

**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 2018

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FOR THE YEAR ENDED 31 MARCH 2018**

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**COMMUNITY ACTION SUFFOLK
REFERENCE AND ADMINISTRATIVE DETAILS OF THE CHARITY, ITS TRUSTEES
AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2018**

Trustees

Mr C Betson* (appointed 16 November 2017)
Mrs J Crudgington**
Mrs H J Greengrass**
Dame L Homer*
Mr S Javes (Chair)
Mr B Matthews (appointed 16 November 2017)
Mr B Parrott (appointed 22 February 2018)
Baroness R Scott** (appointed 16 November 2017)
Mr J E Shaw*** (Vice-Chair)
Dr J Sheldon (resigned 14 September 2017)
Mr G Watson*

* Finance, audit and risk committee member

** Programmes and Services committee member

*** Staff wellbeing 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 P Richardson

Chief executive officer

Mr P Richardson

Auditors

Larking Gowen LLP, 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, 1 Princes Street, Ipswich, IP1 1PB

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2018

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 2018. 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 FRS 102 (FRS 102 SORP) "Accounting and Reporting by Charities" effective 1 January 2015. 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 and updated on 14 September 2017. 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, community and social enterprise (VCSE) sector.

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

CAS' three values are:

- Independence
We are trusted and respected, responsive to local needs and are politically neutral.
We listen and communicate effectively and can be the voice for the sector.
- Knowledge
We work collectively as a team sharing our expertise and previous experience.
We create a culture of openness and strive to learn and share our knowledge.
- Commitment
We work hard to achieve with passion and belief.
We are realistic, honest and accountable always giving the best of oneself.

Our core aims

Our work remains focused on supporting organisations, volunteering and facilitating the voice for the VCSE sector through our commitment to partnership working, both within the voluntary, community and social enterprise 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.

Community Action Suffolk has gone from strength to strength this year. We have developed our partnership working even further, launched new initiatives and supported local organisations to be effective and sustainable.

Ensuring that our work delivers our aims

There is a huge amount to do, but we can make significant progress by ensuring the VCSE, public and private sectors all work effectively together for the benefit of the population of Suffolk and its surrounding area.

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

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.

Achievements and Performance

Community Action Suffolk (CAS) supports any organisation in the voluntary, community and social enterprise sector (VCSE) in a multitude of ways to enable them to be robust, well governed, safe and sustainable. From training, digital support, conferences, networking to face to face and online advice and guidance. This year, we have focused on improving partnership working across the county, leading numerous opportunities to learn more about collaboration such as our 'Stronger Charities for a Stronger Suffolk' conference; and also on developing organisational sustainability through balanced income generation and sound strategic planning. Financial advice remains a key need of the sector and central to our work.

Our services have been further enhanced by some exciting new projects during 2017/18. These include the addition of ProHelp, a network of professional companies who undertake work with VCSE organisations that they would otherwise be unable to pay for such expertise. The guiding principle of ProHelp is to give the sector access to services through member companies that are carried out in the same way as for fee-paying clients. We also now employ a Specialist Business Support Officer who assists organisations with key business services including business planning and feasibility work. This supports the sector with specialist provision to enhance organisation development and assurance.

A further highlight this year has been our own foray into the digital world! The CAS Quality Standard has been developed from the previous paper format into a fully integrated online resource and tool. It has also been redeveloped to ensure it can be used outside of the children and young people arena, now incorporating adult safeguarding options to increase its accessibility and validity to any VCSE organisation.

Membership of Community Action Suffolk is free for the Voluntary, Community and Social Enterprise (VCSE) Sector. We want to ensure that all VCSE sector organisations, Parish and Town Councils, no matter how small, have the opportunity of benefiting from the information, guidance and resources we have available. Membership has grown significantly during the year from 1684 to 1908.

One final highlight to mention this year, is the introduction of the Level 3 Youth Work Training to our offer. In partnership with Suffolk County Council, this new course (originally delivered in Ipswich) was introduced as a result of a gap in provision across Suffolk and has led to numerous courses being commissioned across the county.

Supporting Organisations

Community Action Suffolk supports organisations by giving them essential information, training and guidance on a range of topics which is core to their sustainability, including funding and governance support.

Our wide variety of courses covered the themes of Organisational Development, Safeguarding, Health and Safety, Staff Support and Development, Volunteer Management and Youth Work. The organisations accessing training range from established small and large organisations to new start-ups. During 2017/18 our training on the General Data Protection Regulation (GDPR) provided with Pretty's solicitors proved to be invaluable to local VCSE organisations.

Funding information remained one of our most popular requests and with our support, over £3.2m is annually brought into the County.

COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Our Funding portal allows VCSE sector organisations to undertake their own funding searches and be informed of all local, regional and national funds. Furthermore we can use the portal to gather quantifiable evidence to provide more in depth and tailored support to VCSE organisations including a gap analysis.

We also give a wide a variety of practical support to VCSE organisations with our "back office" services provided through our subsidiary companies. This includes DBS checks for organisations working with children, young people and vulnerable adults. We provided VCSE users and organisations with their IT needs, including website design, hosting, broadband and email services. We provided insurance schemes for village halls and other community groups, as an agent for Zurich and we provided oil buying services to the communities of Suffolk, Essex and Cambridge.

