REGISTERED COMPANY NUMBER: 02052675 (England and Wales)
REGISTERED CHARITY NUMBER: 1083202

# Report of the Trustees and Unaudited Financial Statements for the Year Ended 31 March 2019 for Cae Post Limited

Morgan Griffiths LLP Chartered Accountants Cross Chambers 9 High Street Newtown Powys SY16 2NY

## Cae Post Limited Contents of the Financial Statements for the Year Ended 31 March 2019

	Page
Reference and Administrative Details	1
Report of the Trustees	2 to 5
Statement of Financial Activities	6
Balance Sheet	7 to 8
Notes to the Financial Statements	9 to 16

### Cae Post Limited Reference and Administrative Details for the Year Ended 31 March 2019

**TRUSTEES** J Harrington

Mrs J A Hawcroft Mrs S T Morley Mrs G M Foulkes

REGISTERED OFFICE Pen Dinas

Llanidloes Road Newtown Powys SY16 4HX

**REGISTERED COMPANY NUMBER** 02052675 (England and Wales)

**REGISTERED CHARITY NUMBER** 1083202

BANKERS HSBC Bank Plc

The Cross 1 Broad Street Newtown Powys SY16 2LX

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 2019. 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).

This report will reflect the major change of circumstances within the organisation during this period viz that Cae Post had effectively ceased trading as a recycling business, that it was no longer supporting people with additional support needs, had made all of its staff redundant and had vacated its premises in Trewern by the beginning of the period covered by the report.

### OBJECTIVES AND ACTIVITIES Objectives and aims

The objects of the charity are to:

- Provide meaningful work experience and training opportunities, to enhance the quality of life and employment prospects of people disadvantaged in the job market especially those with a learning disability.
- To promote and implement schemes to protect the environment, including the recycling and reprocessing of plastic and other household waste destined for landfill.

As we had now lost our links with the major referring agency viz Powys Social Services, making any progress on the first was extremely difficult. Our approach during the period was to look at activities relating to the second aim which would enable us to make some progress on the first.

The Trustees have taken note of the Charity Commission's general guidance on public benefit when reviewing aims and objectives and in planning our future strategy. Any future activities need to be tested against the charity's aims and objectives, to ensure they can contribute sustainably to those social and environmental objectives.

#### **ACHIEVEMENT AND PERFORMANCE**

In January 2019, the trustees held a review meeting organised for us by Resources for Change based in Welshpool. The facilitator Helen Fairweather knew something of our history and had been briefed on recent developments. The purpose of this meeting was to look at our present situation, decide how we might use the knowledge and experience we had acquired over the last years and working under our aims and objects with the funds still available to us best serve our community.

One idea that came from this meeting was that Cae Post could have a role in coordinating and disseminating information about environmental initiatives in our region and linked to this to offer speakers and resources to spread the word more widely. This idea has now been developed further and at present is being looked at in association with a climate change group based in Newtown but with a mid-Wales remit. We also talked more generally about possible cooperation with other projects with overlapping objectives.

In general terms there was the realisation that the closing down of the Cae Post operation after thirty years, the making staff redundant and saying farewell to our supported volunteers many whom had been with us since the project began, had been demanding and at times upsetting.

In addition, it should be mentioned that all Cae Post's present trustees are now of retirement age.

#### **FINANCIAL REVIEW**

Cae Post entered this period with free reserves of £181,974 and finished with £176,724.

#### FINANCIAL REVIEW

As had been the case for a number of years before, we had loaned The Robert Owen Community Bank ROCBF £50,000. This loan came up for renewal during the year and the board agreed to renewal. In October 2018, we received a request from Cwm Harry Land Trust for a loan of £50,000 again for a larger project with EU funding behind it. This was for a part purchase of land as part of an ambitious biomass recycling initiative in north Wales. The board were given a presentation on the use of the funds and the project referred to and after some deliberation it was decided that as there was at this time no call on Cae Post funds for our own activities, this was a better use of financial assets for community benefit. and with an interest rate superior to that of our bank HSBC. A loan agreement document was later drawn up and signed before proceeding.

