Suffolk. Ensuring the voluntary and community sector has a strong voice and is at the table to influence and shape policy and practice remains a key priority.

Specific service highlights from the breadth of our infrastructure activities in 2014/15 are outlined below;

Capacity building services and training

One-to-one support

We have a team of Community Field Officers and Volunteering Field Officers covering four areas of Suffolk: Babergh and Mid Suffolk, Forest Heath and St. Edmundsbury, Ipswich, Suffolk Coastal and Waveney.

The team supported 834 organisations on a one-to-one basis, giving information, advice and guidance on a range of topics including funding and governance support. These organisations ranged from established groups to new start-ups.

Information around funding remained one of our most popular requests and with our support, £1,133,000 was leveraged into the county with small grants from as little as £200. We ran 192 searches on Grantfinder, the UK's leading grants and policy database.

Training and development

We delivered a range of courses to the voluntary and community sector, as well as the public and private sectors. Our most popular training courses were Trustee Training, Managing Volunteers, Writing Good Funding Applications, First Aid and Food Safety. 369 delegates attended 45 training courses delivered in locations across the county.

COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

To give on-going support to our 1,022 members, we launched a "members only" area on our website. Once logged in, members can access information sheets, policies, procedures and toolkits at any time.

Children, young people and families

As part of our commitment to giving organisations a solid foundation, we supported 55 children and young people's groups who are working towards achieving the Quality Standard in governance and safeguarding. We delivered 18 "Introduction to Safeguarding Children Courses" to 202 learners across 40 organisations.

We coordinated a three day personal development event at University Campus Suffolk on behalf of the Local Safeguarding Children Board and partners including Suffolk County Council. 50 sessions were offered and 1,622 delegate places were taken up across the event.

Connecting organisations

We brought together local communities by hosting 23 voluntary and community sector Locality Network events throughout the year. These took place in all districts and boroughs in Suffolk, with 256 different organisations attending.

These events gave local organisations a chance to have a voice, to network and explore possible partnership work. Each event saw a number of speakers give short presentations on issues and information in local areas. We had speakers from Suffolk County Council, local councils, Suffolk Community Foundation, Big Lottery, local projects and CAS staff talking on topics such as health and IT services. The Locality Network events were well received, with 88% of attendees rating the events as "good" or "outstanding".

Towards the end of 2014, Building Better Opportunities awarded £630,000 of project development funding to 36 organisations across England to raise awareness in the VCS of the European funding opportunities available for Social Inclusion through the European Social Fund (ESF). Community Action Suffolk and Voluntary Norfolk were awarded the project development funding in "New Anglia".

In New Anglia, £15,000,000 of ESF and Big Lottery funding is available to fund social inclusion projects that meet local objectives. We delivered five events, attended by over 150 organisations to raise awareness of the funding and encouraged local organisations to work together and form consortia, to explore how to maximise funding opportunities.

Village halls and community buildings

Suffolk's village halls and community buildings were also recognised as we held our annual Village Hall conference in March. This event brought together 93 voluntary and community organisations involved with their local community buildings. Facilities such as scout huts, bowls clubs, sports pavilions, village halls and community centres were represented. Delegates took part in workshops on measuring social impact, liability and insurance, updating your constitution and renewable energy options. We look forward to bringing together more community building representatives to share best practice at the next conference in March 2016.

Back office support

We gave a range of organisations practical support with our "back office" services. We carried out 2,825 DBS checks for organisations working with children, young people and vulnerable adults.

We provided 200 users and organisations with their IT needs, including website design, hosting, broadband and email services.

We provided insurance cover for 361 village halls in Suffolk and 250 parish councils in Suffolk with our specialist group insurance schemes. We also provided 276 other policies for voluntary and community organisations, for example to cover one-off events such as summer fetes.

Across our venues at the Kirkley Centre (Lowestoft), Brightspace and Castle Hill Community Centre (both in Ipswich), we provided room hire for 115 organisations to run their activities, from arts and craft fairs to zumba classes. Voluntary sector organisations held training courses and meetings, as did our colleagues in the statutory sector. Local organisations also had more of a permanent presence in our buildings; we rented office space to 15 organisations, which included established organisations as well as developing groups.

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

Community Development and Volunteering

Volunteering is one of our main areas of work, supporting both individual volunteers and organisations.

In December 2014, we held our first Volunteering Summit which saw over 80 delegates attend, with Councillor Beccy Hopfensperger opening the event and Rob Jackson (Rob Jackson Consultancy) giving a talk on innovative ways to recruit and retain effective volunteers. The Summit was extremely well received amongst volunteer managers and coordinators from across Suffolk and we look forward to hosting the second Summit in December 2015. As a result of this positive networking and sharing of best practice, we planned to run a series of regular local meetings later in 2015, to give volunteer managers more opportunities to get together.

To celebrate Volunteers Week in June 2014, we launched the "Can You" campaign with the aim of getting people to recognise that volunteering doesn't have to be a big commitment, if you can make a cup of tea, you can volunteer!

The number of individual volunteers registered with our Sport and Event Volunteering Project has risen by 23% on the previous year, to 434. This project supported 55 different events in Suffolk, a 12% increase on the previous year. Events such as the Great East Swim and The Women's Tour benefitted from people giving over 2,400 hours of their own time, to make these occasions successful.

Young people and employment

89 young people in Ipswich and Lowestoft engaged with the Talent Match programme, resulting in a number finding volunteer placements and work experience. 17 young people found employment and six moved into full time education from the programme, which is for 18-24 year olds who have not been in employment, education or training for over 12 months. In the summer of 2015, Talent Match will develop further by appointing two Youth Panel Lead Workers.

