

Company Number: 3029312

**SCOPE IN COLCHESTER AND TENDRING**  
(a company limited by guarantee)

Registered Charity Number: 1051946

**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 5 APRIL 2020**

scope



**SCOPE IN COLCHESTER AND TENDRING**  
(a company limited by guarantee)

**INDEX TO FINANCIAL STATEMENTS**

**Year ended 5 April 2020**

	<b>Page</b>
Legal and Administrative Information	2
Report of the Directors	3 - 5
Independent Examiner's Report	6
Statement of Financial Activities (including Income and Expenditure Account)	7
Balance Sheet	8 - 9
Notes to the Accounts	10 - 14

**SCOPE IN COLCHESTER AND TENDRING**

(a company limited by guarantee)

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company Number** 3029312

**Registered Charity Number** 1051946

**Registered Office**

Castlegate Centre

George Street

Colchester

Essex CO1 1TS

**Trustees**

Mr S J Tasker, Chair - retired November 2020

Mr M G Baker (Treasurer)

Mrs H Bohr

Mr A Rogers

Rev W R Sawtell

**Company Secretary**

Mr M G Baker

**Reporting Accountant**

Passmore Weeks & Richardson

2 Beacon End Courtyard

London Road

Stanway

Colchester

Essex CO3 0NU

**Bankers**

The Co-operative Bank plc

Albert Hall Buildings

High Street

Colchester

Essex CO1 1JW

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2020**

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 5 April 2020. 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 2019).

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Scope in Colchester and Tendring Limited, is a company limited by guarantee governed by its Memorandum and Articles of Association dated 6<sup>th</sup> March 1995, as defined by the Companies Act. It registered as a charity with the Charities' Commission on 12 January 1996. Membership of the charity is by invitation.

**Recruitment and appointment of trustees**

The board of trustees is co-opted, in such a way as to ensure a wide range of different professional backgrounds.

**Induction and training of new trustees**

New trustees undergo a period of training to brief them on their legal obligations under charity and company law, the content of the Memorandum and Articles of Association, the decision making process, the business plan and recent financial performance of the charity.

**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.

**OBJECTIVES AND ACTIVITIES**

**Objectives and aims**

The main objective of the charity is to support and help people with cerebral palsy, or similar disability, and their carers.

**Principal Activities**

Its present main activity is the running of the Castlegate Centre. The Centre also serves as a venue for other activities organised for the benefit of people with disability and their carers.

**The Castlegate Centre**

This day-centre exists to serve the needs of people who, through their disability and situation, are in need of support, training and occupation that will improve their quality of life. The programmes that are pursued in the centre include living skills and personal health and beauty as well as more general educational subjects which are mainly craft, music or computer based. These programmes are adapted to each individual's need-profiles and the outcomes are that the individual client is better adapted to the social context in which they may be living. An important by-product of the centre's activities is the social interaction between clients as well as workers, creating a valuable alternative to isolation, especially for those living independently.

**The Over-40's club**

This operates one half day a week on the centre's premises and is well attended on a regular basis. The demand for this service for the over 40's disabled community is growing and could be extended but for the limitations of logistics and venue.

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2020 (continued)**

**ACHIEVEMENT AND PERFORMANCE**

The Centre has been available to its clients throughout the year and the places available have been fully subscribed. Clients are involved in planning their individual choices of activity which is compatible with their individual needs assessments. Clients are free to decide whether or not they attend the Centre and the fact that most are long term attendees and have formed strong relationships and friendships is evidence of the Centre's success and a tribute to the dedication of the staff.

Throughout the year the charity has continued to receive their funding for client attendance even when the centre has been closed due to the Covid-19 pandemic. The charity's staff have continued to maintain daily contact with their clients in order to alleviate anxiety, stress and isolation.

The trustees are satisfied that the charity has adequate resources to continue in operational existence for the foreseeable future, though the Covid- 19 pandemic will impact some of the charity's activities in the future.