Community and Voluntary Action

Community Action Suffolk continues to offer county-wide support for volunteering and community action with projects such as Rural Housing, North West Ipswich Big Local Trust and 3 People's Health Trust Local Conversations projects continuing to make a vital difference in local communities.

Facilitating the Suffolk Volunteer Strategy, administering and promoting Volunteer Suffolk to provide volunteering opportunities, and supporting any organisation to manage and develop their volunteers, voluntary action is at the heart of our provision.

This year was the final year of our highly successful Wheels 2 Work scooter loan scheme for people living or working in rural areas without access to transport. This project made a substantial and tangible difference to so many people in Suffolk and increased their access to work or education.

This year also saw the addition of two new vibrant projects to stimulate action. The introduction of a Good Neighbour Scheme Development Officer (funded by Big Lottery Fund for 5 years) has already seen some hugely effective results. This post already supports 29 schemes across Suffolk and has had further success in partnership with the Rural Coffee Caravan to implement 'Meet Up Mondays' across Suffolk, supported by numerous cafes, pubs, hotels and bars. Good Neighbour Schemes are the lifeline of many communities and make a real difference to levels of isolation and wellbeing.

The second new project is the Young Leadership Project which stimulates social action by increasing youth volunteering opportunities for young people seeking leadership roles in their community. Following training, young people are placed in roles such as Trusteeships, Local Councils, and Democracy opportunities. We look forward to seeing increasing numbers of young people being inspired in Suffolk as the project enters it's first full year.

Voice

Community Action Suffolk facilitates the voice of the sector by bringing together expertise and knowledge within a single point of contact and in doing so helps to avoid duplication and simplifies feedback mechanisms for the voluntary, community and social enterprise (VCSE) sector.

We provide a structure - whether by newsletters, social media, formal consultation, surveys, conferences or networking opportunities - for organisations to find out more about what affects them or to tell us what they need or want to respond to. Looking at the national, regional and local picture, we enable networking opportunities to share best practice, air views and increase knowledge. This includes sharing the impact and economic value that the sector provides in Suffolk.

Work has begun this year to further this aspect of our work and devise a strategy which will help ensure we become the 'one stop shop' for voice and representation across the VCSE sector in Suffolk.

COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Our conferences and events continue to be popular. Our Village Halls and Community Buildings conference this year saw 75 delegates come together to discuss their views, attend practical workshops and network. We also continue to represent the sector at many forums and strategic meetings with key partners and local authorities, as well as national partners, funders and government agencies.

Regrettably, 2017/18 saw some negative headlines about larger and international charities which have damaged public perception of the sector overall. Community Action Suffolk is currently leading a programme to change this perception by working with other VCSE organisations and the University of Suffolk to run a media programme and build a campaign to really highlight the excellent value provided by the VCSE sector in Suffolk. Ultimately we aim to increase volunteer hours in Suffolk, increase the number of applications for charity Trustees in the County and ensure that public giving increases.

We also recognise the need to support local organisations to become more 'media savvy'. Many local VCSE organisations lack the necessary expertise to market themselves effectively and demonstrate the value of the work that they undertake. As an infrastructure organisation CAS has engaged with the VCSE through a range of activities and services focussed on building capacity and resilience within the sector.

Other Projects and Work

We continued to be funded to run a number of projects to improve lives and communities in Suffolk.

Our biggest project to date has brought a grant of £1.66m from the European Social Fund and Big Lottery Fund to Suffolk to carry out the young people's strand of the Building Better Opportunities programme. We have called this project "Minding the Gap" and it supports young people with complex needs who are most distant from the job market, and experiencing multiple barriers to accessing services and employment related support. Focusing on those facing social isolation, this is a partnership project of 8 partners to provide Suffolk wide support to 750 young people between January 2017 and September 2019.

The "Local Conversations" programme continues to grow in Haverhill South, Kirkley and Gainsborough (Ipswich). It is a People's Health Trust initiative, funded by the Health Lottery. Each area has its own People's Forum, which is made up of local resident volunteers inspired to work together to help create positive local action to make their communities even better places to live. The Forums have already started to commission local services and activities.

Community Action Suffolk awards

For the third year CAS presented 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

Youth Holidays Activity Fund, East Suffolk And Waveney

Roddy Macleod award – for youth club of the year

FortKnights, Sudbury

Andrew Towers award – for young person of the year

Eve Brooks-Parkin

Colonel Probert award – for community initiative

The Hadleigh Steering Group

Ian Campbell MBE award – for individual initiative

Janice Scott

Village Hall or Community Building award

Bentley Stores

COMMUNITY ACTION SUFFOLK TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2018

Outstanding Contribution to Volunteering award

Ann Negus

Event Organiser of the year

Paul Nixon

Funders

The work of CAS has been supported by funding from:

Big Lottery Fund and ESF Building Better Opportunities

Big Lottery Fund

Ipswich Borough Council

Mid Suffolk & Babergh District Councils

Suffolk County Council (SCC)

DEFRA

East Suffolk Partnership

One Haverhill

Health Lottery through Peoples Health Trust

Big Local

Fundraising

Community Action Suffolk does not raise funds from the general public. It does not work with any professional fundraisers and no fundraising is carried out on its behalf.

