

REGISTERED COMPANY NUMBER: 02756650 (England and Wales)
REGISTERED CHARITY NUMBER: 1021086

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2018
FOR
THE CHARLOTTE STRAKER PROJECT

Robson Laidler Accountants Limited
Statutory Auditor
Fernwood House
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THE CHARLOTTE STRAKER PROJECT

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018**

	Page
Report of the Trustees	1 to 12
Report of the Independent Auditors	13 to 14
Statement of Financial Activities	15
Balance Sheet	16
Cash Flow Statement	17
Notes to the Cash Flow Statement	18
Notes to the Financial Statements	19 to 28
Detailed Statement of Financial Activities	29 to 30

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2018. The trustees have adopted the provisions of 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The objectives of the charity are "the relief and rehabilitation of aged or infirm persons resident in the local authority district of Tynedale or such other areas of the County of Northumberland as the charity shall from time to time determine (the 'area of benefit') as well as the relief and rehabilitation of aged or infirm persons resident elsewhere in the United Kingdom who have close relations resident in Tynedale and in particular, but without limiting the foregoing, by providing or assisting in the provision of sheltered accommodation, and of nursing and other facilities to alleviate the needs of such persons"

and "the advancement of the education of the public with respect to health, housing and welfare problems amongst persons in the area of benefit who are aged or infirm."

The principal areas of charitable activity relate to the provision of residential and nursing care to the residents of Charlotte Straker House along with the maintenance of accommodation in the form of bungalows/flats which provide independent living to the occupants. We have 31 rooms which are dually registered for residential or nursing care and 8 bungalows. The average age of our residents is 90. Care is given according to individual needs and we support those who lack funds by making a charitable contribution in certain situations enabling any shortfall in fees to be met.

We describe and promote our services to our local population via direct communication and articles in local papers, parish magazines and newsletters to supporters.

Our aims in 2017/18 include the provision of high quality nursing and residential care according to the individual's needs, supporting those financially who cannot afford our fees and the development and provision of a Community Respite Bed (CRB) service.

Specific objectives include the achievement of a CQC rating of Good, a Quality Weighted payment Scheme (QWPS) score of level 1 and an occupancy level of at least 96%. In addition we aimed to raise funds to meet the shortfall in fees to support residents which was predicted to be £60,000 and to fund our rolling programme of refurbishments within Charlotte Straker House.

To achieve these aims we provide good staffing levels with good quality leadership and a skilled workforce, paying careful attention to the assessment criteria and requirements of CQC and QWPS.

We reported on the outcome of our April 16 CQC inspection in last years report in which that we achieved a CQC rating of 'Good' across all areas with an overall rating of 'Good'. We have been making preparations for a further inspection due in 18/19. The QWPS scheme was withdrawn in Nov 17- see under Northumberland County Council Annual Inspection below.

A fundraising programme was implemented. The CRB appeal previously mounted to raise £120,000 in order to be able to set aside one room in the Graham Grant wing for three years for the provision of respite care to local people. This was very successful, raising the required amount in three months. This provision has been adopted as one of our core services as it has been so successful.

Our fundraising programme, which contained a range of elements, successfully covered the cost of a number of improvements within the House as well as the shortfall in fees for a number of residents of limited means.

More details are to be found in achievements and performance section below.

Public benefit

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. In particular, trustees consider how planned activities will contribute to the aims and objectives they have set.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

OBJECTIVES AND ACTIVITIES

Volunteers

Volunteers continue to help with the social activities of residents. These activities include accompanying residents to the monthly Memory Cafe at the Parish Hall, outings to tea or sightseeing trips. Within Charlotte Straker House seven volunteers in rotation take the mobile shop trolley around rooms once a week and the games afternoon occurs weekly supported by two or three volunteers.

Other activities include outside speakers, craft afternoons and bench level gardening sessions - the latter two supported by volunteers.

STRATEGIC REPORT

Achievement and performance

Review of activities

We strive to ensure that our residents receive the highest standard of care.