47 rurally isolated people gained access to employment and training through the Suffolk Wheels 2 Work scooter loan scheme. The project also received a £43,000 grant from the Department of Work and Pensions to expand the service from the Suffolk Coastal district, into Sudbury and Stowmarket, working with the local Job Centre Plus offices.

Supporting rural communities

We engaged with 33 Suffolk parishes for consultations, village reviews, parish plans, town plans, questionnaires, support with steering groups and community development to take forward actions from plans already completed. We facilitated five active neighbourhood plans, and provided support to other parishes beginning this process.

Two town plans were completed in Aldeburgh and Saxmundham, and support continues to take forward projects and look at future development. A Saxmundham Town Partnership has been established which has subsequently brought in new stakeholders interested in progressing new projects.

Identifying rural affordable housing

We engaged with 39 local parishes, undertaking 19 housing needs surveys with 18 parishes identifying need to develop affordable housing. Two housing schemes completed this year, a development of 10 units opened in Hintlesham in September and 10 units opened in Great Barton in October.

Community oil buying

Our community oil buying scheme continues to save money for those who are not on the mains gas network. 2,006,080 litres of heating oil were purchased, saving our 1,000+ members over £78,000. Domestic households have saved an average of £104 on their annual bill.

Framlingham Furniture Project

A team of 10 volunteers helped 1,051 people by delivering and collecting 1,458 pieces of furniture and household items. This helped reduce the amount of waste going to landfill and supported local people in need.

COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

Community Transport

Our mini bus services continued to serve Ipswich (Dial A Ride), Shotley and Stowmarket (Suffolk Links), with our community car schemes in Framlingham and Woodbridge proving ever-popular. These services made a total of 16,328 journeys, travelling a distance of 133,583 miles. Our team of 51 volunteer drivers and operators gave 8,358 hours of their time to make the services successful, helping to combat rural isolation and loneliness.

North West Ipswich Big Local Trust

We continue as the Local Trusted Organisation (LTO) for the BLT project, whose partnership board has grown to 24 resident members and 16 advisory members, coming from a range of statutory agencies, business and the voluntary and community sector. The BLT awarded £45,296 to local projects, including £800 to 11-year old Tommy Bradshaw and his Punch and Judy project.

The BLT also proved an inspiration to other local organisations with the way it has involved young people in the area. Plans for a skatepark on Whitehouse Park were collectively developed and will be submitted for planning approval in the summer of 2015.

Voice and local representation

Working with partners, both within the voluntary and community sector and across public and private sectors, is key to making communities strong. More can be achieved by working together, with local agencies and organisations sharing knowledge, experience and skills.

Engagement events

We facilitated and organised a number of key events throughout the year, beginning with the health and wellbeing-focused "Working Together" conference in April. 150 delegates attended, including all 14 CCG Clinical Executive GPs and representatives from 70 voluntary and community organisations and health service commissioners. This event recognised the voluntary and community sector as an equal partner in health work.

During Small Charity Week in June, we worked with Suffolk County Council bringing together 70 voluntary and community sector organisations with Council representatives to debate and discuss the Council's Transformation Programmes.

In October, in partnership with Suffolk Congress, 120 delegates from the statutory sector and voluntary and community sector came together at the Suffolk Transformation Conference. Delegates considered the contribution of the voluntary and community sector to the transformation of public services within the context of reduced funding. Suffolk County Councillor leader, Mark Bee, and National Council for Voluntary Organisations Policy Director, Karl Wilding, addressed the need to work together to deal with challenges and identify opportunities.

Networking

We continued to provide the Secretariat of the VCS Suffolk Congress, a network of voluntary and community sector leaders which aims to advocate and campaign on behalf of the VCS, and promote and facilitate better joint working between the VCS, statutory and business sectors. 46 voluntary and community sector organisations are members.

We coordinated 11 representatives for the voluntary and community sector in strategic partnerships and forums including the Anti-Poverty Strategy Group, Joint Strategic Needs Assessment Task Group, Community Engagement Group West Suffolk CCG, Community Engagement Group Ipswich and East Suffolk CCG, the Project Group for the Ipswich Early Adopter Site, the Neighbourhood networks, the Strong & Safe Communities Reference Forum and the Local Enterprise Partnership.

We were represented within key strategic partnerships including Better Broadband for Suffolk, the Making Every Intervention Programme Board and Suffolk Local Safeguarding Children Board.

Health and wellbeing

We provided support to the voluntary and community sector Suffolk Congress representative on the Health and Wellbeing Board, the sole voice for the voluntary and community sector on the Board. The year has seen major changes to the way health and social care will be delivered in Suffolk, with the introduction of important new strategies and policies being driven through the Board.

COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

We facilitated six voluntary and community sector health and wellbeing network meetings for 46 organisations and provided two formal responses on behalf of the sector for The Housing and Health Charter and The Alcohol Strategy. We engaged the voluntary and community sector and influenced the Integrated Health and Social Care service design model leading to the Early Adopter sites in Sudbury and Ipswich (IP3/4 area).

A voice for young people

Our Young People's Health Ambassador consulted with 259 young people at events and meetings across Suffolk, with a further 295 young people responding to surveys. All findings and recommendations were reported to commissioners from Suffolk County Council, West and Ipswich & East Suffolk CCGs and Healthwatch Suffolk.

Our UK Youth Parliament Support Worker supported Suffolk Members of Youth Parliament to lead on the national campaign "Make Your Mark" in Suffolk, resulting in 8,837 young people voting on key priorities for the UK Youth Parliament in 2015. 12.63% of Suffolk's youth population participated, placing Suffolk in the top 20 performing local authorities for voter turnout.