Future Plans

In 2017/18 we developed a detailed three year Strategic Plan for 2017-2020 in which we aim to firmly establish Community Action Suffolk as the 'go to' organisation for the voluntary, community and social enterprise sector. Our strategic priorities include supporting a diverse and resilient VCSE sector to build capacity and sustainability, stimulating and developing impactful community and voluntary action, creating and maintaining influential, equitable and beneficial relationships between the public, business and voluntary community sector and developing CAS as a sustainable and essential business in Suffolk, driven by continuous improvement and innovation.

We are proud that our work supports the sector ultimately benefiting the day to day life of people in Suffolk and helping to build a happier healthier county. That said, there's no doubt that there will be challenging times ahead. As finances get tighter, we recognise the importance now, more than ever, of developing and strongly representing the VCSE sector. We will continue to champion the role of the local organisations helping with the transformation of public services and working with partners, to ensure services are delivered effectively and efficiently.

CAS are also leading by example. In developing our own business subsidiaries we are acknowledging the requirement to reduce grant funding and increase our income accordingly.

We are grateful to Suffolk County Council for providing our core grant and pleased to report back that this funding supports Community Action Suffolk deliver an extra £1.2m worth of project work for communities in Suffolk. During January 2018, Suffolk County Council (SCC) agreed to pay CAS a grant for the following financial year (2018-19).

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

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

There must be a minimum of three and no more than fifteen Trustees. 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 years in addition to the term as "First Trustee" before they must take a break.

During 2017-18 one Trustee resigned and four new Trustees were appointed. On 14 September 2017 Dr Jan Sheldon resigned. On 16 November 2017 three new Trustees were appointed, Chris Betson, Ben Matthews and Ros Scott. On 22 February 2018 a new Trustee, Brian Parrott was appointed. 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. 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 are three sub committees who meet regularly and submit reports and/or make recommendations to the subsequent meeting of the full Board that then make decisions as appropriate. The three sub committees are:

- Finance, Audit and Risk
- Programmes and Services
- Staff wellbeing

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

Management

Day to Day management is delegated to the Chief Executive and the senior leadership team. The Chief Executive is responsible for ensuring that there are year on year operational improvements within the organisation 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 four 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 and IT Services at CAS Ltd.

On 1 April 2018 the entire trade of Community Buying at CAS Limited was transferred to Business Services at CAS Limited and Community Buying at CAS Limited ceased to trade.

A former subsidiary, Property Services at CAS Ltd, was dissolved in November 2017.

All subsidiary companies have been audited in 2017-18 and 2016-17.

Risk Management

A strategic and operational risk register is maintained and updated monthly with the top three 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 monitoring for 2017-18. 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. 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 2017-18 confirmed two major strategic risks faced by CAS, which are detailed below together with the main mitigation controls.

Risk	Mitigation
Funding risk: Financial Stability	Regular meetings with public sector partners. Regular reviews of funding opportunities from external sources and success of funding bids. Income diversification and generation monitoring. Development of a marketing plan. In January 2018 CAS and Suffolk County Council agreed a partnership agreement extended to March 2019.
Organisational Structure risk:	Finance and Operational leadership is strong, but the staffing structure is continually being reviewed to allow strength in depth.

COMMUNITY ACTION SUFFOLK

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 MARCH 2018

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 sustainable income growth
- amounts to cover an orderly wind-down of the Charity should this be required.

A target free reserves level is set by the Trustees periodically. 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 aim to be maintained following a period of utilisation to stabilise and invest in the strength of the charity. The unrestricted fund balance is £1,191k (2016-17, £1,216k) and free reserves are £216k (after designating funds to cover the amounts listed above) against a target of £206k which equates to 3 months running costs of the charity. 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 14 shows an overall deficit for the year of £133k compared to the deficit of £225k in 2016-17. The majority of the current year deficit (£108k) is due to the utilisation of restricted funds brought forward. There is a net deficit after transfers of £25k on unrestricted funds. Significant work has continued during the year to maintain infrastructure services and develop a business plan which is sustainable and establishes a breakeven position on unrestricted funds going forward. Total income has increased by £208k to £2,138k from £1,930k in 2016-17. This is a positive result as these are still challenging times for both recurring and non-recurring grant income in addition to competition in income generation and trading activities. Resources expended were £2,271k (2016-17, £2,154k) which is an increase of £117k.

Restricted funded project balances held at the year end have reduced by £108k overall representing our commitment to spend them as soon as practicable.

Total Reserves at 31 March 2018 are £2,052k, of which £1,191k is unrestricted and £861k represents restricted funds.

Budgets for 2018-19 have been set to reflect a sustainable business plan and with an unrestricted loss of £30k to cover investment in marketing plans for the organisation.

COMMUNITY ACTION SUFFOLK

TRUSTEES' RESPONSIBILITIES STATEMENT

FOR THE YEAR ENDED 31 MARCH 2018

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 judgements 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's report is approved has confirmed that:

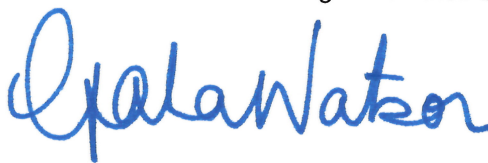
- so far as that trustee is aware, there is no relevant audit information of which the charitable group's auditors are unaware, and
- that trustee has taken all the steps that ought to have been taken as a trustee in order to be aware of any relevant audit information and to establish that the charitable 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 15th November 2018 and signed on their behalf by:



John Shaw
Trustee



Graham Watson
Trustee

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

Opinion

We have audited the financial statements of Community Action Suffolk (the 'parent charitable company') and its subsidiaries (the 'group') for the year ended 31 March 2018 which comprise the Consolidated Statement of Financial Activities, the Consolidated and the Parent Balance sheet, Statement of Cash Flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the group's and parent charitable company's affairs as at 31 March 2018, 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.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the group and parent charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the group's or parent charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

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

- the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the group and parent charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

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

- adequate and sufficient accounting records have not been kept by the parent charitable company, or returns adequate for our audit have not been received from branches not visited by us; or
- the parent charitable company's financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' 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 in preparing the directors' report and from the requirement to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement set out on page 10, 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, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the group's and parent charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the group or the parent charitable company or to cease operations, or have no realistic alternative but to do so.