Please read below concerning the achievement of our specific objectives including achieving a CQC rating of Good, a QWPS score of level 1 and a high occupancy level as well as our fundraising to meet the shortfall in fees to support residents and to fund our rolling programme of refurbishments within Charlotte Straker House.

In 2017/18 occupancy remained high with an average of 97.45% for the year against a target of 96%. Overall staffing numbers remained high, retention excellent and recruitment of new staff straightforward. As a result our use of agency staff was once again minimal.

Our residents are predominantly frail and elderly with an average age of 90. The person centred care and daily activities provided by staff and volunteers both support and enhance the quality of the lives of our residents. Residents and their families in Tynedale and beyond can be reassured that the charity will provide a safe and supportive environment to enable residents to live as independent and satisfying lives as possible with due regard to their dignity. This was confirmed by the CQC. A variety of activities are provided both on and off site to support independent living. Families and previous carers are encouraged to integrate with the Charlotte Straker community demonstrating that when a loved one requires more hands on care their exposure to relatives and friends does not need to alter alongside this.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STRATEGIC REPORT

Achievement and performance

Fundraising approach

Charlotte Straker Project does not currently use a professional fundraiser. We regularly work in partnership with local businesses as their appointed Charity of the Year in order to promote the charity and fundraise for specific purposes. In future such arrangements will be the subject of written agreements as required by the Charities Act 2016.

As a result of the new requirements a Fundraising policy has been developed and approved by the trustees at the March 2017 Executive meeting. This policy is designed to incorporate requirements of Charities Act 2016 regarding fundraising and also to reflect best practice in the area. Trustees and those volunteers involved in fundraising activities are required to have read the policy.

All fundraising activities have trustee involvement to ensure compliance with this policy. No complaints have been received regarding our fundraising activities in 2017/18. We are acutely aware of our responsibility to protect vulnerable people and other members of the public from unreasonable behaviour in the course of, or in connection with, such activities. Oversight by trustees ensures good practice is undertaken ensures that this is the case.

Fundraising

We continue to actively fundraise to meet some of the needs of the organisation.

Our agreed objectives for 2017/18 included:

- funding of the rolling programme of improvements to rooms and communal areas of the home, providing an excellent standard of living,
- Meeting the predicted shortfall of £60,000,
- Funding the continuation of the Community Respite bed service.
- Providing an enhanced communication system with improved WIFI to benefit the residents
- Improved outside facilities including chairs, tables and parasols
- Purchasing new mattresses for resident beds which were desperately required for the home

To achieve these objectives we undertook a successful Summer Fête in early June, Golf Day at Matten Hall in mid-July and Tynedale Gift Fair at Matten Hall on 30 Oct and 1st Nov. A Christmas dinner dance was held which was well supported by the local community. A Fashion Show held afternoon and evening in March supported by Corbridge Traders. Both the Christmas Dinner Dance and Fashion Show were jointly undertaken with the Corbridge Youth Initiative CIO (charity No 1154200) under our arrangements for joint working contained in a Memorandum of Understanding entered into between the two charities. Brocksbushes Farm supported us as charity of the year and encouraged us to hold book stalls and carry out collections on behalf of CSP. This money is invested into CSP for the benefit of our residents. The 'Crafty women' who are a critical support of CSP worked long hours designing and making new crafts to sell to raise money for the organisation, some amazing work indeed.

The residents, also keen to raise money to assist, held a Macmillan coffee morning and through their activities made articles to sell. We could not manage to organize the number of fundraising events we currently do without the support of the 22 volunteers who give up their own time to assist and who also support the residents with the activities and trips out.

Community Respite Bed (CRB) Appeal and Service

In September 2016 we launched a Fundraising Appeal to raise money for a new respite care bed service. The response from the local community and grant giving bodies was tremendous. We raised £120,000 in just over 3 months. We set aside one fully equipped room in the Graham Grant wing for the service which started in January 2017. This service has proved very popular being in demand by hard pressed carers and families, meeting an unmet need in our community. The money raised and that still being received will fund the service for 3 years. We will evaluate the service to determine whether it should continue beyond that time. As stated earlier Trustees have now determined that this is now a core service.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STRATEGIC REPORT

Achievement and performance

Fundraising approach

Charity of the year

In January 2017 we were appointed Brocksbushes Farm Shop (Corbridge) charity of the year. This allowed us to run a stall and undertake a bucket collection on certain Saturdays of the year.

