

**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 2016**

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**COMMUNITY ACTION SUFFOLK  
REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND  
ADVISERS  
FOR THE YEAR ENDED 31 MARCH 2016**

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**Trustees**

Ms H J Greengrass  
Mr S Javes (appointed 1 April 2016, Chair from 1 April 2016)  
Mr J A H McLeod (resigned 25 June 2015)  
Dr J Sheldon  
Mr J E Shaw (Vice-Chair)  
Mrs A S Skailes\* (Chair until 31 March 2016)  
Mr G Watson\*  
Mrs J West (appointed 1 April 2016)  
Mr I A Winslet\* (resigned 27 April 2015)

\* Finance, audit and risk committee member

**Company registered number**

08316345

**Charity registered number**

1150501

**Registered office**

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

**Company secretary**

Mr T J R Bright (resigned 25 June 2015)  
Mr D P Turner (appointed 25 June 2015)

**Chief executive officer**

Mrs M Chew (resigned November 2015)  
Ms J Banks (appointed November 2015 as Interim Chief Executive, resigned August 2016)  
Mr P Richardson (appointed August 2016)

**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 2016**

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The Trustees of Community Action Suffolk (CAS), (who are also directors of the company for the purposes of the Companies Act) present their annual report together with the audited financial statements for the year ended 31 March 2016. 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), 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).

## **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 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 third year were to continue consolidating 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:

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

### **Ensuring that our work delivers our aims**

It is our intention to review aims, objectives and activities each year. In this 3rd 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 long term effectiveness of the organisation and its governance which has resulted in some unavoidable redundancies in restructure completed in 2016-17. 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 2016**

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## **Achievements and Performance**

2015-16 has been another incredibly busy and successful year for us and we thank our members, funders and partners for their ongoing dedication and support of the organisation.

Our work remains focused on supporting the voluntary, community and social enterprise (VCSE) sector in Suffolk. This has been made possible thanks to the financial support of Babergh district council, Big Lottery Fund, Cabinet Office, Department for Environment, Food and Rural Affairs, Department for Work and Pensions, East Suffolk Partnership, Health Lottery, People's Health Trust, Ipswich borough council, Local Trust/Big Local, Mid Suffolk district council, Suffolk County Council, Suffolk Sport.

Following Melanie Chew's decision to step down as Chief Executive in November 2015, we immediately appointed Janice Banks as Interim Chief Executive. Janice was previously the CEO of ACRE (Action with Communities in Rural England), Interim CEO at Surrey Community Action and had a senior career in financial services. She brings huge experience of infrastructure services together with statutory sector and commercial business knowledge.

We continued to support and connect voluntary and community organisations to help them respond to partnership opportunities. We hosted 21 Locality Network events during the year as well as successful countywide conferences such as Grow Your Community and Communicate Collaborate Celebrate.

We also began to form a partnership with 12 partners across Suffolk to make an application to the Building Better Opportunities Fund. This is made up of funding from the European Social Fund and Big Lottery Fund. The project will be aimed at young people aged 16 to 24 at risk of social isolation and experiencing inaccessibility to the labour market. In November 2015, we submitted a Stage One application to the fund and hope to develop this further during 2016/17.

It was a big year for volunteering, our Sport & Event Volunteering project was awarded funding from the Working Together award, in recognition of exceptional collaborative working. Our volunteering work was celebrated by the East of England Coop, who raised £14,000 at the annual Co-operative Retail Trading Group's Supplier Awards Dinner and donated this to four regional charities, including CAS. CAS facilitated the development of a new strategy to support the future of volunteering in Suffolk, which was unanimously endorsed by Suffolk's Health and Wellbeing Board in November 2015.

Our voluntary and community sector Locality Network Events continued to enable 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.

Following a very successful inaugural event in October 2015, we are hosting a second celebration event in October 2016 which will also recognize the exceptional achievements of the winners of our nine CAS awards for individuals and organisations, each of whom has been nominated by their communities.

We would like to thank the CAS staff, trustees and volunteers for their dedication and professionalism in supporting the voluntary and community sector.

# **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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## **Supporting local organisations**

### **Funding for Suffolk**

We continued to support organisations by giving information and guidance on a range of topics including funding and governance support. These organisations ranged from established groups to new start-ups.

Funding information remained one of our most popular requests and with our support, £1,224,531 was leveraged into the county.

We started to work in partnership with Suffolk's County and District and Borough Councils to bring a brand new funding search tool to Suffolk. This will be an online, enhanced funding information service and independent grant search facility, which launched in June 2016.

It will allow VCSE sector organisations to undertake their own funding searches and be informed of all local, regional and national funds. This will allow us to gather statistics across the county of the users, funds most viewed, funds applied for, funds searched for and awards made. That enables us to gather quantifiable evidence to provide more in depth and tailored support to VCSE organisations. It will also allow the mapping of where there are gaps.

### **Training and development**

We continued to deliver a range of courses to the VCSE sector, as well as the public and private sectors.

Our wide variety of courses covered the themes of Organisational Development, Safeguarding, Health and Safety, Staff Support and Development, Children and young people. 465 delegates attended dozens of courses delivered in locations across the county.

We introduced four new courses this year, in response to the needs of the VCSE sector: Introduction to Involving Volunteers and Understanding Young People's Mental Health in three areas - Stress, Self Image, Self Esteem.

### **Thriving Community Buildings**

Over the past 2 years, CAS worked in partnership with Groundwork Suffolk on the pilot project Thriving Community Buildings. This was funded by the East Suffolk Partnership which provided assistance to communities in East Suffolk to build their resilience through their Village Halls and Community Buildings. The project identified cumulative savings of £15,140, which equates to 68.40 tonnes of carbon and 164 actions have been recommended.

### **Creating partnerships**

In July 2015, we promoted the Big Lottery's £30m Help Through Crisis fund. We facilitated a meeting for over 40 representatives from VCSE organisations across Suffolk, to explore how they could access the fund.

Jo Whiting, Senior Development Officer for Rural & Communities Issues at CAS, explained why it was important for CAS to bring together organisations from across the county, "The fund was recently launched and CAS felt it was important to facilitate the opportunity for organisations from around Suffolk to meet one another and network."

Drena Black from Waveney Domestic Violence and Abuse Forum, said, "This morning was a really positive event. We've always been particularly able to look for gaps in service and where we feel people are falling between the cracks. We've found other people here today who are saying the same, so we can now ask ourselves 'what can we do together to put this right?' So many people have said that they'd be happy to work together."

The event was successful in identifying potential lead organisations and partnerships which, with the support of CAS, could work together and apply to the fund.

## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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### **Bringing together organisations**

We brought together local communities by hosting 21 VCSE sector Locality Network events throughout the year. These took place in all districts and boroughs in Suffolk, with 256 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 news 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.

### **Building Better Opportunities**

We formed a partnership with 12 organisations across Suffolk to make an application to the Building Better Opportunities Fund. This is made up of funding from the European Social Fund and Big Lottery Fund. The project will be aimed at young people aged 16 to 24 at risk of social isolation and experiencing inaccessibility to the labour market. If successful, the partners will work together to ensure the hardest to reach and most disadvantaged young people in Suffolk have the opportunity to access employment and tackle issues that prevent them from going forward in the world of work. In November 2015, we submitted a Stage One application to the fund and hope to develop this further during 2016/17.

