

**Charity number: 1051947**  
**Registered number: 03143819**

**SCOTTS PROJECT TRUST**

**TRUSTEES' REPORT AND  
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED  
31 MARCH 2019**

# SCOTTS PROJECT TRUST

## (A company limited by guarantee)

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# SCOTTS PROJECT TRUST

## (A company limited by guarantee)

### LEGAL AND ADMINISTRATIVE INFORMATION

#### FOR THE YEAR ENDED 31 MARCH 2019

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<b>Trustees</b>	Tom Hoppe, Chairman Jill Scott (Life President) (resigned as a Trustee on the 25 <sup>th</sup> January 2019 and appointed Life President on the same day) Caroline Becher Raj Bhamber Andrew Blevins Susan Bourne Derek McMenamin Martin Miles Ian Storey Sara Tozzi Nicholas Ward Richard Tapsfield (appointed 25 <sup>th</sup> January 2019) Linda Charlton (appointed 22 <sup>nd</sup> March 2019)
<b>Company registered number</b>	03143819
<b>Charity registered number</b>	1051947
<b>Registered office</b>	Scotts Office Delarue Close Tonbridge TN11 9NN
<b>Company secretary</b>	Nicholas Ward
<b>Website/email address</b>	<a href="http://www.scottspjroject.org.uk">www.scottspjroject.org.uk</a> / <a href="mailto:info@scottspjrojecttrust.org.uk">info@scottspjrojecttrust.org.uk</a>
<b>Independent auditors</b>	Lindeyer Francis Ferguson Limited Chartered Accountants Statutory Auditors North House 198 High Street Tonbridge TN9 1BE
<b>Bankers</b>	HSBC Bank Plc 69 High Street Sevenoaks TN13 1LB
<b>Solicitors</b>	Thomson Snell & Passmore LLP 3 Lonsdale Gardens Tunbridge Wells TN1 1NX

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**Senior management team**

Mark Allen – Chief Executive Officer  
Elaine Bayley - Registered Manager (Supported Living Service)  
(Resigned 31<sup>st</sup> January 2019)  
Graham Funnell – Registered Manager (St Peter’s Row and, from  
the resignation of Mrs Bayley, Supported Living Service)  
Claire Davies - Manager (Development Centre)  
Helen Cross – Finance and Operations Manager

# SCOTTS PROJECT TRUST

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### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31 MARCH 2019

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The Trustees (who are also directors of the charity for the purposes of the Companies Act 2006) present their annual report together with the audited financial statements of Scotts Project Trust (the Trust) for the year ended 31 March 2019. The Trustees confirm that the annual report and financial statements of the Trust comply with the current statutory requirements, the requirements of the Trust's governing document and 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) (Charities SORP (FRS 102)). The legal and administrative information on pages 1 and 2 of this document form part of this report.

### Objectives and Activities

**Our vision** is that people with a learning disability should gain the confidence and independence to lead fulfilled, happy lives.

The charity's Objects are the relief of those in need by reason of a learning disability specifically restricted to the following:

- (1)
  - (a) To establish and operate a home or homes to provide either temporary or permanent residence or residences in England for persons with a learning disability;
  - (b) To establish and operate shared or individual, permanent or temporary, independent living accommodation in England for persons with a learning disability;
  - (c) To establish and operate a domiciliary care and support service in England for persons with a learning disability in their own homes or in accommodation provided by others;
  - (d) To establish and operate a respite care and support service and support in England for persons with a learning disability who are generally cared for and supported by their family or other carers;
  - (e) To establish and operate day services in England for persons with a learning disability including without limitation services promoting and supporting their wellbeing, goals and aspirations, recreation or other leisure time occupation, life and work skills, education, independence, social interactions and general personal development;

and to make provision for the maintenance, care and support of such persons and their medical and nursing needs (whether with or without associated or ancillary services to their families, dependents and carers) and for their travel to and from the charity's premises or elsewhere for social, recreational or leisure purposes.