Celebrations

During the year plans were made for a number of celebrations for the centenary of the Charlotte Straker as a facility caring for local people occurring after the year end. The events which have taken place since the year end or are shortly to take place are:

- 10th June a Garden party will be held for residents, staff, Trustees and keen supporters from our local community
- 22nd August, on the actual date 100 years on, Charlotte Straker Cottage Hospital will celebrate its birthday unveiling a Wall-Hanging, produced by 'The Crafty Ladies' of Corbridge, depicting the story of CSP through the years. Lady Allendale has been invited to do the honors and residents, relatives, staff and the ladies involved will join us for a celebratory tea.
- 20th September a Centenary Dinner will be held using Corbridge Cricket Club as a venue supporting our local services.
- A tree of lights will be held in December as part of our yearly carol service, this will allow friends and relatives an opportunity to remember those who stayed in CSP and passed away over the previous 100 years by buying a named bauble.

Legacies & Donations

We are very grateful for the generosity and support of individual donors and companies' and during 2017/18 we benefitted from the following receipts:-

Donations £56,282
Legacies £155,555
Grants £77,820

This enabled CSP to meet its fundraising objectives for the year.

Roland Cookson Fund at the Community Foundation Tyne & Wear and Northumberland

Our collaboration with the Community Foundation Tyne & Wear and Northumberland continued in 2017/18. This enabled us to receive their support via the Roland Cookson Fund. Roland Cookson was an important local industrialist who lived in Corbridge and who supported many good causes in the North East. The continued funding agreement ensures that we receive a quarterly grant which assists us in achieving our charitable aims. As part of the funding agreement we report regularly to the Community Foundation on the use of the grants. Thus far grants have contributed to offset the shortfall in residents' fees and supported the new CRB service as well as a number of other smaller projects.

Shortfall in fees

As mentioned above each year we aim to provide a charitable contribution to a number of our residents who have a shortfall in their fees due to lack of personal means. This year (2017/18) this amounted to £49,789. This money was provided by the grant funding from the Community Foundation (see above).

Public Relations

Sally Urwin our public relations and marketing adviser has made a significant difference by facilitating an updated website, ensuring that our fundraising events have maximum publicity, and ensuring the local community are aware of our activities via social media, newspaper and newsletter articles.

Sally has also supported our charity with other functions assisting with the organizing of events and hugely raising our profile. The PR manager manages the database for all fundraising contacts.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STRATEGIC REPORT

Achievement and performance

CQC inspection

Our last CQC Inspection Report was published on 19th June 2016 following the Inspection 6th and 7th April 2016. The inspectors focused on 5 key questions (safe, effective, caring, responsive and well led). An overall rating of Good was achieved. The Inspection Report reflected the hard work and dedication of the staff team, managers, volunteers and trustees in providing the highest standards of care and services for our residents. We are expecting our next CQC unannounced inspection to take place during 2018.

Northumberland County Council Annual Inspection

Our last Monitoring Visit took place in July 2016 as part of the Quality Weighted Payments Scheme (QWPS). Band 1 was achieved (a score of 127/130 points).

During 2016 Northumberland County Council reviewed contractual arrangements in consultation with Care North East Northumberland (CNEN). We are a member of CNEN. A new contract was signed with Northumberland County Council in November 2017 which means the QWPS monitoring process no longer takes place. A new unannounced monitoring process has been introduced based on the CQC outcomes (safe, effective, caring, responsive, well-led). We are expecting a monitoring visit to take place during 2018.