There was little expenditure during the period other than board expenses and the cost of keeping our van on the road. However near the end of the period covered by this report,28th March, Cae Post was the victim of a telephone scam that resulted in £48,000 being stolen from its accounts. After this, we notified our accountant, and a report was sent to the Charity Commissioners. A number of meetings were held with the branch of HSBC in Newtown as we sought information on progress with the investigation. At the time of our last meeting with them in September 2019, £29,210 had been recovered. We are now waiting to hear from the bank about the chances of recovering the remainder before deciding on the next steps.

#### **FUTURE PLANS**

As previously referred to, we have had some assistance from Cwm Harry Land Trust and we were invited to look at possible collaboration with them on the SkillShop project already mentioned. This project moved forward during the year and now has a ten year lease on premises with buildings and staff in place. The Cae Post board decided against any formal link but have agreed to let our one remaining vehicle, a VW Van be used by the project. Also, one project within this scheme, called Precious Plastics (see Https://PreciousPlastic.com) has been given priority by the Skillshop board. Essentially, this is about small scale plastic re-use, turning waste plastic into new products on a small scale. Two of our trustees have agreed to sit on the working group of this project.

One reason for our interest in the SkillShop project is a possible link up with the Further Education college adjacent. (It is they who have granted the ten year lease.) Some courses run there are for young people who have additional support needs. We have had early talks with the head tutor about possible links

### STRUCTURE, GOVERNANCE AND MANAGEMENT Governing document

The charity is a charitable company limited by guarantee and therefore has no share capital. It is governed by a Memorandum and Articles of Association.

#### Recruitment and appointment of new trustees

Each director of the company is also a trustee of the charity, and there are no other trustees. All of the trustees named on page 1 served throughout the year, unless appointed or resigned as shown. Trustees are appointed at the Annual General Meeting in accordance with the Memorandum and Articles of Association and the board has the power to appoint additional trustees as it considers fit to do so. Chair and vice chair are elected and appointed at the next meeting after the AGM. During this period John Harrington remained as chair and Susan Morley as vice chair.

The Cae Post board of trustees are composed of people with years of experience in a range of backgrounds. They have been employed in management roles, in commercial or voluntary organisations. Their experience encompasses the following sectors: adult and higher education, advice to small and medium sized businesses (SMEs), business and financial management, community enterprise development, international development and environment studies, voluntary and community support and training in the UK and abroad.

Trustees support continuous learning which improves the capacity of the Board to govern effectively. Sharing our knowledge more widely with partners and in the community means that Cae Post is a prominent member of the 'third' sector in Powys. Cae Post trustees and staff participate in events in Powys and beyond to promote Cae Post. This can have the potential of attracting new board members, and informs the wider community and public of Cae Post's activities that are undertaken under Cae Post's aims.

### STRUCTURE, GOVERNANCE AND MANAGEMENT Governance

Trustees are responsible for the strategic direction and policy of the charity. At the end of this reporting period there were four Trustees as referred to above.

The four existing trustees named on page 1 and one co-opted member agreed to remain as trustees. A certain amount of "tidying up" was needed in the period and with no paid staff, this work was taken on by individual trustees. When the Trade Waste operation closed at the end of March 2018, there were still a large number of invoices outstanding. Trustees agreed to divide these up and write to customers explaining the circumstances and asking for late payment. A large proportion of the outstanding amounts were thus recovered.

In addition, Cae Post still had significant reserves and the proper use of these funds was a major aspect of the trustees deliberations during the year. This will be discussed in more detail under the heading of Strategic Planning and Financial Review.

The trustees agreed to meet regularly, usually monthly over the period. Meetings were held at a trustee's home in Welshpool. One trustee, agreed to take over as treasurer. We had previously been given storage space for our documents by Cwm Harry Land Trust in Newtown. They also provided us with a registered office address. We have retained the services of Morgan Griffiths, previously our auditor, during this period.

#### Induction and training of new trustees

The familiarisation of new trustees with the charity takes the form of providing information on:

- The legal obligations of Trustees of a UK Charity
- The operational framework of the charity, its aims and Memorandum and Articles
- Resourcing of the charity's activities and the current financial position
- The context of its work and future plans.