- (2) To provide training, advice, support, co-operation and other assistance in England in any way connected with or calculated to benefit persons with a learning disability.

The needs of adults with a learning disability drive everything we do. **Our mission** is to provide an excellent, supportive service and a nurturing environment so the people who use our service can get the most from life.

*"We count ourselves very lucky to have such  
a wonderful provision available to us."*

*Parent of a service user*

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**Our values** reflect our vision and mission, shaping every aspect of our work:

**Care:** people who live in one of our houses or use day services at Scotts should enjoy homelike surroundings, be supported in a way that meets their individual needs and develop mutually enjoyable relationships.

**Support:** each person should be valued as an individual and can expect their mental, physical and emotional needs to be understood and supported in a way that recognises the person rather than their physical or intellectual limitations.

**Develop:** we support people with a learning disability to choose how to live their own lives, as independently as they can, and to play a full part in the wider community.

*“Scotts News’ is always a good read. I love reading  
about your activities and seeing your pictures.”*

*Sandra, a Scotts News reader*

### Services and Activities

We run three closely linked services:

**St Peter’s Row** is home to fifteen adults. Although it is registered and managed as a single residential care home, it comprises a terrace of three houses which are distinct households, each with its own character and a daily routine planned by residents and staff. The houses have their own kitchens and sitting rooms and every resident has their own bedroom, which is their private space. The attractive shared patio and garden is used by everyone.

Residents are actively involved in telling staff about their needs and wishes, and the staff team tailor their support accordingly.

Many people choose to get involved in sessions at the Development Centre, or activities provided by other organisations, and staff provide support for trips to special events like concerts and pantomimes as well as summer holidays. We encourage people to live as independently as they can, and some residents choose to move on to our supported living service.

*“Our son has been at Scotts for 4 years and attends 4 days a week.  
He thoroughly enjoys every minute of every activity he takes part in.”*

*Parent of a service user*

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**The Supported Independence Service** is based in two adjacent detached houses, Oaks and Willows, near the main Scotts site. Four people share each house and there is also a studio flat. This service is a very effective step towards living independently, and staff support each person to meet the goals they set for themselves. For example, someone might want to do their own shopping and cooking, volunteer or go to college, or get involved in social activities. As at St Peter's Row, each tenant has their own bedroom, and each household shares a kitchen, a sitting room, and a garden. Several tenants take part in classes and sessions at the Development Centre. Oaks and Willows are a short bus journey away from the centre of Tonbridge, so tenants can easily get to the local leisure centre, for example, or meet friends in town.

Our on-site **Development Centre** is a hub for learning and socialising. Around 75 people attend the centre and around 310 places are taken each week on the sessions, learning how to do everything from managing their laundry to safely accessing the internet; skills which help them to live as independently as possible. The sessions run each weekday between 9:45am and 4pm with gardening, dance and drama and journalism among the most popular. We aim to provide an excellent, personalised service. The focus is on gaining confidence as well as essential life skills, and our lively drama and dance classes are a distinctive part of what makes Scotts so special.

*"Scotts has a very friendly and relaxed atmosphere*

*which makes the students very happy and confident.*

*The staff are very confident and enthusiastic in every way imaginable.*

*This in turn gives the students the feeling of being part of a safe environment.*

*The best example of this was the production of their latest show 'This is Me'."*

*Family members*

People with a learning disability can easily become socially isolated, so activities like sports, games and singing at lunchtime offer an important chance to enjoy existing friendships and form new ones. Our Coffee Shop is open to the public every Wednesday morning, helping students to gain valuable work experience in a safe environment.

*"Such a worthy cause. Jill Scott is an amazing woman."*

*Annie, a long-standing supporter*

#### **Providing Public Benefit**

The Trust's services are open to adults with a learning disability, and we cater for people with a wide range of needs. The Trust's founder, Jill Scott, developed the services to have a Christian ethos, which they retain; however, we are an inclusive charity and we provide our services irrespective of race, gender, sexual orientation, religion or belief.