**FINANCIAL REVIEW**

**Reserves policy**

The management committee have established a policy whereby the funds not otherwise committed or invested in tangible assets held by the charity should be between 6 to 12 months of the resources expended on its core operation (the Castlegate Centre), which equates to between £50,000 and £95,000 in general funds. There is also a need to conserve depreciation capital to offset wear and tear to the building.

**Funding**

Funding comes primarily from supporters of those who attend the centre and those who attend who on supported living. The largest contributor in this way is Essex County Social Services.

**Public benefit**

In setting out the charity's objectives the management committee has given careful consideration to the charity commission's general guidance on public benefit. In doing so, the charity has complied with its duties in this area as set out in section 17 of the Charities Act 2011.

**RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE**

The trustees (who are also the directors of Scope in Colchester and Tendring 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.

**SCOPE IN COLCHESTER AND TENDRING**  
(a company limited by guarantee)

5

**REPORT OF THE TRUSTEES FOR THE YEAR ENDED 5 APRIL 2020 (continued)**

**Members of the management committee**

Members of the management committee, who are directors for the purpose of company law and trustees for the purposes of charity law, who served during the year and up to the date of this report are set out on page 2.

Members of the charitable company guarantee to contribute an amount not exceeding £10 to the assets of the company in the event of winding up.

**REPORTING ACCOUNTANT**

Katherine Richardson FCA CTA of Passmore Weeks & Richardson, Chartered Accountants was appointed as the charitable company's independent examiner on 1 November 2006. The trustees intend to ask her to undertake the independent examination next year.

Approved by the management committee on the 7<sup>th</sup> day of June 2021 and signed on its behalf by:

*M. G. Baker*

M G Baker  
Company Secretary

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF SCOPE IN COLCHESTER AND TENDRING ("THE COMPANY")**

I report to the charity trustees (who are also directors' for the purpose of company law) on my examination of the accounts of the charitable company for the year ended 5 April 2020, which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

**Responsibilities and basis of report**

As the trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

K Richardson FCA CTA  
Passmore Weeks & Richardson  
Chartered Accountants  
2 Beacon End Courtyard  
Stanway  
Colchester  
CO3 0NU



Date: 8 June 2021

**SCOPE IN COLCHESTER AND TENDRING**

(a company limited by guarantee)

**Statement of Financial Activities (including Income and Expenditure Account)  
for the year ended 5 April 2020**

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2020 £	Total Funds 2019 £
<b>Incoming Resources</b>					
Donations	2	1,138	-	1,138	406
Activities to further the charity's objects: Grants and contracts for provision of facilities for training and welfare	3	96,415	-	96,415	98,576
Interest receivable		15	-	15	130
<b>Total incoming resources</b>		<u>97,568</u>	<u>-</u>	<u>97,568</u>	<u>99,112</u>
<b>Resources expended</b>					
<i>Charitable expenditure</i>					
Core Centre Services		126,588	-	126,588	123,757
Administration		5,745	-	5,745	3,612
<b>Total resources expended</b>	4	<u>132,333</u>	<u>-</u>	<u>132,333</u>	<u>127,369</u>
<b>Net incoming resources (deficit)</b>		(34,765)	-	(34,765)	(28,257)
Transfers between funds		-	-	-	-
<b>Net movement in funds</b>		(34,765)	-	(34,765)	(28,257)
<b>Total funds at 6 April 2019</b>		154,788	-	154,788	183,045
<b>Total funds at 5 April 2020</b>	13	<u>120,023</u>	<u>-</u>	<u>120,023</u>	<u>154,788</u>



**SCOPE IN COLCHESTER AND TENDRING**  
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Charity Number 1051946

**Balance Sheet**  
**as at 5 April 2020**

	Notes	2020		2019	
		£	£	£	£
<b>Fixed Assets</b>					
Tangible assets	8		85,090		88,565
Investments	9		10,000		10,000
			<u>95,090</u>		<u>98,565</u>
<b>Current assets</b>					
Debtors	10	10,995		20,724	
Cash at bank and in hand		17,867		44,257	
		<u>28,862</u>		<u>64,981</u>	
Less: Creditors - amounts falling due within one year	11	3,929		8,758	
<b>Net Current Assets</b>			<u>24,933</u>		<u>56,223</u>
<b>Total Assets less Current Liabilities</b>			<u>120,023</u>		<u>154,788</u>
<b>Net Assets</b>			<u>120,023</u>		<u>154,788</u>
<b>Funds</b>					
Unrestricted	13		120,023		154,788
Restricted	13		-		-
<b>Total Funds</b>			<u>120,023</u>		<u>154,788</u>