As part of UK Youth Parliament's national campaign for 2014, Suffolk UK Youth Parliament gained views of 519 people aged 11-18, on whether 16 and 17 year olds should be given the vote in all public elections. 56% said they would vote, with others stating they would not feel ready and would need more education.

Following a presentation by young people to the East Suffolk Partnership board in September, the ESP chairman agreed that there should be a permanent position for a representative of young people on the ESP board, that it is vital to keep a dialogue and relationship going to further benefit the lives of young people in East Suffolk.

Community Action Suffolk awards

We launched our awards this year, incorporating some of the legacies from our merged organisations. These are awards for those individuals and groups who deserve recognition for their work and commitment to the voluntary and community sector in Suffolk:

- The Anne Dunford OBE award – for youth participation
- The Roddy Macleod award – for youth club of the year
- The Andrew Towers award – for young person of the year
- The Colonel Probert award – for community initiative
- The Ian Campbell MBE award – for individual initiative
- The Village Hall or Community Building award
- The Outstanding Contribution to Volunteering award

The winners will be announced in 2015-16.

Keeping the sector informed

We continued to use a number of different channels to communicate our news and information of interest to the voluntary and community sector, our partners and stakeholders.

We had 3,036 subscribers to our e-newsletters. These included 26 fortnightly e-newsletters sent to ensure that the sector is kept informed on news of interest to them including events, training, funding, consultations, local initiatives, policies and decisions.

We provided 34 specialist e-newsletters for organisations interested in Children, Young People and Families, Community Buildings, Economy and Enterprise, Funding, Health and Wellbeing, Safeguarding, Suffolk Good Neighbours and Volunteer Coordinators.

We publicised over 100 opportunities for the voluntary and community sector to engage with the public sector including events, surveys and consultations, for example The Children's Centre Consultation and Suffolk County Council budget consultation. This enabled voluntary and community sector organisations to have their say and get their views heard on issues affecting them and the people they support.

We had 29,491 users of our website, an increase of 40.37% on the previous year. We had 146,381 page views of our website, an increase of 27.66% on the previous year.

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

Future Plans

In addition to continuing the progress made this year on embedding our culture of continuous learning and improvement and effectiveness of working practices and services we will also;

- CAS is leading the development of a County volunteering strategy with partners across the whole Suffolk system approved by Suffolk's health and wellbeing board.
- Launch our Grow Your Community campaign, which aims to raise awareness of, stimulate and champion social action in Suffolk.
- Review and develop our income generation activities and opportunities for a sustainable future.

The Board will budget and maintain review their reserves policy with this sustainable future in mind.

Structure, governance and management

Constitution

Community Action Suffolk is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on 3 December 2012. Community Action Suffolk was formed to be the vehicle into which the assets of ten merging infrastructure organisations transferred at the end of 31 March 2013.

The Charity's governing document is its Memorandum & Articles of Association. There are no specific investment powers included in the organisation's governing document

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

Method of appointment and election of Trustees

The "First Trustees" were appointed in accordance with the Articles of Associations and to meet the provisions for the 18 month transition period following the merger. These First Trustees were drawn from nine out of the ten merging organisations, with one trustee representing two organisations. There must be a minimum of three and no more than fifteen Trustees. The First Trustees stood down eighteen months post merger at the "First Retirement meeting" in September 2014. The Chair has an extension of a further twelve months given by a special resolution passed on 2 June 2014 to allow for continuity and a managed hand over to the new Board. At the end of the First Retirement meeting a new Board was appointed including 3 new Trustees within a total of 7 Trustees. This Board was recruited through an open process. An independent nominations committee ran the selection process and presented their recommendations to the Board for approval. Members were selected based on the skills and expertise required by the organisation and to reflect the diversity of the Suffolk communities. Thereafter at each annual Retirement Meeting a third of the Trustees will retire. Trustees can stand for two consecutive terms of three years after which they must take a break.

Trustee induction and training

New Trustees receive background material to familiarise themselves with the history and activities of the organisation as well as Charity Commission documentation to inform them of their responsibilities and obligations under charity law. In addition, they are briefed by the Chief Executive Officer on the key policies and operational issues. On appointment, Trustees are provided with a document which they are required to sign, giving guidance on their duties, responsibilities and code of conduct. Each year Trustees are required to renew their declarations regarding potential conflicts of interest. Induction also includes the opportunity of a half day update for new and existing Trustees with the Senior Leadership Team and key operational budget holders.

Trustee remuneration

Trustees are unremunerated. However, they are able to claim for limited expenses. Amounts claimed during the year can be seen in Note 5 to the accounts. Trustee and Trust Fund Indemnity insurance is paid by the organisation.

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2015

Organisational structure and decision making

In accordance with the Articles, the Trustees are responsible for the management of the Charity's business, for which purpose they may exercise all the powers of the Charity. The Board of Trustees meets a minimum of four times a year. The Trustees are responsible for agreeing the overall strategy of CAS and the strategy is implemented by employed staff lead by the Chief Executive and the senior leadership team. There is an Audit, Finance and Risk subcommittee who meet regularly and submit reports and/or make recommendations to the subsequent meeting of the full Board that then make decisions as appropriate.

Management

Day to Day management is delegated to the Chief Executive and the senior leadership team. The Chief Executive is responsible for ensuring that key performance indicators are met and that there is a developed business plan to underpin the strategy.