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

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error

and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

Use of our report

This report is made solely to the [charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006 and to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an 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 the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Christopher Yeates FCA DChA, Senior Statutory Auditor

For and on behalf of

Larking Gowen LLP
Chartered Accountants and Statutory Auditors
Ipswich

Date: 22 November 2018

COMMUNITY ACTION SUFFOLK
CONSOLIDATED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2018 £	Total Funds 2017 £
Income					
Donations	5	1,827	1,529	3,356	7,246
Other trading activities	4	311,706	-	311,706	336,083
Investments		5,398	-	5,398	7,439
Charitable activities:					
Grants receivable	5	475,991	1,001,435	1,477,426	1,196,963
Community services trading income	5	310,023	23,675	333,698	368,479
Other Income	5	3,987	2,649	6,636	13,494
Total		1,108,932	1,029,288	2,138,220	1,929,704
Expenditure					
Raising funds:					
Fundraising and trading costs	6	314,846	-	314,846	320,340
Charitable activities:					
Community services	6	825,365	1,130,987	1,956,352	1,833,983
Total		1,140,211	1,130,987	2,271,198	2,154,323
Net income/(expenditure)		(31,279)	(101,699)	(132,978)	(224,619)
Transfers between funds	16	6,681	(6,681)	-	-
Net movement in funds		(24,598)	(108,380)	(132,978)	(224,619)
Reconciliation of funds					
Total funds brought forward as at 1 April 2017		1,215,712	968,917	2,184,629	2,409,248
Total funds carried forward as at 31 March 2018	16	1,191,114	860,537	2,051,651	2,184,629

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 2018

	Notes	2018 £	£	2017 £	£
Fixed assets					
Tangible assets	10	1,177,726		1,206,909	
Current assets					
Debtors	12	76,226		118,546	
Cash at bank and in hand		<u>1,006,213</u>		<u>1,218,889</u>	
		1,082,439		1,337,435	
Liabilities					
Creditors: amounts due within one year	13	<u>(208,514)</u>		<u>(359,715)</u>	
Net current assets		873,925		977,720	
Total net assets		<u>2,051,651</u>		<u>2,184,629</u>	
Restricted funds	16	860,537		968,917	
Unrestricted funds		1,191,114		1,215,712	
Total funds		<u>2,051,651</u>		<u>2,184,629</u>	

The financial statements have been prepared in accordance with provisions applicable to small companies within Part 15 of the Companies Act 2006.

The financial statements on pages 14 to 36 were approved by the Board of Trustees on 15 November 2018 and signed on its behalf by:-


John Shaw
Trustee


Graham Watson
Trustee

Company Number: 08316345

COMMUNITY ACTION SUFFOLK
UNCONSOLIDATED CHARITY BALANCE SHEET
AS AT 31 MARCH 2018

		2018		2017	
	Notes	£	£	Restated £	£
Fixed assets					
Tangible assets	10	1,177,726		1,206,909	
Investments	11	<u>8</u>		<u>18</u>	
Total fixed assets			1,177,734		1,206,927
Current assets					
Debtors	12	58,302		91,768	
Cash at bank and in hand		<u>905,418</u>		<u>990,134</u>	
		963,720		1,081,902	
Liabilities					
Creditors: amounts due within one year	13	<u>(117,455)</u>		<u>(198,676)</u>	
Net current assets			846,265		883,226
Total net assets			<u>2,023,999</u>		<u>2,090,153</u>
Restricted funds	16	860,537		968,917	
Unrestricted funds		1,163,462		1,121,236	
Total funds			<u>2,023,999</u>		<u>2,090,153</u>

The financial statements have been prepared in accordance with provisions applicable to small companies within Part 15 of the Companies Act 2006.

The financial statements on pages 14 to 36 were approved by the Board of Trustees on 15 November 2018 and signed on its behalf by:-



John Shaw
Trustee



Graham Watson
Trustee

Company Number: 08316345

COMMUNITY ACTION SUFFOLK
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2018

	2017/18 £	2016/17 £
Cash flows from operating activities		
Net cash provided by (used in) operating activities	(220,524)	(240,829)
Cash flows from investing activities		
Investment income	5,398	7,439
Proceeds from the sale of motor vehicle	4,670	2,750
Purchase of property, plant and equipment	(2,220)	(2,754)
Net cash provided by (used in) investing activities	<u>7,848</u>	<u>7,435</u>
Change in cash and cash equivalents in the reporting period	<u>(212,676)</u>	<u>(233,394)</u>
Cash and cash equivalents at the beginning of the period	1,218,889	1,452,283
Cash and cash equivalents at the end of the period	<u>1,006,213</u>	<u>1,218,889</u>
Reconciliation of net income/(expenditure) to net cash flow from operating activities		
Net expenditure for the reporting period	(132,978)	(224,619)
Adjustments for:		
Depreciation charges	31,403	41,532
(Profit)/Loss on sale of motor vehicle	(4,670)	1,300
Investment income	(5,398)	(7,439)
Decrease in debtors	42,320	53,988
(Decrease)/increase in creditors	(151,201)	(105,591)
Net cash used in operating activities	<u>(220,524)</u>	<u>(240,829)</u>
Analysis of cash and cash equivalents		
Cash in hand	171,776	258,502
Notice deposits (less than 3 months)	834,437	960,387
	<u>1,006,213</u>	<u>1,218,889</u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

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) 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.