The Building

As part of the Management Agreement we have with Home Group, the charity is responsible for items that are not integral to the building, e.g. furniture, decoration and some equipment. Home Group is responsible for the fabric of the building, electrical supply, heating, water, sanitation and lifts. Charlotte Straker trustees and staff take good care of those areas under our responsibility by regular inspections, followed by maintenance, refurbishment or replacement as applicable.

The lift between the ground floor and first floor which was replaced by Home Group in March of 2017 has been a great asset to the building and functionality of the staff team. We have upgraded the upstairs lounge, improved the flooring along the upstairs corridor. Many safety features have been added including key pads, improved fire doors.

Externally the gardens have been improved, external lighting has been fitted as a safety feature and improved paving to assist with mobility issues. We have encouraged parking only in identified bays to improve access and egress.

Financial review

Financial position

With sound financial management and the continued support of our local community and staff the charity recorded a surplus of £143,882, this figure is stated after accounting for an unrealised gain on investments of £2,172. In the final half of 2016 we entered in to our financial agreement with the Community Foundation Tyne & Wear and Northumberland in which the charity receives quarterly grants towards our work. These grants are unrestricted and support the general running costs of the charity.

Principal funding sources

Our principal income is derived from accommodation fees from the 31 rooms and 8 bungalow which make up the Charlotte Straker project. Additional income is derived from our own fundraising activities together with grants from various charities and trusts. We also have a small number of contracts with the Local Authority through supported housing together with the local health authority to deliver continuing health care.

Investment policy and objectives

The investment amount shown on the balance sheet £195,201 is with the Charities Aid Foundation in a cautious fund which is reviewed monthly along with the management accounts and reported to the finance committee and main board. This investment represents the amount that the trustees feel is prudent to place longer term. The balances held on deposit are split between easy access interest bearing accounts with a realistic cash flow held for day to day management of the charity.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STRATEGIC REPORT

Financial review

Reserves policy

The Trustees have resolved to hold money equivalent to 6 months operating costs in the event that we have to wind down and cease operations. We are also mindful here of funding issues in the Health Economy and the restraints on budgets evidenced in recent times.

The Trustees regularly review the Reserves required and reaffirmed the figure of £600k for 2017/18.

As can be seen from the financial sections of this Report investments and cash held at the year-end were sufficient to meet our target for Reserves, with a balance after allowing for current liabilities and restricted funds being held to meet planned expenditure on Charlotte Straker House.

Going concern

At the end of the financial year and after taking appropriate action, the trustees consider that the charity has adequate resources to enable it to continue in operational existence for the foreseeable future. For this reason the charity continues to adopt the going concern basis in preparing the financial statements.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STRATEGIC REPORT

Future developments

A successful away day for Trustees and senior staff was held on 10th May 2017, to discuss achievements, challenges, future developments and plans. Progress in each area discussed is described below and in other sections of this report.

New Building

Concerning the possibility of building a new Charlotte Straker, members of the SDC reviewed possible site options and have made enquires of planners. Progress was reported to the July 17 Executive Committee.

Development of CS House

Concerning the development of the existing building an initial assessment took place in July 2017 and a range of options were listed. Smith Marston revised the plans for the conversion of the remaining flat as well as 1st floor ramp by the upstairs lounge. Smith Marston 2nd set of plans for development of the east wing of Charlotte Straker House were presented at September Exec.

Nursing/Residential Client Referrals

In view of concerns about the low numbers of nursing residents being referred senior managers were given the flexibility to admit according to need regardless of designation (nursing/residential). This policy was felt to assist in maintaining a high occupancy in view of the low nursing referrals and the reluctance of NCC to reclassify residential clients whose needs had increased.

Evaluation of Community Respite Bed service showed a high occupancy level (85.7% from 1.1.17) and much informal positive feedback to staff and trustees. A number of clients with mild/moderate cognitive impairment were admitted; of these a small number subsequently experienced significant behavioural problems. As a result, and given the fact that CS House is an open environment internally, we have adjusted our admission criteria to try to avoid such episodes.

A further strategic planning event is planned for 8th May 2018 at Matfen Hall to be attended by trustees, the senior management team and supported by Sintons Solicitors our legal advisors.