The current trustees are available to explain the background and current activities of Cae Post to any enquirer, and in addition informative tours of the facilities at Trewern can be arranged. Potential trustees are given a copy of the most recent company documents, a brief history of the charity, along with publicity materials (which includes leaflets to customers, Cae Post newsletters and links to the website at www.caepost.co.uk). Copies of the relevant publications from the Charity Commission and Companies House on the essential roles of trustees and company directors are provided.

Trustees of all charities must now report how their activities provide public benefit under the Charities Act 2006, and trustees of Cae Post are well aware of such requirements. Potential trustees can 'shadow' the Board by attending Board meetings for a period, at the same time as they peruse the relevant Charity Commission publications. Board members and the General Manager are ready to answer queries on governance, practical or operational matters.

The charity is a member of the local council for voluntary service in Powys, PAVO, as well as the national umbrella organisation for the third sector in Wales, WCVA, both of which provide general signposting and support for voluntary, community groups, and emerging social enterprises. In addition, we have also joined Social Business UK(!). Cae Post, one of the longest established of such enterprises in Powys, can demonstrate to other local charity trustees how this form of business can provide effective services even in the most rural parts of the area.

### STRUCTURE, GOVERNANCE AND MANAGEMENT Related parties

As mentioned, Cwm Harry Land Trust had offered some support during the closing down operation. They themselves were now involved in developing a new project in the Newtown area called "Skillshop" an E.U. an funded initiative. We have looked at possible areas of collaboration with them during this period. Others involved in this have been a food cooperative-"Cultivate" and a furniture recycling project in the area "Phoenix Furniture". We have retained our links with "Ethos" who carried out a review of the "Skillshop" project as well as meeting to discuss other possibilities.

We remained a founding member of the Mid Wales Social Coop and their meetings were attended. We agreed with Cwm Harry to be named partner to a bid to the Waitrose Million Pound Fund to develop new approaches to plastic recycling. (Not successful.) A trustee attended the official opening of an upcycling project in Pembrokeshire called "The Green Shed"- this a collaboration on re-use and recycling between the local authority and community sector which also had employment for those disadvantaged in the labour market as a key aim.

#### Risk management

The major risks, to which the charity is exposed, as identified by the trustees, have been reviewed and systems have been established to mitigate against those risks. It is recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

Approved by order of the board of trustees on 20 December 2019 and signed on its behalf by:

J Harrington - Trustee

### **Cae Post Limited Statement of Financial Activities** (Incorporating an Income and Expenditure Account) for the Year Ended 31 March 2019

		<del></del>		31.3.19	31.3.18
	Uı	nrestricted	Restricted	Total	Total
		funds	funds	funds	funds
	Notes	£	£	£	£
INCOME AND ENDOWMENTS FROM					
Donations and legacies	2	_	-	-	2,064
Charitable activities	_				_,,,,
Recycling		100	<u>-</u>	100	302,973
Work experience and social inclusion		-	_	-	24,066
Investment income	3	1,109	_	1,109	588
Other income	3	200	_	200	13,578
Total		1,409	<del></del>	1,409	343,269
EXPENDITURE ON		1,100		1,100	010,200
Charitable activities	4				
Recycling	•	9,198	_	9,198	648,575
Work experience and social inclusion		3,130	_	5,155	43,851
Total		9,198	<del></del> _	9,198	692,426
			<u>-</u> _		
NET INCOME/(EXPENDITURE) RECONCILIATION OF FUNDS		(7,789)	-	(7,789)	(349,157)
Total funds brought forward		189,164	-	189,164	538,321
TOTAL FUNDS CARRIED FORWARD		181,375		181,375	189,164

#### **Cae Post Limited Balance Sheet** At 31 March 2019

	At or march 2015		
		31.3.19	31.3.18
	Notes	£	£
FIXED ASSETS			
Tangible assets	11	4,076	6,615
Investments	12	575	575
		4,651	7,190
CURRENT ASSETS			
Debtors	13	99,000	121,130
Cash at bank		78,63 <b>9</b>	99,818
		177,639	220,948
CREDITORS			
Amounts falling due within one year	14	(915)	(38,974)
NET CURRENT ASSETS		176,724	181,974
TOTAL ASSETS LESS CURRENT			
LIABILITIES		181,375	189,164
NET ASSETS		181,375	189,164
FUNDS	16		
Unrestricted funds		<u> 181,375</u>	<u> 189,164</u>
TOTAL FUNDS		181,375	189,164
		· · · · · · · · · · · · · · · · · · ·	

continued...