(c) 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.

(d) 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 2018

(e) 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.

(f) 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 services 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.

(g) 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.

(h) 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 2018

(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.

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) Investments

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

(k) 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.

(l) 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 at amortised cost using the effective interest method, less any impairment.

(m) 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.

(n) 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.

(o) 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. The company set up a workplace pension scheme with Royal London in July 2017 and the company has complied with the auto-enrolment pension regulations.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

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(h) 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 2018

3. Financial Activities of the Charity

The financial activities shown in the consolidated statement includes those of the charity's wholly owned subsidiaries as listed in note 4. A summary of the financial activities undertaken by the parent charity is set out below:

	2017/18	2016/17
	£	Restated £
Income		
Incoming resources from:		
Raising funds	143,461	77,259
Charitable Activities	1,811,123	1,565,442
Other	6,636	13,494
Total income	1,961,220	1,656,195
Expenditure		
Raising funds	15,250	19,033
Charitable Activities	2,012,124	1,907,712
Total expenditure	2,027,374	1,926,745
Net movement in funds	(66,154)	(270,550)
Total Funds		
Total Funds brought forward as previously stated	2,179,629	2,404,248
Prior period adjustment	(89,476)	(43,545)
At the beginning of the year as restated	2,090,153	2,360,703
Movement in funds for the year	(66,154)	(270,550)
Total Funds at the end of the year	2,023,999	2,090,153
Represented by		
Restricted funds	860,537	968,917
Unrestricted funds	1,163,462	1,121,236
	2,023,999	2,090,153

Prior Year Adjustment

In December 2017 the Financial Reporting Council released an amendment to FRS 102 which included a clarification of accounting for Gift Aid payments. Under the new requirement, to accrue a subsidiary's expected Gift Aid payment to its parent charity at the reporting date there must be a legal obligation to make the payment. The amendment to FRS 102 also requires Gift Aid payments to be presented as a distribution rather than an expense.

The previous established accounting practice was that there only needed to be a substantive, rather than legal, obligation to make the accrual. In prior years a substantive obligation existed and the Gift Aid payment has been accrued at each reporting date. A legal obligation did not however exist at the previous balance sheet dates. As such the opening balance sheet and comparatives have been restated for the change in accounting requirement.

The impact of the change is to increase the Charity loss for 2017, and decrease the net assets and total funds at 31 March 2017, by the previously accrued gift aid payments of £89,476. The opening funds at 1 April 2016 have also decreased by the 2016 Gift Aid accrual of £43,545.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

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 accounts.

Business Services at CAS Limited

	2017/18	2016/17
	£	Restated £
Turnover	126,990	154,276
Administrative expenses	<u>(80,459)</u>	<u>(75,418)</u>
Operating profit	46,531	78,858
Interest receivable and similar income	18	4
Profit after tax	<u><u>46,549</u></u>	<u><u>78,862</u></u>

Retained Earnings

Retained earnings as previously stated	5,000	5,000
Prior period adjustment	<u>78,862</u>	<u>37,523</u>
At the beginning of the year as restated	83,862	42,523
Profit for the year	46,549	78,862
Distribution - donation to parent company	<u>(108,862)</u>	<u>(37,523)</u>
Retained earnings at the end of the year	<u><u>21,549</u></u>	<u><u>83,862</u></u>

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

	2017/18	2016/17
	£	Restated £
Operating Profit	46,531	78,858

The aggregate of the assets, liabilities and funds was:

Assets	102,758	256,887
Liabilities	<u>(81,207)</u>	<u>(173,023)</u>
	<u><u>21,551</u></u>	<u><u>83,864</u></u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

4. Subsidiary Companies (continued)

IT Services at CAS Limited

	2017/18	2016/17
	£	Restated £
Turnover	42,079	49,050
Cost of sales	(25,858)	(32,674)
Gross Profit	16,221	16,376
Administrative expenses	(16,352)	(16,000)
Operating (loss) profit	(131)	376
(Loss) Profit after tax	(131)	376

Retained Earnings

Retained earnings as previously stated	-	-
Prior period adjustment	376	1,329
At the beginning of the year as restated	376	1,329
(Loss) Profit for the year	(131)	376
Distribution - donation to parent company	(376)	(1,329)
Retained earnings at the end of the year	(131)	376

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

	2017/18	2016/17
	£	Restated £
Operating (loss) profit	(131)	376

The aggregate of the assets, liabilities and funds was:

Assets	3,643	6,612
Liabilities	(3,772)	(6,234)
	(129)	378

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

4. Subsidiary Companies (continued)

Community Buying at CAS Limited

	2017/18	2016/17
	£	Restated £
Turnover	22,045	25,189
Administrative expenses	(17,834)	(19,252)
Operating profit	<u>4,211</u>	<u>5,937</u>
Profit after tax	<u>4,211</u>	<u>5,937</u>
Retained Earnings		
Retained earnings as previously stated	-	-
Prior period adjustment	5,937	4,112
At the beginning of the year as restated	<u>5,937</u>	<u>4,112</u>
Profit for the year	4,211	5,937
Distribution - donation to parent company	(5,937)	(4,112)
Retained earnings at the end of the year	<u>4,211</u>	<u>5,937</u>

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

	2017/18	2016/17
	£	Restated £
Operating Profit	4,211	5,937

The aggregate of the assets, liabilities and funds was:

Assets	6,049	7,733
Liabilities	(1,836)	(1,794)
	<u>4,213</u>	<u>5,939</u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

4. Subsidiary Companies (continued)

DBS at CAS Limited

	2017/18	2016/17
	£	Restated £
Turnover	120,592	107,568
Cost of sales	(94,642)	(82,548)
Gross Profit	25,950	25,020
Administrative expenses	(23,926)	(20,719)
Operating profit	2,024	4,301
Profit after tax	2,024	4,301

Retained Earnings

Retained earnings as previously stated	-	-
Prior period adjustment	4,301	581
At the beginning of the year as restated	4,301	581
Profit for the year	2,024	4,301
Distribution - donation to parent company	(4,301)	(581)
Retained earnings at the end of the year	2,024	4,301

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

	2017/18	2016/17
	£	Restated £
Operating Profit	2,024	4,301

The aggregate of the assets, liabilities and funds was:

Assets	43,253	30,363
Liabilities	(41,227)	(26,060)
	2,026	4,303

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

4. Subsidiary Companies (continued)

Property Services at CAS Limited

	2017/18	2016/17
	£	£
Turnover	-	-
Administrative expenses	-	-
Operating profit	-	-
Payments under gift aid to the parent company	-	-
Retained profit for the financial year	-	-

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

	2017/18	2016/17
	£	£
Operating Profit	-	-

The aggregate of the assets, liabilities and funds was:

Assets	-	10
Liabilities	-	-
	-	10

Property Services at CAS Limited was dissolved on 14 November 2017.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

5. Total Group Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017/18 £	Unrestricted Funds £	Restricted Funds £	Total Funds 2016/17 £
Donations	1,827	1,529	3,356	2,905	4,341	7,246
Grants Receivable	475,991	1,001,435	1,477,426	536,994	659,969	1,196,963
Community Services trading income	310,023	23,675	333,698	334,740	33,739	368,479
Other Income	3,987	2,649	6,636	8,076	5,418	13,494

Income from other trading activities was unrestricted in both periods. Investment income of £nil (2017: £6) was restricted and the remainder was unrestricted.

6. Total Group Expenditure

	Staff costs £	Other costs £	Depreciation £	Support costs £	Total 2017/18 £	Total 2016/17 £
Costs of raising funds:	102,098	141,722	-	71,026	314,846	320,340
Charitable activities:						
Community services	706,851	832,063	1,244	416,194	1,956,352	1,833,983
Total resources expended	808,949	973,785	1,244	487,220	2,271,198	2,154,323
Support costs	322,175	134,886	30,159	(487,220)	-	-
	1,131,124	1,108,671	31,403	-	2,271,198	2,154,323

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

In the current period £1,130,987 of charitable activities costs was restricted (2017: £980,518). 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	21,006	301,169	322,175	Staff time
Other costs	7,313	127,573	134,886	Direct use
Depreciation	-	30,159	30,159	Direct use
	28,319	458,901	487,220	

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

7. Staff Costs

The average monthly number of employees during the period was:

	2017/18	2016/17
Administration	6	7
Field Officers and Infrastructure Services	50	49
	<u>56</u>	<u>56</u>
	£	£
Wages and salaries	1,007,447	988,919
Social security costs	76,861	78,405
Pension	44,641	28,483
	<u>1,128,949</u>	<u>1,095,807</u>
Other staff related costs	2,175	62,688
	<u>1,131,124</u>	<u>1,158,495</u>

No. of employees whose total emoluments (excluding employer pension costs) for the reporting period to fall within each band of £10,000, from £60,000 upwards.

	2017/18	2016/17
£60,001 - £70,000	-	-
£70,001 - £80,000	1	-
	<u>1</u>	<u>-</u>

No trustee received any remuneration in the current or previous year.

During the year ended 31 March 2018, no out of pocket travel expenses were paid to any trustee (2017: nil).

The key management personnel in the year received a total remuneration of £220,026 (2017: £203,925).