### **Back office support**

We gave a variety of practical support to VCSE organisations with our "back office" services. We carried out 2,597 DBS checks for organisations working with children, young people and vulnerable adults.

We provided 231 users and organisations with their IT needs, including website design, hosting, broadband and email services.

Business Services at CAS Ltd managed insurance cover for 365 village halls and community buildings in Suffolk, and 243 Parish Councils. We also managed Public Liability cover for 288 VCSE sector groups. Public Liability cover for community events including summer fairs, firework events and music days has also been very popular this year.

Across our venues at the Kirkley Centre (Lowestoft), Brightspace and Castle Hill Community Centre (both in Ipswich), we provided 666 hours of room hire for local organisations to run their activities, meetings and interviews. VCSE organisations also held training courses, as did our colleagues in the statutory sector.

### **North West Ipswich Big Local Trust (BLT)**

We are now into the fourth year of being the Local Trusted Organisation (LTO) for the BLT project. The resident partnership board has 21 resident members, with 1,047 volunteers directly engaged with the project. The BLT has received 99 applications to its Grant Award Scheme, awarding 63. 15,978 people have directly and indirectly benefited from the project.

October 2015 saw the opening of a new skatepark in Whitehouse. This dream started nearly ten years ago when the residents of North West Ipswich (NWI) were asked what they would like in their area and the resounding reply was a skatepark. It is now managed by a newly developed 'Friends of Open Parks Group' which has been derived out of NWI BLT.

Work is underway to develop the area to become a Dementia Action Alliance area, including the creation of a Dementia Café.

### **Health East grants**

We distributed £48,301 to 29 VCSE sector organisations in Waveney on behalf of Gt Yarmouth and Waveney CCG to improve health and wellbeing. This was in partnership with Voluntary Norfolk and NHS Great Yarmouth and Waveney Clinical Commissioning Group. The grant programme was established to enable organisations in the VCSE sector to support improvements in health, wellbeing and patient care in the Great Yarmouth and Waveney area.

## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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Successful projects demonstrated a tangible link to improving health outcomes for local people and linking with existing NHS services and professionals.

### **Volunteering and social action**

#### **Volunteering Strategy for Suffolk**

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

We were invited to lead on a Volunteering Strategy for Suffolk, to build a strong and sustainable volunteering culture in Suffolk that will enable communities to help themselves and thrive. It would also support the Suffolk Health and Wellbeing Board's aims of building community capacity, reducing health inequalities, health and social care integration and prevention.

In September 2015, we began a consultation with Suffolk communities to shape the strategy. For it to work, it needed to be built around the people, organisations and communities of the county and their needs. There also needed to be an understanding of what barriers there are to volunteering, so that the number of volunteers can increase and an improvement in the quality of opportunities can be made.

This led to the Health and Wellbeing Board unanimously approving the strategy in November 2015, with Councillor Alan Murray, Chairman of Board, saying:

"The value and contribution that volunteers make to our community cannot be underestimated. At a time when Suffolk organisations are collaborating more than ever before to support people to live well and prosper, we must do all we can to value and support our many volunteers in Suffolk."

We have since facilitated the development of the next stage which is the Action Plan, which was endorsed in July 2016. This will work on bringing to life the objectives set out by the strategy and provide the strong framework needed for volunteering to be effectively supported and promoted.

#### **Good Neighbour Schemes**

We supported the launch of two new Good Neighbour Schemes, in Needham Market and Great Barton. Local residents provide services and support to the community, often those living in isolation. Tasks include transport, IT, garden clearance, dog walking, completing forms and pharmacy support.

In February 2016, we held the Good Neighbour Scheme Forum, bringing together representatives from 20 of Suffolk's 30 schemes (covering 45 parishes). The event allowed groups to swap experiences and share ideas and possible solutions to common problems. Data was collected, estimating that during 2015, Suffolk's schemes carried out over 10,200 tasks by 820 volunteers.

#### **Recognition for volunteering work**

Our Sport & Event Volunteering Project was awarded funding from Suffolk County Council's Working Together award, in recognition of exceptional collaborative working. Our volunteering work was also celebrated by the East of England Coop, who raised £14,000 at the annual Co-operative Retail Trading Group's (CRTG) Supplier Awards Dinner and donated this to four regional charities, including CAS.

#### **Sport and Event Volunteering Project**

In April 2015, a House of Lords debate on the social and economic value of volunteering in sport, highlighted Suffolk's Sport & Event Volunteering Project as a positive example of the excellent work that can be achieved through coordinated volunteering in local communities.



## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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The number of individual volunteers registered with our Sport and Event Volunteering Project has risen by 15.4% on the previous year, to 501. We supported 81 different events in Suffolk, a 47.3% increase on the previous year. Events such as the Great East Swim and The Women's Tour benefitted from people giving an estimated 2,900 hours of their own time, to make these occasions successful.

### **Increasing Suffolk's volunteers**

We supported both individuals as well as local organisations with their volunteering. We signposted 1,099 individuals to the Do-it website, to find appropriate opportunities to volunteer. Our Volunteering Field Officers ran network events for volunteer coordinators and managers, a total of 26 across the county, engaging with 244 organisations. These were complemented by 197 one-to-one meetings with local organisations to further support their needs.

### **Local Conversations Programme**

After many months of hard work we were able to announce in February 2016, that we had secured £910,150 from People's Health Trust to support three local communities over the next three years through the Local Conversations Programme. We have supported residents of Gainsborough (Ipswich), Haverhill South and Kirkley (Lowestoft) to each form a "People's Forum" to develop a shared vision for their communities and take control of the design, development and delivery of local initiatives that matter to them.

Priority areas for these communities include Health and Wellbeing, Children & Young People and Community Engagement. Each People's Forum has established its own Local Community Fund with local groups, organisations and charities able to apply for up to £5,000 of funding. So far the funds have distributed:

Gainsborough: £28,725 to 10 local organisations

Haverhill: £24,977 to 12 local organisations

Kirkley: £27,633 to 9 local organisations

### **Rural communities**

#### **Planning and development**

We engaged with 32 Suffolk parishes for neighbourhood plans, village reviews and community consultation. This work enables communities to take action and have a say in the future development of their area. For example, we have been involved with the development of the Saxmundham Town Plan since 2013 and subsequent developments spinning off from it. A Town Partnership has now been established to take forward projects and look at the bigger picture of future development.

#### **Village SOS**

Through this ongoing national project to help rural communities with less than 10,000 residents, we have been supporting eight Suffolk organisations. Help we're providing includes governance, organisation structure and registration, business and financial planning, making the best use of community buildings and refurbishment.

#### **Rural Services Survey**

We invited representatives, primarily parish and town councils, from Suffolk's 421 eligible parishes to contribute to the Rural Services Survey. 359 responses were received, giving a response rate of 85%. Towns with populations of over 10,000 were not invited to take part, as these are classed as urban, not rural.

The survey determines the type and number of services and facilities currently in rural parishes across Suffolk and whether there have been any significant changes in these numbers since previous surveys carried out in 2012 and 2008.

## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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It revealed that roads and road issues are the main concerns for Suffolk's parishes. Other top concerns include transport / bus services and technology / broadband. The survey highlighted some positive developments, such as an increase in the recorded number of community buildings, community-run pubs and over a quarter of parishes surveyed are pursuing plans for affordable housing.