Aim: To develop a strategy for CSP for the next 5 years with the following objectives:

- To reflect where we have got to as an organisation
- Review our current challenges including our aspiration for the new East Wing; there is a need to innovate & plan for the future

CSP is keen to increase the rooms capacity within its current footprint as we are conscious of the constant waiting list for support and feel that there is more that the organisation can do to assist the community.

We also are keen to explore additional services such as domiciliary care, provision of meals, laundry facilities to the local older population. Community support is one of sparse commodity and therefore anything that the project can do to provide this is welcomed.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

In the event of the charity being wound up, the individual liability of every member of the charity shall not exceed £1.

Charity constitution

The Charlotte Straker Project is a charitable company limited by guarantee, registered at Companies House, incorporated on 16 October 1992 and registered as a charity on 17 May 1993. The objects and powers of the charity are as set out in the Articles of Association.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

The directors of the Charlotte Straker Project are also the charity trustees. They are known as the Executive Committee. Each year at the AGM a number of the longest serving members retire, by rotation, and being eligible and assuming willingness, may offer themselves for re election. A term of office is recommended as 9 years however if Trustees are willing to continue and have valuable skills they will be re-elected.

Taking into consideration the nature of the work that Charlotte Straker Project undertakes, the Executive Committee seek to ensure that the needs of the sector of the community that it serves are appropriately reflected through the diversity of the trustee body and that collectively the trustees have the skills required to enable the charity to operate effectively. The method of appointment of trustees was updated in 2012 and is now as set out below.

From January 1st 2018 a new chair and vice chair were appointed who will carry out the role for the next 3 years. They are Berenice Groves and Lesley Thirlwell, details regarding their background can be found on the website. Bill Cunningham retiring chair and Anna Blackett retiring vice chair must be thanked for the substantial contributions to the project and they have both agreed to continue to serve as Trustees.

Trustees come from very diverse backgrounds and therefore have a number of skills to offer CSP. These include medical, clinical, legal, financial, property and managerial. There are specific skills in safeguarding and care provision and therefore excellent representation on the Executive Committee.

We are sad to report the death of Mr Ash Winter OBE who passed away March 2018. We have lost the services of a valued Trustee, we would like to record our thanks for his services to the project.

It is also important to mention the sad loss of Hon Matthew Beaumont a great friend to Charlotte Straker Project who died December 17, he was a member of the original fundraising committee who did so much to raise money for the organisation. One opportunity he gave us access to was the Bywell Equestrian Event which over the years raised us over £50,000.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Executive Committee (the board of trustees) meets every other month. These meetings include the Registered Manager, to whom day to day responsibility for delivery of care and the running of the care home facility is delegated. This responsibility includes managing the appropriate budgetary areas set out by the Treasurer and Chair. The delegation does not include overall financial and strategic responsibilities of the organisation, this is managed by the Treasurer (with oversight from the Chair) through the Finance and Governance Committee, which reports to the Executive Board. The manager is a member of this Committee. The manager does not have voting rights.

There is a :

- Chair
- Vice Chair
- Treasurer
- Company Secretary

There are five main committees:

- Finance and Governance (F&GC)
- Quality (QC)
- Strategic Development (SDC)
- Fundraising (FR)
- Nominations (NC)

The F&GC and SDC meet quarterly with reports being considered at the following Executive Committee meeting. The QC meets on alternate months in line with the Executive Committee meeting.

In addition we have the following sub-committee:

- Marketing (reporting to the SDC)

Task and finish groups are arranged as required.

Clinical Governance matters are discussed with the appropriate members of the Executive Committee. Such matters are also discussed at the QC and through a monthly managers meeting between the registered manager, deputy manager, Chair and Vice Chair.

Induction and training of new trustees

The current trustees are familiar with the practical work of the Charlotte Straker Project.