The notes on pages 10 to 14 form part of these accounts

**SCOPE IN COLCHESTER AND TENDRING**

(a company limited by guarantee)

**Balance Sheet (continued)**

as at 5 April 2020

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 5 April 2020.

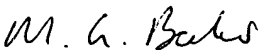
The trustees have not required the charitable company to obtain an audit of its financial statements for the year ended 5 April 2020 in accordance with Section 476 of the Companies Act 2006.

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
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statement, 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 7/6/21 and were signed on its behalf by:

  
.....

M G Baker  
Director

The notes on pages 10 to 14 form part of these accounts

**SCOPE IN COLCHESTER AND TENDRING**  
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**Notes forming part of the financial statements  
for the year ended 5 April 2020**

**1 General information**

Scope in Colchester and Tendring is a private company limited by guarantee, without share capital, registered in England and Wales. The registered number and registered office can be found on the legal and administrative page.

**1 Accounting Policies**

- (a) 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.
- (b) Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- (c) Grants, including grants for the purchase of fixed assets, are recognised in full in the Statement of Financial Activities in the year in which they are receivable.
- (d) Incoming resources from investments is included when receivable.
- (e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- (f) Resources expended are allocated to the particular activity where the cost relates directly to that activity. The costs of overall administration are not sufficiently material to warrant apportionment to each activity.
- (g) Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

The freehold property is not depreciated as the trustees consider that the true value of the property exceeds the purchase price paid.

Capital expenditure on improvements to freehold property	4% on cost
Furniture and fittings	15% reducing balance
Equipment	25% reducing balance

- (h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- (i) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund.
- (j) Financial instruments are classified and accounted for according to the substance of the contractual arrangement, as either financial assets or financial liabilities:
  - short term debtors (financial assets) are measured at transaction price.
  - short term creditors (financial liabilities) are measured at transaction price.

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments.

- (k) The charity has adequate resources to continue in operational existence for the foreseeable future and therefore the financial statements have been prepared on a going concern basis.

**SCOPE IN COLCHESTER AND TENDRING**

(a company limited by guarantee)

**Notes forming part of the financial statements  
for the year ended 5 April 2020****1.3 Significant judgements and estimates**

The significant judgments and estimates involved in the preparation of the financial statements include assessing the depreciation rates applicable to tangible fixed assets. Further details regarding these points are included within the accounting policies.

**2. Donations**

	Unrestricted £	Restricted £	2020 Total £	2019 Total £
General donations for: Castlegate Centre	1,138		1,138	406
	<u>1,138</u>	<u>-</u>	<u>1,138</u>	<u>406</u>

**3. Incoming resources from activities to further the charity's objectives**

	Unrestricted £	Restricted £	2020 Total £	2019 Total £
<b>Core work of the Castlegate Centre</b>				
Essex County Council Social Services	-		-	22,500
Essex County Council (LSC)	49,071		49,071	30,417
Essex P.A.S.S.	12,203		12,203	23,251
Independent Living	22,533		22,533	8,650
Income from Clients	12,608		12,608	13,758
	<u>96,415</u>	<u>-</u>	<u>96,415</u>	<u>98,576</u>