### **Village Halls**

We continued to work closely with village halls and community buildings, providing guidance and support on a range of issues. One example of success came from a long term relationship with Westthorpe Village Hall, which sought funding to replace their failing hall. We played a part in the funding bid by giving specific information and reviewing documents. The hard work paid off, with an announcement in November 2015, that a Big Lottery Fund awarded a grant of £451,820 towards the new building.

### **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. Our mini bus services made a total of 12,467 journeys, travelling a distance of 102,128 miles. Our team of volunteer drivers and operators made these services successful, helping to combat rural isolation and loneliness. In March 2016, we were informed that we were not successful in the tender process for Suffolk County Council's new community transport service, starting in June 2016. This means we will no longer operate any community transport services.

### **Identifying rural affordable housing**

We engaged with 31 local parishes, undertaking 17 housing needs surveys with 14 parishes identifying need to develop affordable housing. Two housing schemes completed this year, a development of 11 units opened in Clare in September 2015, with four units scheduled to open in Southwold in June 2016.

### **Community oil buying**

Our community oil buying scheme continues to save money for those who are not on the mains gas network. 2,076,191 litres of heating oil were purchased, saving our 1,000+ members over £78,000. Despite the warmer winter, our domestic household members have saved an average of £73 on their annual bills. Our non-domestic members (e.g. community buildings) who use considerably more energy, saved on average of £280 on their annual heating oil bills.

### **A voice for the sector**

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.

### **Meetings and forums**

Many CAS staff attended local and regional strategic meetings with statutory and private sector partners. Our attendance allows the development of working partnerships and ensures a viewpoint from the VCSE sector. Regular meetings have included East Suffolk Partnership Board, Suffolk Congress, Working Together Forum, HealthEast, Suffolk Information Partnership Board, Lowestoft Rising, Local Enterprise Partnership (LEP), European Social Fund, Norfolk and Suffolk Growth Board and Better Broadband for Suffolk.

### **Health and wellbeing**

Our Senior Development Officer for Health, Geraldine Dougall, sat on numerous Health and Wellbeing groups to ensure that the VCSE sector was represented. Geraldine also contributed to the redrafting of the Suffolk Health and Wellbeing Strategy refresh.

In November 2015, we initiated a pilot programme to measure health and wellbeing outcomes with members of the VCS HWB Network, Public Health and University Campus Suffolk. This will demonstrate the impact of the VCSE sector on Health and Wellbeing in Suffolk.

## **COMMUNITY ACTION SUFFOLK**

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

### **FOR THE YEAR ENDED 31 MARCH 2016**

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We continued to support the Suffolk Congress representative present at HWB Board meetings. We ran network meetings in advance of the Board meetings, to give the representative the information needed to speak on behalf of the sector and champion its work.

We worked closely with Public Health to help shape the annual Health and Wellbeing Board stakeholder event in October 2015, the theme was 'Celebrating Strong Communities: What does neighbourliness mean for Suffolk?' The event was a huge success with over 100 attendees from different public, private, VCSE sector organisations across Suffolk.

#### **Work shadowing scheme**

We worked with partners to bring together 40 chief executives and officers from the VCSE sector, Suffolk County Council and Ipswich and East Suffolk CCG, to find out more about each others' work. Participants were matched and then work shadowed one another for a day, later in the year. Everyone said it was a worthwhile experience and developed a positive relationship with a colleague in another sector.

Chris Bally, Assistant Chief Executive of Suffolk County Council, opened the event and commented,

"I was delighted to be asked to open the event... it is essential that we work together on the challenges facing public services and to do this we need to understand each other better. The appetite and enthusiasm to do this were palpable on the day."

As a result of the event, one Suffolk County Council worker said, "My work shadowing was with Vicky from YMCA. As part of this, I took Vicky to the HWB Board meeting in September, and she found it really interesting. From that meeting, she fed back to the YMCA and now they have an increased awareness of the importance of immunisation for their young people, and their frontline staff. They are also working with parents to remind them of the need for immunisation and communicating the flu vaccination – this is fabulous and just what we want."

#### **Suffolk Congress**

We continued to provide the secretariat of the VCS Suffolk Congress, giving a voice for the VCSE sector, aiming to influence decision making and championing the sector's work and potential. Congress is open to all VCSE sector organisations.

There were four Congress meetings throughout the year, which discussed topics such as community transport and VCSE sector's role in Suffolk's challenges and priorities. Guest speakers at meetings included Leader of Suffolk County Council, Colin Noble and Jennifer Powell, Chief Inspector Suffolk Constabulary Community Safety Department.

Suffolk Congress, CAS and SCC jointly produced a Statutory and VCS Engagement Strategy, through the Working Together Forum. Directors of SCC's Adult and Community Services, Children and Young People Services and Public Health joined the Working Together Forum, creating an opportunity for stronger influence from the VCSE sector.

#### **Communication and networks**

Awareness of Community Action Suffolk grew considerably this year, with significant increases in media coverage, social media followers, website users and newsletter subscribers.

We had 3,330 subscribers to our e-newsletters (a 9.80% increase). 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.

To complement our 21 VCSE sector Locality Networking events throughout the year, we also had eight specialist networks. These were Children, Young People and Families, Community Buildings, Economy and Enterprise, Funding, Health and Wellbeing, Safeguarding, Suffolk Good Neighbours and Volunteer Coordinators.

## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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This enabled us to keep in touch, and share information, with CAS members and contacts who had particular interest in these areas. We sent 45 specialist e-newsletters to these networks.

On 228 occasions, we publicised opportunities for the VCSE sector to engage with the public sector including events, surveys and consultations, for example Talking About Mental Health services in Suffolk and Suffolk County Council's Shaping The Future workshops. 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.

Our online presence grew significantly on the previous year, with 38,249 users of our website, an increase of 30.31% and 196,976 page views of our website, an increase of 34.56%. Our social media activity also flourished, increasing our Facebook followers by 75.73% and increasing our Twitter followers by 42.30%. On average we received two pieces of press and media coverage each week, including a series of features printed in the East Anglian Daily Times over the summer.

### **Conferences for the sector**

Locally and nationally recognised speakers gave keynotes at our conferences, such as Kathy Evans, Chief Executive, Children England, and Will Thomas from Suffolk Business School.

The Grow Your Community conference in September 2015 was a huge success with one Suffolk County Council manager stating, "one of the best organised conferences I've been to for a long time." The event explored initiatives, innovations and opportunities to strengthen communities in a climate of public spending cuts, policy change and state of the economy.

Our equally well-received "Communicate Collaborate Celebrate" conference followed in March 2016 and focused on how to make Suffolk's organisations sustainable and prove their impact, value and resilience.

Over 200 people attended the conferences from the public and private sectors with the majority, as expected, from the VCSE sector.

Our annual Volunteering Conference, and Village Halls and Community Buildings conference, follow in April and May 2016 respectively.