### Cae Post Limited Balance Sheet - continued At 31 March 2019

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2019 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in
- (b) accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

The financial statements were approved by the Board of Trustees on 20 December 2019 and were signed on its behalf by:

J Harrington -Trustee

#### 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.

#### 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 or, if held under a finance lease, over the lease term, whichever is the shorter.

Plant and machinery - 20% on cost
Motor vehicles - 25% on cost
Computer equipment - 25% on cost

#### Taxation

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

#### **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.

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

#### Hire purchase and leasing commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the Balance Sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is shorter.

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

#### 1. ACCOUNTING POLICIES - continued

#### 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

	Donations		31.3.19 £ 	31.3.18 £ 
3.	INVESTMENT INCOME			
	Deposit account interest Loan interest		31.3.19 £ 609 500 1,109	31.3.18 £ 588 
4.	CHARITABLE ACTIVITIES COSTS			
		Direct costs (See note 5)	Support costs (See note 6) £	Totals £
	Recycling	8,358	<u> 840</u>	9,198

#### 5. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.3.19	31.3.18
	£	£
Staff costs	•	381,370
Rent	-	375
Insurance	-	7,341
Utilities	-	12,316
Phone, postage and stationery	380	6,578
Advertising	-	4,241
Sundries	-	2,552
Purchases	-	83,700
Training	-	2,861
Repairs & Renewals	-	21,625
Motor & Travel	778	73,384
Equipment Hire & Waste Disposal	-	29,755
Supported Volunteer Expenses	-	3,052
Bad Debts	2,395	7,695
Hygiene & Cleaning	, · · · · · · · · · · · · · · · · · · ·	1,109
Computer Costs	-	4,290
Health & Safety	-	60
Professional fees	523	8,259
Depreciation	4,039	27,156
Interest payable and similar charges	243	6,423
	8,358	684,142
SUPPORT COSTS		
		Governance
		costs
		£
		~

6.

Recycling

	31.3.19	31.3.18
		Total
	Recycling	activities
	£	£
Professional fees	-	5,784
Accountancy	840	2,500
	<u>840</u>	8,284

840

#### 7. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.19	31 <i>.</i> 3.18
	£	£
Depreciation - owned assets	4,039	27,157
Other operating leases	-	375
Surplus on disposal of fixed asset	<u>(200</u> )	<u>(13,578</u> )

#### 8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

#### Trustees' expenses

Travel and subsistence expenses totalling £172 (2018 £246) were paid for the year ended 31 March 2019 to one (2018 two) trustees.

#### 9. STAFF COSTS

	31.3.19	31.3.18
	£	£
Wages and salaries	-	355,526
Social security costs	-	14,511
Other pension costs		11,333
	<u> </u>	381,370
The average monthly number of employees during the year was as follows:		
	31.3.19	31.3.18
Direct & Support	-	11
Management & Administration		3
	<u> </u>	14

No employees received emoluments in excess of £60,000.

The staff costs for 2018 include £40,852 redundancy pay.

As at 31st March 2018, 10 employees were accruing benefits under the money purchase pension scheme. Employer contributions to the money purchase pension scheme in the year totalled £11,332.

The total employment benefits including employer pension contributions of the key management personnel for the year ended 31 March 2018 were £101,857.

#### 10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM	2.004		0.004
Donations and legacies Charitable activities	2,064	-	2,064
Recycling	302,973	_	302,973
Work experience and social inclusion	24,066	-	24,066
Investment income	588	-	588
Other income	_13,578_		13,578
Total	343,269	-	343,269
EXPENDITURE ON Charitable activities			
Recycling	648,575	-	648,575
Work experience and social inclusion	43,851	-	43,851
Total	692,426		692,426
NET INCOME/(EXPENDITURE) RECONCILIATION OF FUNDS	(349,157)	<del>-</del>	(349,157)
Total funds brought forward	538,321		538,321
TOTAL FUNDS CARRIED FORWARD	<u>189,164</u>		<u> 189,164</u>