Related parties

CAS currently has five 100% owned trading subsidiaries with the specific purpose to generate income or operate specific charitable assets for the organisation. These are Property Services at CAS Ltd, Community Buying at CAS Ltd, DBS Services at CAS Ltd, IT Services at CAS Ltd and Business Services at CAS Ltd.

Following a significant change in operating circumstances Property Services at CAS Ltd has ceased trading from April 2015 and Community Action Suffolk has continued the successful operation the Kirkley Centre in Lowestoft directly within its own charitable activities. Property Services at CAS Ltd will be formally dissolved as soon as practicable.

Risk Management

A strategic and operational risk register is maintained and updated monthly with the top five risks highlighted overall for both sections. The matrix structure of the report reflects both the impact of any risk and likelihood of its occurrence. Actions are identified to mitigate the risks together with a person responsible for risk mitigation. The register is reviewed and updated monthly by the Senior Leadership team (SLT) and reviewed at each Board meeting. Significant external risks to funding have led to the inclusion of an income diversification and generation key performance indicator to be monitored. Work is ongoing to strengthen the processes and procedures required to limit the operational risks identified. An annual health and safety review by an external professional was performed again during the year to ensure full compliance with best practice standards as review specific risks.

There are five key strategic risks faced by CAS, which are detailed below together with the main mitigation controls.

Risk	Mitigation
Funding risk:	Increase in dedicated and experienced fundraising resource considered for implementation during 2015-16.
Governance risk:	New board members induction and selection has gone well and was based on clear identification of required skills for the Board; continued efforts to engage additional "new" Board members; establishment of Finance, Audit and Risk sub-committee and more informal discussion between Board and Leadership.
Leadership risk:	New permanent Finance and Resources Director appointed and Senior Leadership Team structure to be reviewed during 2015-16.
Strategic focus risk:	Business planning process, monthly KPI monitoring and financial information.
Reputational risk:	Regular monitoring meetings with the council, developing and producing and impact report.

COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2015

Investment policy

CAS maintains sufficient funds on current account to meet short term demands. Surplus funds are placed on deposit to provide the charity with the security of capital and an appropriate degree of liquidity, no funds are "invested" and subsequently no professional investment advisors are engaged by the charity.

Reserves policy

The reserves policy focusses on the level of free reserves. Free reserves are defined as unrestricted funds less:

- amounts not readily realisable (fixed assets)
- amounts to cover future building maintenance
- amounts to cover an orderly wind-down of the Charity should this be required.

A target free reserves level is set by the Trustees annually. This is based on a risk identification approach which identifies key short, medium and longer term risks to which the Charity is and will be exposed in the normal course of its business, including but not limited to safeguarding against volatile income streams and recognising the need for significant investment in the future income generation for the Charity. There is a probability that reserve levels will be reduced over 2015-2016. As the restructuring settles there are a number of operational areas within the organisation that are being identified for investment particularly income generation. The unrestricted fund balance is £1,481k (2013-14, £1,431k) and free reserves are £412k against a long-term target of £677k to be achieved through steady sustainable increases in income generation recognising the need to prioritise stability of infrastructure support services to the sector in the short-term. A breakdown of reserves between fixed and net current assets can be seen in note 14 to the accounts.

Operating performance

The Statement of Financial Activities (SOFA) on page 14 shows an overall surplus before fund transfers for the year of £52.9k after benefitting from a property write back of £339.1k giving an effective underlying operating deficit for the year of £286.2k, which reflects the consolidation and restructuring during the year compared to the deficit of £96.5k last year and a deficit of £324k in the final year of all the legacy organisations pre merger. Total income has decreased by £516k (2013-14, £671k decrease) over the year – due to reductions in both recurring and non-recurring grant income in addition to challenges in income generation and trading activities.

Resources expended were down significantly by £746k (2013-14, £1.3m) after the benefit of the property write back. Staff headcount has been reduced by 42 during the year by the service focus and restructuring review. Restricted funded project balances held at the year end have increased by £83.5k overall.

Total Reserves at 31 March 2015 are £2,649k, of which £1,481k is unrestricted and £1,168k represents restricted funds.

Budgets for 2015-16 have been set to allow some investment in capacity, particularly in income generation, but at an overall level to reduce core underlying operational deficits.

COMMUNITY ACTION SUFFOLK TRUSTEES' RESPONSIBILITIES STATEMENT FOR THE YEAR ENDED 31 MARCH 2015

The Trustees (who are also directors of Community Action Suffolk for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and the group and of the incoming resources and application of resources, including the income and expenditure, of the charitable group for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- make judgments and accounting estimates that are reasonable and prudent;
- 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 are sufficient to show and explain the charitable company and the group's transactions and disclose with reasonable accuracy at any time the financial position of the charitable group 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 the group and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Each of the persons who are trustees at the time when this trustee' report is approved has confirmed that:

- so far as that trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any relevant audit information and to establish that the charitable group's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 10 December 2015 and signed on their behalf by:



A S Skales
Trustee



Graham Watson
Trustee

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS AND TRUSTEES OF COMMUNITY ACTION SUFFOLK

We have audited the financial statements of Community Action Suffolk for the year ended 31 March 2015 which comprise the Consolidated Statement of Financial Activities, the Consolidated and Parent Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with regulations made under section 154 of the Charities Act 2011. Our audit work has been undertaken so that we might state to the charitable company's members and its trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibility set out on page 11, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

We have been appointed auditor under the Companies Act 2006 and section 151 of the Charities Act 2011 and report in accordance with those Acts. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2015, and of the group's incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to smaller entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006 and the Charities Act 2011.