The trustees decide on objectives and activities that benefit people who live in the Trust's houses and attend its Development Centre, in accordance with the Charity Commission's guidance on public benefit. The Delarue Hall and the Barn are offered for hire to the local community and are popular venues for clubs and societies as well as one off events.

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#### Staff

The staff at Scotts are key to the homely and caring ethos of the Trust, and the trustees would like to thank them all for their dedication and the difference they make to everyone who uses the Trust's services. Our high quality service is made possible by their hard-work and commitment. The Trust regularly reviews the training and development needs of staff beyond statutory and regulatory requirements.

#### Volunteers

Scotts is fortunate to benefit from the support of our volunteers, and once again the trustees are grateful for the time and energy they offer. In the Development Centre, volunteers support clubs and activities, teaching sessions and special events, as well as administration. In addition, pupils from Tonbridge Grammar School and Tonbridge School continue to provide invaluable help to our students.

#### Fundraising

Funding from local authority fees cover the cost of a basic service provision, but to maintain and improve our facilities we need to raise funds continually. Fundraising provides our residents and students with an environment in which they can enjoy life, facilities that offer the privacy and dignity they deserve, and the opportunity to look forward to a brighter future.

*"Thank you so much for organising a very successful golf day fundraiser.*

*We were blessed with good weather and all my guys enjoyed themselves very much."*

*Anthony, a supporter and donor*

Keeping our buildings, grounds and essential equipment in good condition is a costly business. Our budget for this is approximately £50,000 every year, for which funds are raised largely in our local community.

*"A lovely fete and great performance guys."*

*Sandra, a supporter and donor*

#### Development Centre appeal (DC2020)

In addition to wishing to maintain our property to a high standard, we wish to realise our vision and strategy by implementing transformational initiatives that require substantial financial investment. Funds are raised largely from major appeals.

Our current major project is focused on the refurbishment and expansion of the Scotts Development Centre. This facility provides fun, fulfilment, confidence and the development of life skills, to 75 people who are involved in 310 sessions per week.

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An enhanced and expanded Development Centre is needed to meet what we believe to be a growing demand for day services for people with a learning disability. Our students demonstrate tremendous skill and talent, particularly in art and drama, and our events programme is beginning to highlight this to a wider audience, challenging ideas of what people with a learning disability can aspire to. Most importantly, we have seen our students grow in self-belief and we want to offer this opportunity to more people. The combination of enhanced facilities, a highly personalised service, an emphasis on the wellbeing and development of the individual, the confidence-building qualities of performing arts and the beautiful setting will continue to make Scotts a very attractive option to our current and potential students, their Care Managers and other professionals.

Once the DC2020 work is complete, we will have increased our capacity by around 50% and be able to welcome 30-50 more people every week to an expanded range of sessions in some of the best facilities in West Kent. All facilities will be fully accessible to all, and a Changing Places accredited room – with toilet and changing facilities for severely disabled persons - will allow more people to spend more time with us than is currently the case.

This initiative comprises two main elements. The first is the redevelopment of the Hall and the second is the refurbishment and relaunch of The Barn to form a new Life Skills Centre. The total project cost is expected to be approximately £800,000, and we launched an Appeal for £750,000 in June 2016. Thanks to some exceptionally generous people, companies, charitable trusts and foundations more than £650,000 had been raised at the financial year end, with further success since. The Trustees are confident the Appeal Target will be achieved during 2019-20, but have approved that any shortfall may be settled from Unrestricted Reserves. To the end of the financial year, £400,000 had been incurred.

This year we have gratefully received grants from The Forbes Charitable Foundation, The Frank Jackson Foundation, The Beatrice Laing Trust, The Baily Thomas Charitable Fund, The 29th May 1961 Charity, The Company of Actuaries Charitable Trust Fund, The Lawson Trust, Kent Community Foundation, The Sir James Roll Charitable Trust, David Solomons Charitable Trust, The Sir Jules Thorn Charitable Trust, The Marsh Christian Trust and The Kathleen Laurence Trust.