	TOI THE	eal Eliaea 31 Mai C	11 20 13		
11.	TANGIBLE FIXED ASSETS	Diami ei	Mater	Camamusta :-	
		Plant and	Motor	Computer	
		machinery	vehicles	equipment	Totals
		£	£	£	£
	COST				
	At 1 April 2018	6,200	15,720	-	21,920
	Additions	833	667	-	1,500
	At 31 March 2019	7,033	16,387		23,420
	DEPRECIATION				
	At 1 April 2018	1,550	13,755	_	15,305
	Charge for year	1,000	2,632	1,407	4,039
	At 31 March 2019	1,550	16,387	1,407	19,344
	NET BOOK VALUE				
		E 400		(4.407)	4.070
	At 31 March 2019	5,483		<u>(1,407)</u>	4,076
	At 31 March 2018	<u>4,650</u>	1,965		<u>6,615</u>
12.	FIXED ASSET INVESTMENTS				
			Shares in		
			group	Unlisted	
			undertakings	investments	Totals
			£	£	£
	MARKET VALUE		4	~	~
			75	E00	575
	At 1 April 2018 and 31 March 2019		<u>75</u>	<u> 500</u>	<u> 575</u>
	NET BOOK VALUE			F65	
	At 31 March 2019		<u>75</u>	<u> 500</u>	<u> 575</u>
	At 31 March 2018		<u>75</u>	<u>500</u>	<u> 575</u>

There were no investment assets outside the UK.

Cae Post Ltd owns 100% of the issued share capital of Bravure Ltd which was incorporated on 25 February 2014. From this date through to 31 March 2019 this subsidiary company remained dormant and therefore consolidated accounts have not been prepared.

#### 13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.19	31.3.18
	£	£
Trade debtors	-	120,880
Other debtors	99,000	-
Prepayments and accrued income		250
	99,000	121,130

14.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR						
				31.3.19 £	31.3.18 £		
	Trade creditors			-	15,656		
	Social security and other taxes			-	5,397		
	VAT			-	7,140		
	Other creditors			75	705		
	Accrued expenses			840	10,076		
				915	38,974		
15.	ANALYSIS OF NET ASSETS BETWEEN FUNDS						
				31.3.19	31.3.18		
		Unrestricted	Restricted	Total	Total		
		funds	funds	funds	funds		
		£	£	£	£		
	Fixed assets	4,076	-	4,076	6,615		
	Investments	575	-	575	575		
	Current assets	177,639	-	177,639	220,948		
	Current liabilities	<u>(915)</u> 181,375	<del></del>	<u>(915)</u> 181,375	<u>(38,974</u> ) 189,164		
16.	MOVEMENT IN FUNDS	101,0.0					
				Net			
				movement			
			At 1.4.18	in funds	At 31.3.19		
			£	£	£		
	Unrestricted funds						
	General fund		189,164	(7,789)	181,375		
	TOTAL FUNDS		189,164	(7,789)	181,375		
	Net movement in funds, included in the above are as follows:						
			Incoming	Resources	Movement		
			resources	expended	in funds		
			£	£	£		
	Unrestricted funds						
	General fund		1,409	(9,198)	(7,789)		
	TOTAL FUNDS		1,409	(9,198)	(7,789)		
	· · · · · · · · · · · · · · · · · · ·				<u>(1,1.50</u> )		

#### 16. MOVEMENT IN FUNDS - continued

Comparatives	for moveme	nt in funds
--------------	------------	-------------

	At 1.4.17 £	Net movement in funds £	At 31.3.18 £			
Unrestricted Funds General fund	538,321	(349,157)	189,164			
TOTAL FUNDS 538,321 (349,157) 189,1 Comparative net movement in funds, included in the above are as follows:						
	Incoming resources £	Resources expended £	Movement in funds £			
Unrestricted funds General fund	343,269	(692,426)	(349,157)			
TOTAL FUNDS	343,269	(692,426)	(349,157)			

#### 17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2019.

This document was delivered using electronic communications and authenticated in accordance with the registrar's rules relating to electronic form, authentication and manner of delivery under section 1072 of the Companies Act 2006.