We reviewed and updated our Induction and Training for new trustees in 2016. Any prospective appointment of a trustee is discussed at a nominations committee and then presented to the Executive Committee before an approach is made. If the proposal is agreed the Chair meets with the potential new trustee, to discuss the work of the charity and the role of a trustee. An 'Introductory Pack' of information is provided and he/she is invited to attend the following Executive Committee meeting as an observer and introduce themselves to the Board of trustees.

Following that meeting the trustees will discuss the appointment once more and if agreed as suitable and, subject to all necessary checks being completed, the person will be invited to become a trustee. New trustees attend induction training sessions run by the Chair and others which cover the obligations of trustees, the main documents which set out the operational framework for the charity, the current financial position and the latest accounts, management accounts and future plans and objectives.

In this year three trustees attended training on Fundraising Practice and one trustee attended training on charity trustee responsibilities and they report on issues relevant to the Charity to the other trustees. A programme is being developed to identify any additional trustee training requirements and how to meet them.

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STRUCTURE, GOVERNANCE AND MANAGEMENT

Key management remuneration

The trustees are responsible for defining the charity's senior management pay policy and deciding on the salary of the Registered Manager. The board delegates this responsibility to the Finance and Governance Committee. The Registered Manager has the key operational leadership role in the charity. Nationally there is a dearth of good managers who are prepared to manage Care Homes. It is important to assure quality of care that we are able to both recruit and retain the right person.

Senior management team

Marilyn Hunter continues to be our Registered Manager with responsibility for the whole charity and Iwona Proszowska, RN is our Deputy Manager. It is important that it is recognised how privileged CSP is in having such a dedicated and capable team of managers working in the organisation. They have through their work supported CSP in its development and improved our service substantially.

Care North East Northumberland

The CSP is a member of a trade organisation which looks at the terms and conditions of the contractual arrangements with Northumberland County Council (NCC). Care North East. We continue our membership and support to this organisation to ensure data protected.

General Data Protection

We commenced working towards compliance during the year 2017/18

Staff and training

We employ 11 Registered Nurses and 23 permanent members in our care team, of which 4 hold NVQ level 2 in Social Care or the equivalent and 15 hold NVQ level 3 qualification. We have a comprehensive Training Plan which is electronically maintained. A high percentage of our staff have completed NCFE Level 2 Certificate in the Principles of Dementia Care. In addition we ensure that the increasing number of subjects which are part of mandatory training for all staff are well covered e.g. Fire Safety, Moving and Handling, Infection Control, Equality and Diversity, Safeguarding and Whistleblowing, Dementia Awareness, End of Life Awareness, Health and Safety Awareness, Basic Food Hygiene and Nutrition. Registered Nurses, Senior Carers and some Care Assistants have completed Medication Training. Registered Nurses are designated as Emergency First Aid Appointed Persons and attend Refresher Training every 3 years. The Registered Manager has undertaken management training up to post-graduate level 7, and Deputy Manager has level 5 management qualifications. The Registered Manager and Deputy Manager attend relevant training courses and conferences. Our Head Cook has a Diploma in Human Nutrition Skills and our Cook has successfully completed an Intermediate Level Apprenticeship in Professional Cookery.

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees continue to review the business risks and have an active and systematic risk management strategy. This involves identifying the types of risks the charity faces, prioritising them in terms of impact and likelihood of occurrence and trying to identify means of mitigation. We have tried to review the business risks that might face us at any given time and adopt a strategy to mitigate these as much as possible. Our risk register is reviewed at each Executive meeting.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02756650 (England and Wales)

Registered Charity number

1021086

Registered office

Charlotte Straker House
Cookson Close.
Corbridge
Northumberland.
NE45 5HB

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

Ms B Groves	Chair	
Ms L Woodcock	Vice Chair	
G Parfitt	Treasurer	- appointed 16.5.18
Dr W F Cunningham	Chair until December 2017	
Lady A M Blackett	Vice Chair until December 2017	
D Johnson	Treasurer until resignation	- resigned 1.5.18
P Wood		
R A Dixon		
N E Braithwaite		
G M Black		
Ms M E A Jones		
M F Pottage		
Ms M A Wagstaff		
A J G Winter		- deceased 30.3.18