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

8. Net Incoming Resources

Net incoming resources are stated after charging:	Total 2017/18 £	Total 2016/17 £
Depreciation of owned tangible fixed assets	31,403	41,532
Remuneration of the company's auditors (inclusive of irrecoverable VAT)		
- audit of charity	8,838	8,580
- audit of four subsidiaries	8,620	8,370
- non-audit services	1,898	2,219

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

	Office equipment £	Fixtures & fittings £	Motor vehicles £	Freehold property £	Total £
Cost					
As at 1 April 2017	199,089	117,471	21,989	1,288,906	1,627,455
Additions	-	-	-	2,220	2,220
Disposals	-	-	(21,989)	-	(21,989)
As at 31 March 2018	199,089	117,471	-	1,291,126	1,607,686
Depreciation					
As at 1 April 2017	190,743	61,147	21,989	146,667	420,546
Charge for the year	7,646	7,979	-	15,778	31,403
On disposals	-	-	(21,989)	-	(21,989)
As at 31 March 2018	198,389	69,126	-	162,445	429,960
Net book value					
As at 31 March 2018	700	48,345	-	1,128,681	1,177,726
As at 31 March 2017	8,346	56,324	-	1,142,239	1,206,909

Included in freehold property is land of £500,000 (2017: £500,000) that is not depreciated.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

11. Investments in subsidiaries

	Total 2017/18	Total 2016/17
	£	£
Cost		
As at 1 April 2017	18	18
Disposal	(10)	-
As at 31 March 2018	8	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 was dissolved in November 2017.

Note 4 sets out details of the subsidiary companies.

12. Debtors

	Group		Charity	
	2017/18	2016/17	2017/18	2016/17 Restated
	£	£	£	£
Amounts falling due within one year:				
Trade debtors	61,415	96,274	14,370	66,723
Prepayments and accrued income	14,811	22,272	12,580	20,928
Amounts owed by subsidiary undertakings	-	-	31,352	4,117
	76,226	118,546	58,302	91,768

13. Creditors

	Group		Charity	
	2017/18	2016/17	2017/18	2016/17 Restated
	£	£	£	£
Amounts falling due within one year:				
Trade creditors	94,195	204,199	16,593	43,859
Other creditors	18,007	24,705	18,007	24,705
Accruals and deferred income	74,242	108,530	54,948	67,142
Taxation and social security payable	22,070	22,281	21,515	21,015
Amounts owed to subsidiary undertakings	-	-	6,392	41,955
	208,514	359,715	117,455	198,676

Deferred income comprises

	Group	Charity
	£	£
Deferred income at 1 April 2017	49,295	29,781
Amounts released to income earned from charitable activities	(49,295)	(29,781)
Amounts deferred in the year	21,767	13,607
Deferred income at 31 March 2018	21,767	13,607

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

14. Commitments under operating leases

At 31 March 2018 the group had future minimum lease payments under non-cancellable operating leases as follows:

	2017/18 £	2016/17 £
Property leases		
Not later than one year	<u>980</u>	<u>3,500</u>
Equipment leases		
Not later than one year	5,824	5,824
Later than one year and not later than five years	<u>7,280</u>	<u>13,104</u>
Total Equipment leases	<u><u>13,104</u></u>	<u><u>18,928</u></u>

15. Pension arrangements

Contributions to individual personal pension schemes and the company workplace pension scheme 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 £44,641 (2017: £28,483).

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

16. Restricted Funds - 17/18

Revenue	31 March 2017 £	Income £	Expenditure £	Transfers £	31 March 2018 £
One Suffolk	16,261	47,050	(53,791)		9,520
Volunteer Suffolk	3,982	-	(3,982)		-
Sports and Events Volunteering	13,231	15,315	(21,738)		6,808
This Community Can	-	23,005	(149)		22,856
Funding Portal	6,815	6,783	(13,598)		-
Talent Match	9,508	238,163	(242,456)		5,215
Building Better Opportunities development grant	944	-	(944)		-
Prohelp	-	39,907	(13,953)		25,954
Good Neighbours Scheme	-	39,645	(13,123)		26,522
Big Lottery Fund and ESF Building Better Opportunities Grant	13,032	452,077	(460,975)		4,134
Wheels to Work	26,612	6,425	(33,035)		2
Big Local Trust North Ipswich	31,695	104,323	(49,908)		86,110
New People's Health Trust	100,994	52,754	(77,467)		76,281
Transition Triangle	1,894	-	(1,620)		274
Rural Support	48,309	-	(15,001)	(33,308)	-
Youth Work Training Funds	46,681	1,950	(24,848)	(6,681)	17,102
Awards Funds	1,360	390	(678)		1,072
CYP Small Grants	37,838	-	-	(37,838)	-
Young Leadership	4,500	-	(22,302)	71,146	53,344
Ashlea Fund	40,345	-	(40,345)		-
Play Development	23,149	-	(23,149)		-
Our Place	4,168	-	(2,000)		2,168
Suffolk Information Partnership	1,755	1,501	(36)		3,220
Revenue	433,073	1,029,288	(1,115,098)	(6,681)	340,582
Brightspace	454,687	-	(15,130)		439,557
Kirkley Centre	81,157	-	(759)		80,398
Capital	535,844	-	(15,889)	-	519,955
Total	968,917	1,029,288	(1,130,987)	(6,681)	860,537

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

During the year a transfer of £33,308 was made from the Rural Support Fund to the Young Leadership Fund and a transfer of £37,838 was made from the CYP Small Grants Fund to the Young Leadership Fund with the agreement of the original funders.