Opinion on other matter prescribed by the Companies Act 2006

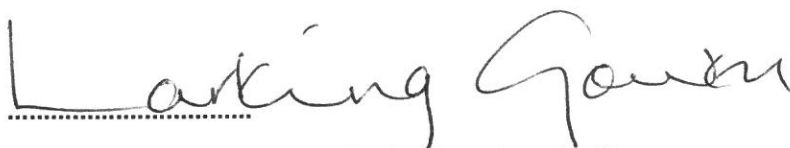
In our opinion the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS AND TRUSTEES OF COMMUNITY ACTION SUFFOLK (CONTINUED)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 and Charities Act 2011 require us to report to you if, in our opinion:

- the parent charitable company has not kept adequate and sufficient accounting records, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a strategic report or in preparing the trustees' report.

A handwritten signature in black ink, appearing to read 'Larking Gowen', written over a dotted line.

Julie Grimmer FCA DChA, Senior Statutory Auditor

For and on behalf of

Larking Gowen

Chartered Accountants and Statutory Auditors

Ipswich

18 December 2015

COMMUNITY ACTION SUFFOLK
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2015

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2015 £	Total Funds 2014 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income		39,988	1,754	41,742	36,926
Activities for generating funds	3	375,404	-	375,404	416,335
Investment income		4,721	-	4,721	3,347
Incoming resources from charitable activities:					
Grants receivable		730,213	706,637	1,436,850	1,804,489
Community development trading income		255,087	14,976	270,063	337,522
Other incoming resources		23,970	16,674	40,644	86,693
Total incoming resources		1,429,383	740,041	2,169,424	2,685,312
Resources expended					
Costs of generating funds:					
Fundraising and trading costs	4	362,353	-	362,353	401,783
Charitable activities:					
Community development	4	1,270,037	659,059	1,929,096	2,340,578
Reversal of freehold property impairment	8	(339,083)	-	(339,083)	-
Governance costs	4	83,215	-	83,215	39,458
Total resources expended		1,376,522	659,059	2,035,581	2,781,819
Net incoming/(outgoing) resources before transfers		52,861	80,982	133,843	(96,507)
Transfers					
Gross transfers between funds		(2,539)	2,539	-	-
Net movement in funds		50,322	83,521	133,843	(96,507)
Reconciliation of funds					
Total funds brought forward as at 1 April 2014		1,430,793	1,084,840	2,515,633	2,612,140
Total funds carried forward as at 31 March 2015	14	1,481,115	1,168,361	2,649,476	2,515,633

The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

The statement of financial activities incorporates an income and expenditure account.

COMMUNITY ACTION SUFFOLK
CONSOLIDATED BALANCE SHEET
AS AT 31 MARCH 2015

	Notes	2015 £	£	2014 £	£
Fixed assets					
Tangible assets	8		1,284,351		940,549
Current assets					
Debtors	10	230,998		186,426	
Cash at bank and in hand		<u>1,456,363</u>		<u>1,611,774</u>	
		1,687,361		1,798,200	
Liabilities					
Creditors: amounts due within one year	11	<u>(322,236)</u>		<u>(223,116)</u>	
Net current assets			1,365,125		1,575,084
Net assets			<u>2,649,476</u>		<u>2,515,633</u>
The funds of the charity					
Share Capital					
Restricted funds	14	1,168,361		1,084,840	
Unrestricted funds		<u>1,481,115</u>		<u>1,430,793</u>	
Total funds			<u>2,649,476</u>		<u>2,515,633</u>

The financial statements on pages 14 to 30 were approved by the Board of Trustees' on 10 December 2015 and signed on its behalf by:-



Alex Skailes
Trustee



Graham Watson
Trustee

Company Number: 08316345

COMMUNITY ACTION SUFFOLK
PARENT COMPANY BALANCE SHEET
AS AT 31 MARCH 2015

	Notes	2015 £	£	2014 £	£
Fixed assets					
Tangible assets	8	1,284,351		940,549	
Investments	9	<u>18</u>		<u>18</u>	
Total fixed assets		1,284,369		940,567	
Current assets					
Debtors	10	490,582		361,731	
Cash at bank and in hand		<u>1,040,583</u>		<u>1,409,684</u>	
		1,531,165		1,771,415	
Liabilities					
Creditors: amounts due within one year	11	<u>(171,058)</u>		<u>(201,351)</u>	
Net current assets		1,360,107		1,570,064	
Net assets		2,644,476		2,510,631	
The funds of the charity					
Restricted funds	14	1,168,361		1,084,840	
Unrestricted funds		1,476,115		1,425,791	
Total funds		2,644,476		2,510,631	

The financial statements on pages 14 to 30 were approved by the Board of Trustees' on 10 December 2015 and signed on its behalf by:-



Alex Skales
Trustee



Graham Watson
Trustee

Company Number: 08316345

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2015

1. Accounting policies

The significant accounting policies used in the preparation of these financial statements are:

(a) Basis of accounting and consolidation

The financial statements have been prepared under the historical cost convention.

The financial statements have been prepared in compliance with the Companies Act 2006 and the Statement of Recommended Practice - "Accounting and Reporting by Charities" issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006, the requirements of the charity's governing document and the current statutory requirements.

(b) Group financial statements

Results of subsidiaries have been included in the Statement of Financial Activities using the equity method of consolidation as they relate to trading activities, see note 3 for individual profit and loss accounts. The results of the parent company are included in the consolidated Statement of Financial Activities and are set out in note 2. The balance sheets of subsidiaries have been consolidated on a line by line basis.

As permitted by Companies Act 2006, Section 408 and paragraph 397 of SORP 2005 the Statement of Financial Activities of the parent company is not presented with these accounts.