### **Community Action Suffolk awards**

We presented our first set of CAS awards to individuals and groups, nominated by their communities, who deserved recognition for their work and commitment to the VCSE sector in Suffolk:

#### **Anne Dunford OBE award – for youth participation**

Liquid Youth Club, Bury St. Edmunds

#### **Roddy Macleod award – for youth club of the year**

Youthbase, Stowmarket

#### **Andrew Towers award – for young person of the year**

Natasha Graves

#### **Colonel Probert award – for community initiative**

Beccles Lido Ltd (BLL)

#### **Ian Campbell MBE award – for individual initiative**

Doris Main

#### **Village Hall or Community Building award**

Seagull theatre, Pakefield

#### **Outstanding Contribution to Volunteering award**

John Michell (Museum East Anglian Life)

## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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### **Giving grants to young people**

We awarded nine Youth Participation Small Grants to voluntary and community sector projects across Suffolk.

A total of just under £27,000 has been invested into supporting local youth participation activities or projects, where young people, with the support of a local organisation, have identified a need and now using their grant to lead on and deliver their chosen project/activity between now and end of September 2016.

### **Young people and employment**

151 young people in Ipswich and Lowestoft engaged with the Talent Match programme, resulting in a number finding volunteer placements and work experience. 60 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. We successfully appointed two Youth Forum Lead Workers to grow the Talent Match team.

The Suffolk Wheels 2 Work scheme loaned scooters to 80 clients, affording them access to employment or training, as well as offering them greater social mobility. 68 of these clients have gone on to secure employment.

### **UK Youth Parliament**

'Make Your Mark' is an annual consultation run by the UK Youth Parliament where young people aged 11-18 have the opportunity to be involved in UKYP's campaign for the next year by voting for their top issue from a list of 10.

This year, over 920,000 young people voted nationally and Suffolk had a fantastic turn-out of 13,906, a huge 57.36% increase on the previous year.

Members of Youth Parliament debated the top five issues which were: Living Wage, A Curriculum to prepare us for life, Mental health, Transport, Tackling racism and religious discrimination, particularly against people who are Muslim or Jewish. Toby Jeffery (MYP for Bury St Edmunds) was the Debate Lead for East of England, speaking on the issue of Mental Health.

Tackling racism and religious discrimination was later chosen as the UK Youth Parliament campaign for 2016.

### **International Youth Mental Health**

CAS's Young People's Health Ambassador and members of The Norfolk and Suffolk Foundation Trust Youth Council (NSFTYC) attended the International Association of Youth Mental Health conference in Canada in October 2015. They funded the trip themselves by raising £38,000 and delivered a presentation to international delegates. The NSFTYC's aim of going to the conference was to gain an insight into youth mental health schemes internationally, so they can bring models of good practice back to both counties. The NSFTYC is made up of a cohort of young people who have experienced mental ill health and have accessed services in the past (or present) and generally want to better mental health services.

### **Future plans**

In 2016/17 we developed a detailed strategic and operational business plan to set out how we will deliver our mission to strengthen and champion community action in Suffolk by supporting the voluntary, community and social enterprise (VCSE) sector in its work. Our plans have included the roll out of a free membership scheme for the VCSE in Suffolk. This enables CAS to reach the smallest grassroots organisations who will be able to benefit from CAS's online resources and support to help them with a variety of needs from setting up an organisation to governance to fundraising to working with volunteers.

## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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Following the endorsement of the Suffolk Volunteering Strategy and Action Plan at the Health and Wellbeing board in July 2016, CAS will be working with the sector to facilitate the development of the next stage which is the Action Plan. This will bring to life the objectives set out by the strategy and provide the strong framework needed for volunteering to be effectively supported and promoted.

In May 2016 CAS was awarded a £50k grant from the Building Better Opportunities fund to develop its full proposal to ensure that the hardest to reach and most disadvantaged young people in Suffolk have access to employment opportunities. CAS will be working with 12 partners to deliver this project.

The Department for Environment, Food and Rural Affairs has announced further funding to CAS (via ACRE) to support CAS to provide strategic support to rural communities.

In April 2016 CAS welcomed a new Chair to the Board, Stephen Javes, and a new trustee, Julie West. Alex Skales, Chair of CAS from its inception on 1 March 2013 stepped down as Chair on 31 March 2016 and resigned from the Board on 18 August 2016. The Board and charity thank Alex for her considerable achievements in steering CAS through a complex merger and establishing a new organisation with a broad remit to provide infrastructure support to the whole VCSE sector in Suffolk.

CAS has appointed a new permanent CEO, Pete Richardson, who joined on the 8 August and succeeds Janice Banks who operated as Interim CEO from November 2015.

### **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.

#### **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 had an extension of a further twelve months as a First Trustee given by a special resolution passed on 2 June 2014 and was subsequently appointed as a Trustee in 2015 following the expiry of that period to allow for continuity and a managed hand over to the new Board. One third of the Trustees retire at each retirement meeting and Trustees can stand for two consecutive terms of three years after which they must take a break, any Trustee who served as a "First Trustee" may serve two consecutive terms of three year in addition to the term as "First Trustee" before they must take a break.

During 2015-16 two Trustees resigned, the Chair also resigned as First Trustee and was appointed as a Trustee. On 1<sup>st</sup> April two new Trustees were appointed and Alex Skales handed over the Chair of Trustees role to Stephen Javes on this date. The Board's recruitment process is through an open process with public advertising, where this fails to generate suitable candidates recommendations are taken from key stakeholders.

## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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The Board agrees a nominations committee to run the selection process and presented their recommendations for final approval by the whole Board. Members were selected based on the skills and expertise required by the organisation and to reflect the diversity of the Suffolk communities.

### **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 7 to the accounts. Trustee and Trust Fund Indemnity insurance is paid by the organisation.

### **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. Senior Management remuneration is set by the Board taking account of the organisation's need for the relevant skills, current market conditions for securing such skills and advice from external professional sources including benchmarking and recognised agencies.

### **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 Business Services at CAS Ltd, Community Buying at CAS Ltd, DBS Services at CAS Ltd, IT Services at CAS Ltd and Property Services at CAS Ltd.

Property Services at CAS Ltd is in the process of being dissolved having handed over the successful operation of The Kirkley Centre in Lowestoft to the charity on 1<sup>st</sup> April 2015.

All subsidiary companies are audited on a rotational basis.

**COMMUNITY ACTION SUFFOLK  
TRUSTEES' REPORT (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2016**

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**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 by the Finance and Audit Committee who highlight the top risks at each Board meeting. Continued significant external risks to funding have led to the inclusion of increased income diversification and generation key performance indicator monitoring for 2016-17. An annual health and safety review by an external professional was performed again during the year to ensure full compliance with best practice standards and review of specific risks. Management strengthen processes and procedures required to limit the operational risks identified on an ongoing basis, presenting changes to the Board for approval where appropriate.

Risk reviews during 2015-16 confirmed four strategic risks faced by CAS, which are detailed below together with the main mitigation controls.

<b>Risk</b>	<b>Mitigation</b>
<b>Funding risk:</b>	Improved Key Performance Indicators introduced with the Business Plan and budget for 2016-17.
<b>Leadership and Direction risk:</b>	New Board members and successful handover of Chair role for 2016-17. Specialist interim Chief Executive with experience of running voluntary sector infrastructure organisations secured during 2015-16 and a new permanent Chief Executive appointed in August 2016. Continued efforts to recruit additional "new" Board members.
<b>Compliance risk:</b>	Line management and Senior Leadership Team routine monitoring and review, external professional advice secured in specialist areas.
<b>Reputation and Relationships risk:</b>	Regular monitoring meetings, committed to supporting not competing with the voluntary community sector.