During the year a transfer of £6,681 was made from the Youth Work Training Funds to unrestricted funds. This balance no longer had a restriction applying on it.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

16. Restricted Funds - 16/17

Revenue	1 April 2016 £	Income £	Expenditure £	Transfers £	31 March 2017 £
Framlingham Community Car	2,313	848	(3,161)	-	-
Kirkley Community Kitchen	-	6,926	(6,926)	-	-
One Suffolk	-	41,450	(25,189)	-	16,261
Volunteer Suffolk	-	17,020	(13,038)	-	3,982
Youth Offer Quality Assurance	12,647	-	(12,647)	-	-
Sports and Events Volunteering	33,495	16,766	(37,030)	-	13,231
Framlingham Furniture Project	11,222	12,130	(23,352)	-	-
Community Asset Research	34,070	-	(34,070)	-	-
Funding Portal	3,500	6,783	(3,468)	-	6,815
Talent Match	25,616	204,918	(221,026)	-	9,508
Building Better Opportunities development grant	-	50,006	(49,062)	-	944
Big Local Trust Grants	11,020	-	(11,020)	-	-
Big Lottery Fund and ESF Building Better Opportunities Grant	-	123,492	(110,460)	-	13,032
Smart Energy GB	-	4,200	(4,200)	-	-
Wheels to Work	59,627	11,694	(44,709)	-	26,612
Big Local Trust North Ipswich	54,091	43,909	(66,305)	-	31,695
New People's Health Trust	166,463	92,772	(158,241)	-	100,994
Dial A Ride	-	8,742	(8,742)	-	-
ESYPAG	456	-	(456)	-	-
VCS Grants	31,500	220	(31,720)	-	-
Transition Chantry	12	-	(12)	-	-
Transition Triangle	5,100	-	(3,206)	-	1,894
Rural Support	51,274	-	(2,965)	-	48,309
Children & Family Forum	8,405	-	(8,405)	-	-
Training Funds	9,628	54,997	(17,944)	-	46,681
Awards Funds	1,647	300	(587)	-	1,360
CYP Small Grants	96,203	-	(58,365)	-	37,838
Youth Engagement	-	4,500	-	-	4,500
Ashlea Fund	40,345	-	-	-	40,345
Play Development	23,149	-	-	-	23,149
Education and Employment	2,553	-	(2,553)	-	-
Our Place	5,168	-	(1,000)	-	4,168
Suffolk Information Partnership	-	1,800	(45)	-	1,755
			-		
Revenue	689,504	703,473	959,904	-	433,073
Brightspace	359,194	-	15,130	110,623	454,687
Kirkley Centre	81,916	-	759	-	81,157
Framlingham Furniture Project	4,725	-	4,725	-	-
Capital	445,835	-	20,614	110,623	535,844
Total	1,135,339	703,473	980,518	110,623	968,917

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

A detailed review of historic capital funding was undertaken in the period and as a result a transfer of £110,623 has been made between unrestricted funds and restricted capital funds for property assets on which a restriction continues to apply.

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

16. Restricted Funds (continued)

The restricted funds detailed on the preceding pages 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: Supporting Organisations, Volunteering and Voice. Further details of these activities are included in the Trustees' report.

17. Analysis of net assets between funds

	2017/18	2017/18	2017/18
	Unrestricted	Restricted	Total
	£	£	£
Group			
Tangible fixed assets	657,771	519,955	1,177,726
Net current assets	533,343	340,582	873,925
Total	<u>1,191,114</u>	<u>860,537</u>	<u>2,051,651</u>
Charity			
Tangible fixed assets	657,771	519,955	1,177,726
Net current assets	505,691	340,582	846,273
Total	<u>1,163,462</u>	<u>860,537</u>	<u>2,023,999</u>
	2016/17	2016/17	2016/17
	Unrestricted	Restricted	Total
	Restated		
	£	£	£
Group			
Tangible fixed assets	671,065	535,844	1,206,909
Net current assets	544,647	433,073	977,720
Total	<u>1,215,712</u>	<u>968,917</u>	<u>2,184,629</u>
Charity			
Tangible fixed assets	671,065	535,844	1,206,909
Net current assets	450,171	433,073	883,244
Total	<u>1,121,236</u>	<u>968,917</u>	<u>2,090,153</u>

COMMUNITY ACTION SUFFOLK
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2018

18. Financial assets and liabilities

	Group		Charity	
	2017/18	2016/17	2017/18	2016/17
	£	£	£	£
Financial assets that are debt instruments measured at amortised cost	<u>66,249</u>	<u>105,922</u>	<u>49,668</u>	<u>128,009</u>
Financial liabilities measured at amortised cost	<u>(186,747)</u>	<u>(310,420)</u>	<u>(103,849)</u>	<u>(126,940)</u>

Financial assets measured at amortised cost comprise trade debtors, prepayments and other debtors.
Financial liabilities measured at amortised cost comprise trade creditors, accruals and other creditors.

19. Related party transactions

In 2017/18 the following transactions took place between the charity and its wholly owned subsidiary companies:

	2017/18	2016/17
	£	Restated £
Donations to Charity	119,476	43,545
Cost recharges & fees from the charity to subsidiary companies	13,645	15,181
Software fees	1,605	3,852

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

	2017/18	2016/17
	£	Restated £
Business Services @ CAS Limited	(4,526)	(38,762)
IT Services at CAS Limited	1,051	464
Community Buying at CAS Limited	(1,866)	(3,183)
DBS at CAS Limited	30,301	3,653
Property Services at CAS Limited	-	(10)
	<u>24,960</u>	<u>(37,838)</u>

20. Government grants

Income from government grants comprises

	2017/18	2016/17
Grants supporting general charitable activities	420,291	477,578
Grants supporting specific activities	114,695	124,658