The company does not come within the scope of FRS 1 and hence no cash flow statement is presented with these accounts.

(c) Company Status

The charity is a company limited by guarantee. The members of the company are the trustees named in the Trustees' Report. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

(d) Incoming resources

Income from charitable activities includes income received under contract or where entitlement to grant funding is subject to specific performance conditions is recognised as earned (as the related goods or services are provided). Grant income included in this category provides funding to support performance activities and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

(e) Resources expended

Expenditure is recognised when a liability is incurred. Contractual arrangements and performance related grants are recognised when a constructive obligation arises that result in the payment being unavoidable.

Costs of generating funds are those incurred in attracting grant and other funding and those incurred in trading activities that raise funds.

Charitable activities include expenditure associated with community development and include both the direct and indirect costs relating to these activities

Governance costs include those incurred in the governance of the charity and its assets and are primarily associated with constitutional and statutory requirements.

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources.

(f) VAT

For VAT purposes the charity is partially exempt. The charity's irrecoverable VAT is treated as an expense and is included under the appropriate cost headings, under fundraising and trading costs and charitable activities.

(g) Fixed Assets and Depreciation

Tangible fixed assets are recognised at cost and depreciated on a straight line basis over their estimated useful lives as follows.

	Years
Freehold buildings	50
Office equipment	5
Computer equipment	3
Fixtures and fittings	15
Motor vehicles	4

(h) Investments

Investments are included at cost, less provision for impairment.

(i) Funds

Funds fall into two categories; restricted, where their use is governed by the wishes of the entity providing the funds or the contractual terms under which the funds are earned and, unrestricted, where there are no pre-conditions to the use of the funds other than the charitable objectives of the organisation.

Funds are transferred from restricted to unrestricted funds as they become free from the relevant restrictions.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

(i) Funds (continued)

It is the aim of the charity to maintain the balance of unrestricted reserves at a level that would give it the ability to continue functioning in times of major funding change and to invest in projects for which only partial third party funding is available.

(j) Pension scheme

The company contributes to the individual pension schemes to staff members and these amounts are charged to the Statement of Financial Activities when paid.

2. Financial Activities of the Charity

The financial activities shown in the consolidated statement includes those of the charities wholly owned subsidiaries as listed in note 3. A summary of the financial activities undertaken by the parent charity is set out below:

	2014/15	2013/14
	£	£
Incoming resources		
Incoming resources from:		
Generated Funds	114,263	263,117
Charitable Activities	1,754,685	1,967,575
Other incoming resources	59,646	86,692
Total incoming resources	1,928,594	2,317,384
Resources expended		
Generated Funds	79,593	33,855
Charitable Activities	1,971,024	2,340,578
Reversal of freehold property impairment	(339,083)	-
Governance costs	83,215	39,458
Total resources expended	1,794,749	2,413,891
Net movement in funds	133,845	(96,507)
Total funds brought forward	2,510,631	2,607,138
Total funds carried forward	2,644,476	2,510,631
Represented by		
Restricted funds	1,168,361	1,084,840
Unrestricted funds	1,476,115	1,425,791
	2,644,476	2,510,631

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

3. Subsidiary Companies

The charity owns 100% of the share capital of its trading subsidiaries, which are all registered in England. The companies gift aid their taxable profits to Community Action Suffolk. A summary of the companies trading results and capital and reserves is shown below. These results are consolidated into the group

Business Services at CAS Limited

	2014/15	2013/14
	£	£
Turnover	228,082	332,732
Administrative expenses	<u>(226,567)</u>	<u>(259,021)</u>
Operating profit	1,515	73,711
Payments under gift aid to the parent company	<u>(1,595)</u>	<u>(73,769)</u>
Loss on ordinary activities before interest	(80)	(58)
Interest receivable and similar income	<u>80</u>	<u>58</u>
Retained profit for the financial year	<u>-</u>	<u>-</u>

The net incoming resources reflected in the Statement of Financial Activities are as follows:

	2014/15	2013/14
	£	£
Operating Profit	1,515	73,711

The aggregate of the assets, liabilities and funds was:

Assets	341,859	171,635
Liabilities	<u>(336,857)</u>	<u>(166,633)</u>
	<u>5,002</u>	<u>5,002</u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

3. Subsidiary Companies (continued)

IT Services at CAS Limited

	2014/15	2013/14
	£	£
Turnover	65,576	43,862
Administrative expenses	(61,632)	(43,862)
Operating profit	<u>3,944</u>	<u>-</u>
Payments under gift aid to the parent company	(3,944)	-
Retained profit for the financial year	<u><u>-</u></u>	<u><u>-</u></u>

The net incoming resources reflected in the Statement of Financial Activities are as follows:

	2014/15	2013/14
	£	£
Operating Profit	3,944	-

The aggregate of the assets, liabilities and funds was:

Assets	8,177	8,001
Liabilities	(8,175)	(7,999)
	<u><u>2</u></u>	<u><u>2</u></u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

3. Subsidiary Companies (continued)

Community Buying at CAS Limited

	2014/15	2013/14
	£	£
Turnover	19,608	15,982
Administrative expenses	(14,718)	(10,234)
Operating profit	4,890	5,747
Payments under gift aid to the parent company	(4,890)	(5,747)
Retained profit for the financial year	-	-

The net incoming resources reflected in the Statement of Financial Activities are as follows:

	2014/15	2013/14
	£	£
Operating Profit	4,890	5,747

The aggregate of the assets, liabilities and funds was:

Assets	46,055	33,273
Liabilities	(46,053)	(33,271)
	<u>2</u>	<u>2</u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