## **COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2016**

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### **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. Restricted reserves are spent as soon as practicable in line with commissioner and donor wishes. Unrestricted reserves will be maintained and rebuilt now following a period of utilisation to stabilise and invest in the strength of the charity post merger. The charity will seek to do this through planning for a modest surplus in its annual budget setting process. The unrestricted fund balance is £1,274k (2013-14, £1,481k) and free reserves are £216k against a long-term target of £632k 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 17 to the accounts.

### **Operating performance**

The Statement of Financial Activities (SOFA) on page 19 shows an overall deficit for the year of £240k compared to the underlying deficit of £286k in 2014-15 after allowing for the one off benefit from a property write back of £339k in that year. Significant work has continued during the year to maintain infrastructure services and develop a business plan which is sustainable and establishes a breakeven budget for 2016-17. Total income has decreased by £44k to £2,125k from £2,169k in 2014-15 which is encouraging in challenging times for both recurring and non-recurring grant income in addition to competition in income generation and trading activities.

Resources expended were £2,366k (2014-15, £2,036k) which is a small underlying reduction when the one off benefit of £339k is taken into account during 2014-15. Staffing requirements were reviewed during the year and a restructure performed early in 2016-17 to underpin the stable future business plan. Restricted funded project balances held at the year end have reduced by £33k overall representing our commitment to spend them as soon as practicable.

Total Reserves at 31 March 2016 are £2,409k, of which £1,274k is unrestricted and £1,135k represents restricted funds.

Budgets for 2016-17 have been set to reflect the new sustainable business plan and at breakeven after allowing for the one off cost of the restructure completed in the first quarter of 2016-17.

The operating performance of the trading subsidiaries is detailed in Note 4.

## COMMUNITY ACTION SUFFOLK TRUSTEES' RESPONSIBILITIES STATEMENT FOR THE YEAR ENDED 31 MARCH 2016

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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.

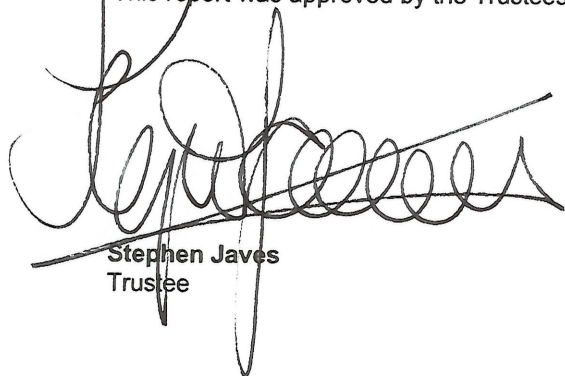
The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company and the group's transactions and disclose with reasonable accuracy at any time the financial position of the charitable group and enable them to ensure that the financial 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 18 August 2016 and signed on their behalf by:



Stephen Javes  
Trustee



Graham Watson  
Trustee

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

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We have audited the financial statements of Community Action Suffolk for the year ended 31 March 2016 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) including FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

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 as a body 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 16, 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](http://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 2016, 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; 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.

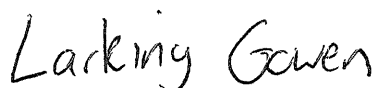
## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS AND TRUSTEES OF COMMUNITY ACTION SUFFOLK (CONTINUED)

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### 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.



**Christopher Yeates ACA DChA, Senior Statutory Auditor**

**For and on behalf of**

**Larking Gowen  
Chartered Accountants and Statutory Auditors  
Ipswich**

**24 August 2016**

**COMMUNITY ACTION SUFFOLK**  
**CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2016 £	Total Funds 2015 £
<b>Income</b>					
Donations		3,837	13,848	17,685	41,742
Other trading activities	4	265,036	-	265,036	375,404
Investments		11,765	-	11,765	4,721
Charitable activities:					
Grants receivable		658,215	780,535	1,438,750	1,436,850
Community development trading income		337,873	25,545	363,418	270,063
Other		18,814	10,009	28,823	40,644
<b>Total</b>	<b>5</b>	<b>1,295,540</b>	<b>829,937</b>	<b>2,125,477</b>	<b>2,169,424</b>
<b>Expenditure</b>					
Raising funds:					
Fundraising and trading costs	6	249,192	-	249,192	362,353
Charitable activities:					
Community development	6	1,253,554	862,959	2,116,513	2,012,311
Reversal of freehold property impairment	10	-	-	-	(339,083)
<b>Total</b>		<b>1,502,746</b>	<b>862,959</b>	<b>2,365,705</b>	<b>2,035,581</b>
<b>Net income/(expenditure)</b>		<b>(207,206)</b>	<b>(33,022)</b>	<b>(240,228)</b>	<b>133,843</b>
<b>Transfers between funds</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net movement in funds</b>		<b>(207,206)</b>	<b>(33,022)</b>	<b>(240,228)</b>	<b>133,843</b>
<b>Reconciliation of funds</b>					
Total funds brought forward as at 1 April 2015		1,481,115	1,168,361	2,649,476	2,515,633
<b>Total funds carried forward as at 31 March 2016</b>	<b>16</b>	<b>1,273,909</b>	<b>1,135,339</b>	<b>2,409,248</b>	<b>2,649,476</b>

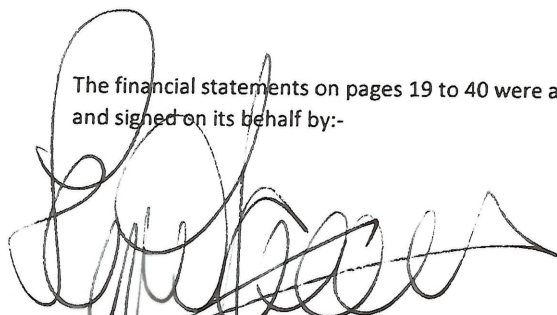
The statement of financial activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

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

**COMMUNITY ACTION SUFFOLK**  
**CONSOLIDATED BALANCE SHEET**  
**AS AT 31 MARCH 2016**

	Notes	2016 £	£	2015 £	£
<b>Fixed assets</b>					
Tangible assets	10	1,249,737		1,284,351	
<b>Current assets</b>					
Debtors	12	172,534		230,998	
Cash at bank and in hand		<u>1,452,283</u>		<u>1,456,363</u>	
		<b>1,624,817</b>		<b>1,687,361</b>	
<b>Liabilities</b>					
Creditors: amounts due within one year	13	<u>(465,306)</u>		<u>(322,236)</u>	
<b>Net current assets</b>		<b>1,159,511</b>		<b>1,365,125</b>	
<b>Total net assets</b>		<u><b>2,409,248</b></u>		<u><b>2,649,476</b></u>	
Restricted funds	16	1,135,339		1,168,361	
Unrestricted funds		1,273,909		1,481,115	
<b>Total funds</b>		<u><b>2,409,248</b></u>		<u><b>2,649,476</b></u>	

The financial statements on pages 19 to 40 were approved by the Board of Trustees' on 18 August 2016 and signed on its behalf by:-