Company Secretary

N E Braithwaite

Senior Statutory Auditor

Michael Moran BA FCA

Auditors

Robson Laidler Accountants Limited
Statutory Auditor
Fernwood House
Fernwood Road
Jesmond
Newcastle upon Tyne
Tyne and Wear
NE2 1TJ

Solicitors

Sintons Law Solicitors
The Cube
Barrack Road
Newcastle upon TYne
NE4 6DB

THE CHARLOTTE STRAKER PROJECT

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2018

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also the directors of The Charlotte Straker Project for the purposes of company law) are responsible for preparing the Report of the Trustees 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 which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

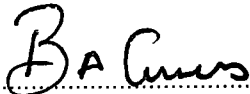
In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

AUDITORS

The auditors, Robson Laidler Accountants Limited, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Report of the trustees, incorporating a strategic report, approved by order of the board of trustees, as the company directors, on 19th Sept 18 and signed on the board's behalf by:



Ms B Groves - Trustee

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHARLOTTE STRAKER PROJECT

Opinion

We have audited the financial statements of The Charlotte Straker Project (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement 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 (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, 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.

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 Auditors responsibilities for the audit of the financial statements section of our report. We are independent of the 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 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 annual report, other than the financial statements and our Report of the Independent Auditors thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

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, 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.

Opinion 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF THE CHARLOTTE STRAKER PROJECT

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 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the Statement of Trustees Responsibilities, 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 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 charitable company or to cease operations, or have no realistic alternative but to do so.

Our 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 a Report of the Independent Auditors 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 Report of the Independent Auditors.

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. 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 auditors' 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, for our audit work, for this report, or for the opinions we have formed.



Michael Moran BA FCA (Senior Statutory Auditor)
for and on behalf of Robson Laidler Accountants Limited
Statutory Auditor
Fernwood House
Fernwood Road
Jesmond
Newcastle upon Tyne
Tyne and Wear
NE2 1TJ

Date: 19 September 2018

THE CHARLOTTE STRAKER PROJECT

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2018

	Notes	Unrestricted funds £	Restricted funds £	Endowment fund £	2018 Total funds £	2017 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	2	287,253	3,040	-	290,293	260,640
Charitable activities	5					
Residential and nursing		1,088,727	-	-	1,088,727	1,083,733
Other trading activities	3	46,688	-	-	46,688	43,364
Investment income	4	1,841	-	-	1,841	2,255
Total		1,424,509	3,040	-	1,427,549	1,389,992
EXPENDITURE ON						
Raising funds	6	22,463	500	-	22,963	13,052
Charitable activities	7					
Residential and nursing		1,262,876	-	-	1,262,876	1,205,434
Total		1,285,339	500	-	1,285,839	1,218,486
Net gains/(losses) on investments		2,093	-	79	2,172	28,265
NET INCOME		141,263	2,540	79	143,882	199,771
Transfers between funds	18	36,561	(36,561)	-	-	-
Net movement in funds		177,824	(34,021)	79	143,882	199,771
RECONCILIATION OF FUNDS						
Total funds brought forward		1,061,605	68,791	5,492	1,135,888	936,117
TOTAL FUNDS CARRIED FORWARD		1,239,429	34,770	5,571	1,279,770	1,135,888

The notes form part of these financial statements

THE CHARLOTTE STRAKER PROJECT

BALANCE SHEET
AT 31 MARCH 2018

	Notes	Unrestricted funds £	Restricted funds £	Endowment fund £	2018 Total funds £	2017 Total funds £
FIXED ASSETS						
Tangible assets	12	204,170	-	-	204,170	231,198
Investments	13	195,201	-	-	195,201	193,029
		399,371	-	-	399,371	424,227
CURRENT ASSETS						
Debtors	14	167,086	-	-	167,086	83,247
Investments	15	105,654	-	-	105,654	85,610
Cash at bank and in hand		633,990	34,770	5,571	674,331	582,865
		906,730	34,770	5,571	947,071	751,722
CREDITORS						
Amounts falling due within one year	16	(66,672)	-	-	(66,672)	(40,061)
NET CURRENT ASSETS		840,058	34,770	5,571	880,399	711,661
TOTAL ASSETS LESS CURRENT LIABILITIES		1,239,429	34,770	5,571	1,279,770	1,135,888
NET ASSETS		1,239,429	34,770	5,571	1,279,770	1,135,888
FUNDS						
Unrestricted funds	18				1,239,429	1,061,605
Restricted funds			34,770		34,770	68,791
Endowment funds				5,571	5,571	5,492
TOTAL FUNDS					1,279,770	1,135,888