3. Subsidiary Companies (continued)

DBS at CAS Limited

	2014/15	2013/14
	£	£
Turnover	79,477	71,454
Administrative expenses	<u>(78,106)</u>	<u>(48,162)</u>
Operating profit	1,371	23,292
Payments under gift aid to the parent company	<u>(1,371)</u>	<u>(23,292)</u>
Retained profit for the financial year	<u><u>-</u></u>	<u><u>-</u></u>

The net incoming resources reflected in the Statement of Financial Activities are as follows:

	2014/15	2013/14
	£	£
Operating Profit	1,371	23,292

The aggregate of the assets, liabilities and funds was:

Assets	35,232	26,032
Liabilities	<u>(35,230)</u>	<u>(26,030)</u>
	<u><u>2</u></u>	<u><u>2</u></u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

3. Subsidiary Companies (continued)

Property Services at CAS Limited

	2014/15	2013/14
	£	£
Turnover	135,537	126,741
Administrative expenses	<u>(128,336)</u>	<u>(121,543)</u>
Operating profit	7,201	5,198
Payments under gift aid to the parent company	<u>(7,201)</u>	<u>(5,198)</u>
Retained profit for the financial year	<u><u>-</u></u>	<u><u>-</u></u>

The net incoming resources reflected in the Statement of Financial Activities are as follows:

	2014/15	2013/14
	£	£
Operating Profit	7,201	5,198

The aggregate of the assets, liabilities and funds was:

Assets	41,455	23,240
Liabilities	<u>(41,445)</u>	<u>(23,230)</u>
	<u><u>10</u></u>	<u><u>10</u></u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

4. Total Group Resources expended

	Staff costs £	Other costs £	Depreciation £	Support costs £	Total 2014/15 £	Total 2013/14 £
Costs of generating funds:						
Fundraising and trading costs	189,757	134,302	3,746	34,548	362,353	401,783
Charitable activities:						
community development	1,331,992	200,374	(290,867)	348,514	1,590,013	2,310,823
Governance costs	31,685	22,150	2,874	26,506	83,215	69,213
Total resources expended	<u>1,553,434</u>	<u>356,826</u>	<u>(284,247)</u>	<u>409,568</u>	<u>2,035,581</u>	<u>2,781,819</u>

5. Staff Costs

2014/15 2013/14

The average monthly number of employees during the period was:

Administration	10	27
Field Officers and Infrastructure Services	46	71
	<u>56</u>	<u>98</u>
	£	£
Wages and salaries	1,261,099	1,661,987
Social security costs	76,122	108,825
Pension	32,077	10,403
	<u>1,369,298</u>	<u>1,781,215</u>
Other staff related costs	184,136	69,049
	<u>1,553,434</u>	<u>1,850,264</u>

No employee earned more than £60,000 in the year.

No trustee received any remuneration in the year.

Out of pocket travel expenses were paid to 6 (2014: 3) trustees totalling £1,334 (2014: £444) in the year.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

6. Net Incoming Resources

Net incoming resources are stated after charging:	Total 2014/15 £	Total 2013/14 £
Depreciation of owned tangible fixed assets	54,836	50,984
Impairment of owned tangible fixed assets	(339,083)	-
Remuneration of the company's auditors		
- audit services	9,950	14,075
- non-audit services	5,290	1,005

7. Taxation

No liability to corporation tax arises on the results reflected in these financial statements. The element relating to the charity qualifies for relief from corporation tax under the Income and Corporation Taxes Act 2010, Sections 466 to 493. No charge to taxation arises in the commercial trading subsidiaries as the taxable profits of the companies are paid by gift aid to the charity.

8. Tangible fixed assets for the group and parent company

	Office equipment £	Fixtures & fittings £	Motor vehicles £	Freehold property £	Total £
Cost					
As at 1 April 2014	146,694	111,977	19,340	1,283,834	1,561,845
Additions	49,094	5,494	2,649	2,318	59,555
As at 31 March 2015	195,788	117,471	21,989	1,286,152	1,621,400
Depreciation					
As at 1 April 2014	140,885	31,975	9,670	438,766	621,296
Charge for the year	15,486	13,509	10,332	(323,574)	(284,247)
As at 31 March 2015	156,371	45,484	20,002	115,192	337,049
Net book value					
As at 31 March 2015	39,417	71,987	1,987	1,170,960	1,284,351
As at 31 March 2014	5,809	80,002	9,670	845,068	940,549

Included in freehold property is land of £500,000 (2014: £500,000) that is not depreciated.

Reversal of Freehold Property impairment

Freehold Property depreciation includes an amount of £339,083 as a write back to reverse a provision for diminution in value in previous years, this has been written back based upon a review commissioned from an independent commercial property surveyor.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

9. Investments in subsidiaries

	Total 2014/15 £	Total 2013/14 £
Cost		
At 31 March 2014 and 2015	<u>18</u>	<u>18</u>

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

Business Services at CAS Limited
IT Services at CAS Limited
Community Buying at CAS Limited
DBS at CAS Limited
Property Services at CAS Limited

Note 3 sets out details of the subsidiary companies

10. Debtors

	Group 2014/15 £	2013/14 £	Parent Company 2014/15 £	2013/14 £
Amounts falling due within one year:				
Trade debtors	189,246	132,521	142,990	77,149
Other debtors	9,502	8,215	2,635	3,574
Prepayments and accrued income	32,250	45,690	22,048	45,610
Amounts owed by subsidiary undertakings	-	-	322,909	235,398
	<u><u>230,998</u></u>	<u><u>186,426</u></u>	<u><u>490,582</u></u>	<u><u>361,731</u></u>