Stephen Javes  
Trustee



Graham Watson  
Trustee

Company Number: 08316345

**COMMUNITY ACTION SUFFOLK**  
**UNCONSOLIDATED CHARITY BALANCE SHEET**  
**AS AT 31 MARCH 2016**

	Notes	2016 £	£	2015 £	£
<b>Fixed assets</b>					
Tangible assets	10	1,249,737		1,284,351	
Investments	11	<u>18</u>		<u>18</u>	
<b>Total fixed assets</b>		<b>1,249,755</b>		<b>1,284,369</b>	
<b>Current assets</b>					
Debtors	12	178,324		490,582	
Cash at bank and in hand		<u>1,212,163</u>		<u>1,040,583</u>	
		<b>1,390,487</b>		<b>1,531,165</b>	
<b>Liabilities</b>					
Creditors: amounts due within one year	13	<u>(235,994)</u>		<u>(171,058)</u>	
<b>Net current assets</b>		<b>1,154,493</b>		<b>1,360,107</b>	
<b>Total net assets</b>		<b>2,404,248</b>		<b>2,644,476</b>	
Restricted funds	16	1,135,339		1,168,361	
Unrestricted funds		1,268,909		1,476,115	
<b>Total funds</b>		<b>2,404,248</b>		<b>2,644,476</b>	

The financial statements on pages 19 to 40 were approved by the Board of Trustees' on 18 August 2016 and signed on its behalf by:-

  
**Stephen James**  
Trustee

Company Number: 08316345

  
**Graham Watson**  
Trustee

**COMMUNITY ACTION SUFFOLK**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2016**

	2015/16 £	2014/15 £
<b>Cash flows from operating activities</b>		
Net cash provided by (used in) operating activities	(7,144)	(100,577)
<b>Cash flows from investing activities</b>		
Investment income	11,765	4,721
Purchase of property, plant and equipment	(8,701)	(59,555)
<b>Net cash provided by (used in) investing activities</b>	<u>3,064</u>	<u>(54,834)</u>
<b>Change in cash and cash equivalents in the reporting period</b>	<u><b>(4,080)</b></u>	<u><b>(155,411)</b></u>
<b>Cash and cash equivalents at the beginning of the period</b>	1,456,363	1,611,774
<b>Cash and cash equivalents at the end of the period</b>	<u><b>1,452,283</b></u>	<u><b>1,456,363</b></u>
<b>Reconciliation of net income/(expenditure) to net cash flow from operating activities</b>		
<b>Net income/(expenditure) for the reporting period</b>	(240,228)	133,843
<b>Adjustments for:</b>		
Depreciation charges	43,315	54,836
Investment income	(11,765)	(4,721)
Impairment reversal	0	(339,083)
(Increase)/ decrease in debtors	58,464	(44,572)
Increase/(decrease) in creditors	143,070	99,120
<b>Net cash provided by (used in) operating activities</b>	<u><b>(7,144)</b></u>	<u><b>( 100,577)</b></u>
<b>Analysis of cash and cash equivalents</b>		
Cash in hand	243,812	504,052
Notice deposits (less than 3 months)	1,208,471	952,311
	<u><b>1,452,283</b></u>	<u><b>1,456,363</b></u>



**COMMUNITY ACTION SUFFOLK  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2016**

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**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 in accordance with 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) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Community Action Suffolk meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**(b) Transition to FRS 102**

In preparing the accounts, the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. No restatements were required in making the transition to FRS 102. The transition date was 1 April 2014.

**(c) Group financial statements**

Results of subsidiaries have been included in the Statement of Financial Activities on a line-by-line basis as they relate to trading activities, see note 4 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 3. The balance sheets of subsidiaries have been consolidated on a line by line basis.

As permitted by Companies Act 2006, Section 408 and Charities SORP 2015 FRS 102 the Statement of Financial Activities of the parent company is not presented with these accounts.

**(d) Going Concern**

The group has generated sufficient financial resources from its activities to allow the trustees to believe that the charity is well placed to manage its business risks successfully in the current economic climate. Accordingly, the trustees consider that there are no material uncertainties about the group's ability to continue as a going concern.

**(e) 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.

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**(f) Income**

Income is recognised when the group has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Grants and donations are recognised when the group has entitlement to the funds, any performance conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

**(g) Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the group to the expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

Costs of raising 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

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

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

**(h) 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.

**(i) 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

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**(j) 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.

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.

**(k) Investments**

Investments consist only of holdings in subsidiary companies and are included at cost, less provision for impairment.

**(l) Cash at bank and at hand**

Cash at bank and cash in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

**(m) Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Other receivables are measured initially at fair value, net of transaction costs, and are measured subsequently as amortised cost using the effective interest method, less any impairment.

**(n) Creditors**

Creditors and provisions are recognised where the group has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Short term creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due. Other financial liabilities are measured at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.

**(o) Financial instruments**

The group only has financial assets and liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

**(p) Pension scheme**

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

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**2. Judgements in applying accounting policies and key sources of estimation uncertainty**

The trustees are required to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources. These estimates and judgements are continually evaluated and are based on historical experience and other factors considered relevant. Actual results may differ from these estimates.

The judgements, estimates and assumptions which have significant risk of causing a material adjustment to the carrying amount of assets and liabilities are set out below:

The annual depreciation charge for tangible assets is sensitive to changes in the estimated useful economic lives and residual values of the assets. The useful economic lives and residual values are re-assessed annually. They are amended when necessary to reflect current estimates, based on technological advancement, future investments, economic utilisation and the physical condition of the assets. See note 10 for the carrying amount of the property plant and equipment, and note 1(i) for the useful economic lives for each class of assets.

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**3. 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 4. A summary of the financial activities undertaken by the parent charity is set out below:

	2015/16 £	2014/15 £
<b>Income</b>		
Incoming resources from:		
Raising funds	180,962	114,263
Charitable Activities	1,802,156	1,754,685
Other	28,822	59,646
<b>Total income</b>	<b><u>2,011,940</u></b>	<b><u>1,928,594</u></b>
<b>Expenditure</b>		
Raising funds	92,404	79,593
Charitable Activities	2,159,764	2,054,239
Reversal of freehold property impairment	-	(339,083)
<b>Total expenditure</b>	<b><u>2,252,168</u></b>	<b><u>1,794,749</u></b>
<b>Net movement in funds</b>	<b>(240,228)</b>	<b>133,845</b>
<b>Total funds brought forward</b>	<b>2,644,476</b>	<b>2,510,631</b>
	<b><u><u>2,404,248</u></u></b>	<b><u><u>2,644,476</u></u></b>
<b>Represented by</b>		
Restricted funds	1,135,339	1,168,361
unrestricted funds	1,268,909	1,476,115
	<b><u><u>2,404,248</u></u></b>	<b><u><u>2,644,476</u></u></b>

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**4. 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**

	2015/16 £	2014/15 £
Turnover	120,598	228,082
Administrative expenses	(83,109)	(226,567)
Operating profit	37,489	1,515
Payments under gift aid to the parent company	(37,523)	(1,595)
Loss on ordinary activities before interest	(34)	(80)
Interest receivable and similar income	34	80
Retained profit for the financial year	-	-

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

	2015/16 £	2014/15 £
Operating Profit	37,489	1,515

The aggregate of the assets, liabilities and funds was:

Assets	225,137	341,859
Liabilities	(220,135)	(336,857)
	5,002	5,002

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**4. Subsidiary Companies (continued)**