The financial statements were approved by the Board of Trustees on 19th Sept 2018 and were signed on its behalf by:


Ms B Groves -Trustee


G Parfitt -Trustee

The notes form part of these financial statements

THE CHARLOTTE STRAKER PROJECT

**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2018**

	Notes	2018 £	2017 £
Cash flows from operating activities:			
Cash generated from operations	1	<u>118,130</u>	<u>196,816</u>
Net cash provided by (used in) operating activities		<u>118,130</u>	<u>196,816</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		<u>(28,505)</u>	<u>(11,564)</u>
Interest received		<u>1,841</u>	<u>2,255</u>
Net cash provided by (used in) investing activities		<u>(26,664)</u>	<u>(9,309)</u>
Change in cash and cash equivalents in the reporting period		<u>91,466</u>	<u>187,507</u>
Cash and cash equivalents at the beginning of the reporting period		<u>582,865</u>	<u>395,358</u>
Cash and cash equivalents at the end of the reporting period		<u><u>674,331</u></u>	<u><u>582,865</u></u>

The notes form part of these financial statements

THE CHARLOTTE STRAKER PROJECT

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2018

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2018	2017
	£	£
Net income for the reporting period (as per the statement of financial activities)	143,882	199,771
Adjustments for:		
Depreciation charges	52,714	51,681
Gain on investments	(2,172)	(28,265)
Loss on disposal of fixed assets	2,819	-
Interest received	(1,841)	(2,255)
Movement on current asset investment	(20,044)	(45,090)
(Increase)/decrease in debtors	(83,839)	53,822
Increase/(decrease) in creditors	26,611	(32,848)
	<hr/>	<hr/>
Net cash provided by (used in) operating activities	118,130	196,816
	<hr/> <hr/>	<hr/> <hr/>

THE CHARLOTTE STRAKER PROJECT

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value, as modified by the revaluation of certain assets.

Company status

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

Critical accounting judgements and key sources of estimation uncertainty

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

The charity makes estimates and assumptions concerning the future of the charity and by definition the actual results are often different to these estimates. There are no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amount of assets or liabilities within the foreseeable future.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- Straight line over 10 years
Fixtures and fittings	- at varying rates on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

THE CHARLOTTE STRAKER PROJECT

NOTES TO THE FINANCIAL STATEMENTS - CONTINUED FOR THE YEAR ENDED 31 MARCH 2018

1. ACCOUNTING POLICIES - continued

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Endowment funds are assets which must be held by the charity, principally investments, the income arising from which can be used in accordance with the objectives of the charity and is included as unrestricted income. Any capital gains or losses arising on the investments, form part of the fund. Investment management charges and legal advice relating to the funds are charged against the fund.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

2. DONATIONS AND LEGACIES

	2018	2017
	£	£
Donations	56,283	56,395
Legacies	155,555	150,387
Grants	78,455	53,858
	<u>290,293</u>	<u>260,640</u>

Grants received, included in the above, are as follows:

	2018	2017
	£	£
Community Foundation	56,003	51,858
Sustainable Furniture Fund	2,540	-
Rowbotham Charitable Trust	500	-
William Webster	-	2,000
Other grants	19,412	-
	<u>78,455</u>	<u>53,858</u>

3. OTHER TRADING ACTIVITIES

	2018	2017
	£	£
Fundraising events	40,732	43,364
Other income	5,956	-
	<u>46,688</u>	<u>43,364</u>