11. Creditors

	Group 2014/15 £	2013/14 £	Parent Company 2014/15 £	2013/14 £
Amounts falling due within one year:				
Trade creditors	105,558	45,806	21,008	37,259
Other creditors	78,003	71,344	78,117	67,611
Accruals and deferred income	138,028	78,404	71,698	66,400
Amounts owed to subsidiary undertakings	-	-	-	4,830
Taxation and social security payable	647	27,562	235	25,251
	<u><u>322,236</u></u>	<u><u>223,116</u></u>	<u><u>171,058</u></u>	<u><u>201,351</u></u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

12. Commitments under operating leases

At 31 March 2015 the group had annual commitments under non-cancellable operating leases as follows:

	2014/15 £	2013/14 £
Property leases		
Within one year	6,383	5,383
Between two and five years	<u>150</u>	<u>1,150</u>
Total Property leases	<u>6,533</u>	<u>6,533</u>
Equipment leases		
Within one year	1,595	1,755
Between two and five years	<u>7,160</u>	<u>12,450</u>
Total Equipment leases	<u>8,755</u>	<u>14,205</u>

13. Pension arrangements

Contributions to individual personal pension schemes were made in respect of staff. Pension costs are charged to the Statement of Financial Activities when paid. The pension charge for the year amounts to £32,077 (2014:£10,403)

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

14. Restricted Funds

Revenue	1 April 2014	Total income	Total expenditure	Transfers	31 March 2015
	£	£	£	£	£
Framlingham Community Car	-	10,373	7,217	2,539	5,695
Young Infolink	11,253	28,495	39,748	-	-
Youth Offer Quality Assurance	-	34,000	765	-	33,235
Sports and Events Volunteering	20,614	35,000	28,490	-	27,124
Framlingham Furniture Project	12,790	29,403	24,059	-	18,134
Haverhil	-	313	313	-	-
Haverhill Projects	5,000	7,595	12,595	-	-
BASIS	11,414	23,987	35,401	-	-
Talent Match Ipswich	11,018	82,057	58,162	-	34,913
Talent Match Waveney	10,837	78,897	65,659	-	24,075
Building Better Opportunities	-	22,835	10,305	-	12,530
Local Foods Suffolk	3,643	-	3,643	-	-
Community Planning	7,625	23,286	20,462	-	10,449
Wheels to Work	35,616	67,285	37,140	-	65,761
Wheels to Education Babergh	-	5,148	1,234	-	3,914
Wheels to Work Sudbury	-	21,710	9,491	-	12,219
Big Local Trust North Ipswich	29,183	98,519	74,594	-	53,108
Our Space	13,674	-	13,674	-	-
People's Health Trust Gainsborough	-	14,879	14,879	-	-
People's Health Trust Haverhill	-	15,149	15,149	-	-
People's Health Trust Kirkley	-	14,879	14,879	-	-
New People's Health Trust Kirkley	-	4,289	-	-	4,289
New People's Health Trust Haverhill	-	8,039	-	-	8,039
New People's Health Trust Gainsborough	-	4,289	-	-	4,289
Dial A Ride	-	33,133	33,133	-	-
Young Peoples Health Ambassador	-	8,110	1,507	29,761	36,364
Youth Participation	53,454	58,061	54,305	(7,761)	49,449
UK Youth Parliament	1,652	10,000	10,677	4,000	4,975
Caribbean & African Community Health					
Support Forum	11,149	-	11,149	-	-
Clubs for Young People	7,175	-	7,175	-	-
Transition Chantry	5,000	-	2,696	-	2,304
Transition Triangle	10,000	-	1,850	-	8,150
Rural Support	51,524	-	-	-	51,524
Children & Family Forum	32,669	-	-	(20,000)	12,669
CYP Trainer	-	310	1,569	20,000	18,741
Andrew Towers Award Fund	655	-	-	-	655
CYP Small Grants	137,616	-	-	(14,413)	123,203
Ashlea Fund	40,345	-	-	-	40,345
Play Development	23,149	-	-	-	23,149
Education and Employment	22,553	-	-	-	22,553
Our Place	6,168	-	-	-	6,168
Young Parenting	11,587	-	-	(11,587)	-
Anne Dunford OBE Award	1,504	-	-	-	1,504
HealthEast	13,000	-	13,000	-	-
EDP Lottery	26,415	-	26,415	-	-
Revenue	628,282	740,041	651,335	2,539	719,527
Brightspace	373,020	-	6,913	-	366,107
Kirkley Centre	83,538	-	811	-	82,727
Capital	456,558	-	7,724	-	448,834
Total	1,084,840	740,041	659,059	2,539	1,168,361

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2015

14. Restricted Funds (continued)

The restricted funds detailed on the preceding page are to be applied for the specific purposes agreed with the respective funders or donors. The restricted revenue funds cover the three main areas of the charity's focus: Community Development and Volunteering, Voice and Local Representation and Capacity Building and Training. Further details of these activities are included in the Trustees' report.

The transfers during the year represent changes in the funder restrictions and the inclusion of new restricted funds previously held as unrestricted.

The restricted capital funds represent freehold property acquired with the assistance of restricted funding.

15. Analysis of group net assets between funds

	Unrestricted £	Restricted £	Total £
Group			
Tangible fixed assets	835,517	448,834	1,284,351
Net current assets	645,598	719,527	1,365,125
Total	1,481,115	1,168,361	2,649,476
Charity			
Tangible fixed assets	835,517	448,834	1,284,351
Net current assets	640,598	719,527	1,360,125
Total	1,476,115	1,168,361	2,644,476