**IT Services at CAS Limited**

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Turnover	46,222	65,576
Administrative expenses	(44,893)	(61,632)
Operating profit	<u>1,329</u>	<u>3,944</u>
Payments under gift aid to the parent company	(1,329)	(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:

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Operating Profit	1,329	3,944

The aggregate of the assets, liabilities and funds was:

Assets	13,508	8,177
Liabilities	<u>(13,506)</u>	<u>(8,175)</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 2016**

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**4. Subsidiary Companies (continued)**

**Community Buying at CAS Limited**

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Turnover	19,473	19,608
Administrative expenses	(15,361)	(14,718)
Operating profit	4,112	4,890
Payments under gift aid to the parent company	(4,112)	(4,890)
Retained profit for the financial year	-	-

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

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Operating Profit	4,112	4,890

The aggregate of the assets, liabilities and funds was:

Assets	4,210	46,055
Liabilities	(4,208)	(46,053)
	<u>2</u>	<u>2</u>



**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**4. Subsidiary Companies (continued)**

**DBS at CAS Limited**

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Turnover	78,742	79,477
Administrative expenses	(78,161)	(78,106)
Operating profit	581	1,371
Payments under gift aid to the parent company	(581)	(1,371)
Retained profit for the financial year	-	-

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

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Operating Profit	581	1,371

The aggregate of the assets, liabilities and funds was:

Assets	39,209	35,232
Liabilities	(39,207)	35,230
	<u>2</u>	<u>2</u>

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**4. Subsidiary Companies (continued)**

**Property Services at CAS Limited**

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Turnover	12	135,537
Administrative expenses	3,626	(128,336)
Operating profit	<u>3,638</u>	<u>7,201</u>
Payments under gift aid to the parent company	(3,638)	(7,201)
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:

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Operating Profit	3,638	7,201

The aggregate of the assets, liabilities and funds was:

Assets	2,499	41,455
Liabilities	<u>(2,489)</u>	<u>(41,445)</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 2016**

**5. Total Group Income**

Donation income was £17,685 (2015: £41,742) of which £13,848 (2015: £1,754) was restricted.

Grants receivable was £1,438,750 (2015: £1,436,850) of which £780,535 (2015: £706,637) was restricted.

Community development trading income was £363,418 (2015: £270,063) of which £25,545 (2015: £14,976) was restricted.

Other income was £28,823 (2015: £40,644) of which £10,009 (2015: £16,674) was restricted.

All income from other trading activities and investments was unrestricted in both periods.

**6. Total Group Expenditure**

	Staff costs £	Other costs £	Depreciation £	Support costs £	Total 2015/16 £	Total 2014/15 £
Costs of raising funds:	89,567	67,221	-	92,404	249,192	362,353
Charitable activities:						
Community development	1,028,067	554,089	3,637	530,720	2,116,513	1,673,228
Total resources expended	<u>1,117,634</u>	<u>621,310</u>	<u>3,637</u>	<u>623,124</u>	<u>2,365,705</u>	<u>2,035,581</u>
Support costs	394,437	189,010	39,677	(623,124)	-	-
	<u>1,512,071</u>	<u>810,320</u>	<u>43,314</u>	<u>-</u>	<u>2,365,705</u>	<u>2,035,581</u>

In the current and previous period all costs of raising funds was unrestricted.

In the current period £862,959 of charitable activities costs was restricted (2015: £659,059). The remainder was unrestricted.

The breakdown of support costs and how these were allocated between governance and other support costs is shown in the table below

	Governance £	Other support £	Total allocated £	Allocation basis
Staff costs	23,227	371,210	394,437	Staff time
Other costs	18,253	170,757	189,010	Direct use
Depreciation	-	39,677	39,677	Direct use
	<u>41,480</u>	<u>581,644</u>	<u>623,124</u>	

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

<b>7. Staff Costs</b>	<b>2015/16</b>	<b>2014/15</b>
The average monthly number of employees during the period was:		
Administration	10	13
Field Officers and Infrastructure Services	71	66
	<u>81</u>	<u>79</u>
Wages and salaries	£ 1,319,335	£ 1,261,099
Social security costs	97,704	76,122
Pension	18,773	32,077
	<u>1,435,812</u>	<u>1,369,298</u>
Other staff related costs	76,259	184,136
	<u>1,512,071</u>	<u>1,553,434</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 1 trustee (2015: 6 trustees) totalling £151 (2015: £1,334) in the year.

The key management personnel in the year received a total remuneration of £181,428 (2015: £163,059)  
This includes fees from agencies for interim executive staff of £48,015 (2015: £38,028)

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**8. Net Incoming Resources**

Net incoming resources are stated after charging:	<b>Total 2015/16 £</b>	<b>Total 2014/15 £</b>
Depreciation of owned tangible fixed assets	43,315	54,836
Impairment of owned tangible fixed assets	-	(339,083)
Remuneration of the company's auditors		
- audit of charity	8,400	9,950
- audit of subsidiary	3,600	-
- non-audit services	4,194	5,290

**9. 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.

**10. Tangible fixed assets for the group and charity**

	<b>Office equipment £</b>	<b>Fixtures &amp; fittings £</b>	<b>Motor vehicles £</b>	<b>Freehold property £</b>	<b>Total £</b>
<b>Cost</b>					
As at 1 April 2015	195,788	117,471	21,989	1,286,152	1,621,400
Additions	3,301	-	5,400	-	8,701
<b>As at 31 March 2016</b>	<b>199,089</b>	<b>117,471</b>	<b>27,389</b>	<b>1,286,152</b>	<b>1,630,101</b>
<b>Depreciation</b>					
As at 1 April 2015	156,371	45,484	20,002	115,192	337,049
Charge for the year	17,097	7,832	2,662	15,724	43,315
<b>As at 31 March 2016</b>	<b>173,468</b>	<b>53,316</b>	<b>22,664</b>	<b>130,916</b>	<b>380,364</b>
<b>Net book value</b>					
<b>As at 31 March 2016</b>	<b>25,621</b>	<b>64,155</b>	<b>4,725</b>	<b>1,155,236</b>	<b>1,249,737</b>
<b>As at 31 March 2015</b>	<b>39,417</b>	<b>71,987</b>	<b>1,987</b>	<b>1,170,960</b>	<b>1,284,351</b>

Included in freehold property is land of £500,000 (2015: £500,000) that is not depreciated.