**SCOPE IN COLCHESTER AND TENDRING**  
(a company limited by guarantee)

12

**Notes to the Financial Statements  
for the year ended 5 April 2020**

**4. Total resources expended**

	Castlegate Centre	Administration	2020 Total	2019 Total
	£	£	£	£
Staff costs	54,865		54,865	59,566
Staff costs - tutorials	37,724	-	37,724	31,430
Training	1,259	-	1,259	1,750
Activities craft supplies/Christmas	18,682	-	18,682	16,983
Premises costs including repairs	5,474	-	5,474	5,591
Insurance	2,971	-	2,971	1,963
Telephone/IT	1,365	-	1,365	1,342
Professional fees	-	1,555	1,555	-
Independent examiner's fee	-	2,170	2,170	3,612
Fines and penalties	-	2,020	2,020	-
Miscellaneous	773	-	773	1,202
Depreciation	3,475	-	3,475	3,663
Bad debts	-	-	-	267
	<u>126,588</u>	<u>5,745</u>	<u>132,333</u>	<u>127,369</u>

No trustee, or person related or connected by business to them, has received any remuneration or reimbursement of expenses from Scope in Colchester and Tendring during the year.

**5. Net incoming resources for the year**

This is stated after charging:

		2020 £	2019 £
Depreciation	Current year	3,475	3,663
		<u>3,475</u>	<u>3,663</u>

**6. Taxation**

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

**7. Staff costs**

Staff costs in the year are analysed as follows:

	2020 £	2019 £
Wages and salaries	92,040	89,517
National Insurance	549	1,479
	<u>92,589</u>	<u>90,996</u>

The average number of employees in the year was 12 (2019: 11).

**SCOPE IN COLCHESTER AND TENDRING**  
(a company limited by guarantee)

**Notes to the Financial Statements**  
**for the year ended 5 April 2020**

**8. Tangible Assets**

	<b>Freehold Property £</b>	<b>Freehold Improvements £</b>	<b>Furniture and Fittings £</b>	<b>Equipment £</b>	<b>Total £</b>
<b>Cost</b>					
At 6 April 2019	74,300	69,476	14,480	37,144	195,400
Additions	-	-	-	-	-
Disposals	-	-	-	-	-
<b>At 5 April 2020</b>	<b>74,300</b>	<b>69,476</b>	<b>14,480</b>	<b>37,144</b>	<b>195,400</b>
<b>Depreciation</b>					
At 6 April 2019	-	59,141	12,220	35,474	106,835
Charged in the period	-	2,779	279	417	3,475
Disposals	-	-	-	-	-
<b>At 5 April 2020</b>	<b>-</b>	<b>61,920</b>	<b>12,499</b>	<b>35,891</b>	<b>110,310</b>
<b>Net book value</b>					
<b>At 5 April 2020</b>	<b>74,300</b>	<b>7,556</b>	<b>1,981</b>	<b>1,253</b>	<b>85,090</b>
<b>At 5 April 2019</b>	<b>74,300</b>	<b>10,335</b>	<b>2,260</b>	<b>1,670</b>	<b>88,565</b>

**9. Investment**

The investment consists of £10,000 National Savings and Investment Income Bonds, the rate of interest on which is variable. The Income Bonds are redeemable at par by giving six week's notice.

**10. Debtors**

	<b>2020 £</b>	<b>2019 £</b>
Prepayments and accrued interest	1,240	492
Other debtors	9,755	20,232
	<b>10,995</b>	<b>20,724</b>

**SCOPE IN COLCHESTER AND TENDRING**

(a company limited by guarantee)

**Notes forming part of the financial statements  
for the year ended 5 April 2020****11. Creditors: Amounts falling due within one year**

	2020 £	2019 £
Creditors	1,889	1,508
Accruals	2,040	7,250
	<u>3,929</u>	<u>8,758</u>

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

	General Fund £	Restricted Fund £	Total £
Tangible fixed assets	95,090	-	95,090
Net current assets	24,933	-	24,933
	<u>120,023</u>	<u>-</u>	<u>120,023</u>

**13. Statement of movements of funds**

	Unrestricted Fund £	Restricted Funds £	Total £
At 6 April 2019	154,788	-	154,788
Surplus/(Deficit) for the year	(34,765)	-	(34,765)
Transfers between funds	-	-	-
<b>At 5 April 2020</b>	<u>120,023</u>	<u>-</u>	<u>120,023</u>

**14. Related parties**

The charity is controlled by the board of trustees.

There have been no related party transactions during the year that require disclosure in the accounts.