**Reversal of Freehold Property impairment**

In the prior year there was a £339,083 reversal of a provision for diminution in value. This was 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 2016**

**11. Investments in subsidiaries**

	Total 2015/16 £	Total 2014/15 £
<b>Cost</b>		
At 31 March 2015 and 2016	18	18

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 4 sets out details of the subsidiary companies

**12. Debtors**

	Group 2015/16 £	2014/15 £	Charity 2015/16 £	2014/15 £
Amounts falling due within one year:				
Trade debtors	144,904	189,246	110,216	142,990
Other debtors	-	9,502	-	2,635
Prepayments and accrued income	27,630	32,250	17,875	22,048
Amounts owed by subsidiary undertakings	-	-	50,233	322,909
	<u>172,534</u>	<u>230,998</u>	<u>178,324</u>	<u>490,582</u>

**13. Creditors**

	Group 2015/16 £	2014/15 £	Charity 2015/16 £	2014/15 £
Amounts falling due within one year:				
Trade creditors	247,521	105,558	77,939	21,008
Other creditors	27,562	78,003	27,563	78,117
Accruals and deferred income	156,948	138,028	99,628	71,698
Taxation and social security payable	33,275	647	30,864	235
	<u>465,306</u>	<u>322,236</u>	<u>235,994</u>	<u>171,058</u>

Deferred income comprises

	Group £	Charity £
Deferred income at 1 April 2015	66,706	66,706
Amounts released to income earned from charitable activities	(66,706)	(66,706)
Amounts deferred in the year	<u>31,645</u>	<u>15,160</u>
	<u>31,645</u>	<u>15,160</u>

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

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**14. Commitments under operating leases**

At 31 March 2016 the group had future minimum lease payments under non-cancellable operating leases as follows:

	2015/16 £	2014/15 £
<b>Property leases</b>		
Not later than one year	5,683	6,533
Later than one year and not later than five years	-	100
<b>Total Property leases</b>	<b>5,683</b>	<b>6,633</b>
<b>Equipment leases</b>		
Not later than one year	12,984	8,755
Later than one year and not later than five years	20,121	8,020
<b>Total Equipment leases</b>	<b>33,105</b>	<b>16,775</b>

**15. 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 £18,773 (2015: £32,077).

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**16. Restricted Funds**

Revenue	1 April 2015 £	Total income £	Total expenditure £	Transfers £	31 March 2016 £
Framlingham Community Car	5,695	11,608	14,990	-	2,313
Youth Offer Quality Assurance	33,235	-	20,588	-	12,647
Sports and Events Volunteering	27,124	43,000	36,629	-	33,495
Framlingham Furniture Project	18,134	22,596	24,783	(4,725)	11,222
Community Asset Research	-	40,000	5,930	-	34,070
Funding Portal	-	14,480	10,980	-	3,500
Talent Match Ipswich	34,913	100,335	119,578	-	15,670
Talent Match Waveney	24,075	100,857	115,194	-	9,738
Talent Match Innovation	-	1,715	1,507	-	208
Building Better Opportunities	12,530	-	12,530	-	-
Big Local Trust Grants	-	13,662	2,642	-	11,020
Community Planning	10,449	20,109	30,558	-	-
Wheels to Work	65,761	7,525	29,439	-	43,847
Wheels to Education Babergh	3,914	147	4,061	-	-
Wheels to Work Sudbury	12,219	22,550	18,989	-	15,780
Big Local Trust North Ipswich	53,108	97,000	96,017	-	54,091
New People's Health Trust Kirkley	4,289	6,477	6,629	-	4,137
New People's Health Trust Haverhill	8,039	6,477	6,948	-	7,568
New People's Health Trust Gainsborough	4,289	6,477	6,632	-	4,134
People's Health Trust Kirkley Engagement	-	12,720	4,632	-	8,088
People's Health Trust Haverhill Engagement	-	12,720	4,459	-	8,261
People's Health Trust Gainsborough Engagement	-	11,908	4,333	-	7,575
People's Health Trust Kirkley Grants	-	25,400	-	-	25,400
People's Health Trust Haverhill Grants	-	47,500	-	-	47,500
People's Health Trust Gainsborough Grants	-	53,800	-	-	53,800
Dial A Ride	-	32,169	32,169	-	-
Young Peoples Health Ambassador	36,364	-	36,364	-	-
Youth Participation	49,449	41	49,490	-	-
UK Youth Parliament	4,975	11,132	16,107	-	-
MYGO youth referrals and brokerage	-	7,881	7,881	-	-
ESYPAG	-	1,000	544	-	456
VCS Grants	-	31,500	-	-	31,500
Transition Chantry	2,304	-	2,292	-	12
Transition Triangle	8,150	-	3,050	-	5,100
Rural Support	51,524	250	500	-	51,274
Children & Family Forum	12,669	-	4,264	-	8,405
CYP Trainer	18,741	11,500	20,613	-	9,628
Andrew Towers Award Fund	655	-	71	-	584
CYP Small Grants	123,203	-	27,000	-	96,203
Ashlea Fund	40,345	-	-	-	40,345
Play Development	23,149	-	-	-	23,149
Education and Employment	22,553	-	20,000	-	2,553
Our Place	6,168	-	1,000	-	5,168
Infrastructure Support Grants	-	6,600	6,600	-	-
Anne Dunford OBE Award	1,504	-	441	-	1,063
HealthEast	-	48,801	48,801	-	-
<b>Revenue</b>	<b>719,527</b>	<b>829,937</b>	<b>855,235</b>	<b>(4,725)</b>	<b>689,504</b>
Brightspace	366,107	-	6,913	-	359,194
Kirkley Centre	82,727	-	811	-	81,916
Framlingham Furniture Project	-	-	-	4,725	4,725
<b>Capital</b>	<b>448,834</b>	<b>-</b>	<b>7,724</b>	<b>4,725</b>	<b>445,835</b>
<b>Total</b>	<b>1,168,361</b>	<b>829,937</b>	<b>862,959</b>	<b>-</b>	<b>1,135,339</b>



**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**16. 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.

There were no transfers made during the year representing changes in the funder restrictions and the inclusion of new restricted funds previously held as unrestricted.

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

**17. Analysis of net assets between funds**

	Unrestricted £	Restricted £	Total £
<b>Group</b>			
Tangible fixed assets	803,902	445,835	1,249,737
Net current assets	470,007	689,504	1,159,511
<b>Total</b>	<b>1,273,909</b>	<b>1,135,339</b>	<b>2,409,248</b>
<b>Charity</b>			
Tangible fixed assets	803,902	445,835	1,249,737
Net current assets	465,007	689,504	1,154,511
<b>Total</b>	<b>1,268,909</b>	<b>1,135,339</b>	<b>2,404,248</b>

**18. Financial assets and liabilities**

	Group		Charity	
	2015/16 £	2014/15 £	2015/16 £	2014/15 £
<b>Financial assets that are debt instruments measured at amortised cost</b>	<b>158,833</b>	<b>216,730</b>	<b>164,623</b>	<b>476,314</b>
<b>Financial liabilities measured at amortised cost</b>	<b>(465,306)</b>	<b>(322,236)</b>	<b>(235,994)</b>	<b>(171,058)</b>

**COMMUNITY ACTION SUFFOLK**  
**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2016**

**19. Related party transactions**

In 2015/16 the following transactions took place between the charity and its wholly owned subsidiary companies:

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Donations to Parent	47,183	19,001
Cost recharges & fees from the charity to subsidiary companies	100,509	135,619
Software fees	3,852	321

The amounts owed to the charity by the subsidiary companies at 31st March were:

	<b>2015/16</b>	<b>2014/15</b>
	<b>£</b>	<b>£</b>
Business Services @ CAS Limited	3,625	228,703
IT Services at CAS Limited	8,984	(405)
Community Buying at CAS Limited	2,489	21,020
DBS at CAS Limited	31,239	28,257
Property Services at CAS Limited	3,896	45,334
	<b>50,233</b>	<b>322,909</b>

**20. Government grants**

Income from government grants comprises

	<b>2015/16</b>	<b>2014/15</b>
Grants supporting general charitable activities	445,628	451,471
Grants supporting specific activities	329,117	437,337