#### **A summary of the DC2020 work undertaken to date and the plans for 2019-20**

Phase One – The Hall: Ground floor rear: This Phase is complete. We have refurbished a ground floor room previously used by another organisation, providing space for additional classroom activities without compromising the main Hall.

This has enabled us to create five additional places for computer and journalism classes on the ground floor and accessible for those with mobility impairments, pending later work that will create a permanent room for these activities on the first floor. The ground floor room will then be a multi-purpose room.

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*“The new computer room is fantastic! I love the new style and it is very easy for people with walkers, everything is accessible.”*

*Sara, Day Services user*

A first floor room has been refurbished and is used as an Art room. Although currently accessible by stairs only, subsequent work will make it accessible to all.



*First floor art room in The Hall.*



A corridor from the ground floor room has been created to provide separate access to a newly created room that has been built as a Quiet and Sensory Room to be used for therapeutic purposes. This is accessible direct from the main Hall. The corridor also enables the new classroom to be used as a green room, with direct access to the performance area for our dance, drama and music productions.

A new boiler was installed, along with upgrading of the heating system, to make the building more energy efficient. We have also installed a large shed outside the Hall and erected a mezzanine floor over the Quiet/Sensory room to provide additional storage space, and built a staircase to the loft, in which new office space has been created.

### Phase Two - The Barn (a new Life Skills centre) – Summer and Autumn 2018:

This phase is complete and was a full refurbishment of the second building in which our Development Centre activities are held, and is the focus of our domestic skill development work. It was relaunched as Scotts new Life Skills Centre.

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*The new kitchen and seating area in The Barn, where cookery, weekly coffee shop and other sessions take place.*

For our Catering sessions, the existing kitchen was an old and heavily worn facility and was replaced and upgraded with more accessible equipment – for wheelchair users particularly - and a layout that has made it easier to share skills and monitor students. It is being used to help people learn the planning, preparation and cooking skills they need to live more independently.

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*The old 25- year-old kitchen, which has now been refurbished to a modern, accessible user-friendly kitchen.*

The rest of the ground floor was remodelled to free up more space and maximise flexibility between the Coffee Shop and session space. The Coffee Shop will be open to the public on a limited basis. The lavatories were updated, and the boiler replaced.

The upstairs room was refurbished with new windows, and is being used as a general session space for life skills. It is accessible via stairs and an upgraded stairlift.

### **The Barn refurbishment, in summary:**

- The entrance opened out, allowing greater accessibility
- Slip resistant, hygienic floors throughout
- New stair lift
- New lighting throughout
- New furniture
- Large storage space
- A fantastic new user-friendly kitchen with a versatile island
- Refurbished cloakrooms designed for accessibility
- Velux windows upstairs allowing natural light to flood in
- Replacement windows in keeping with the Barn
- Upstairs disabled toilet
- Horizontal radiators being replaced with upright radiators to provide more space
- Sympathetic painting and decorating throughout

### Phase Three - The Hall – Spring and Summer 2019

During a period of closure this summer, we will complete the most disruptive and complex work. There will be a moderate extension to form a new entrance and foyer area to improve accessibility for those with physical disabilities. The entrance will have fully accessible automatic doors. A 'Changing Places' accredited room will be constructed for personal care of mobility impaired people (effectively, a wet room equipped with appropriate tracked hoists, specialist changing table and new disabled lavatory); this will enable those with more complex needs to stay for whole days, rather than being restricted to a morning or afternoon session only.

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We will install dormer windows to the Eastern elevation to allow the eaves to become usable and re-build the old classroom and office to make better use of space. The work will also install a lift to enable the first floor to be accessed for the first time by all students.

After around twenty years of heavy use, we will also take the opportunity to refurbish the existing lavatories and kitchen.

In the main hall, the refurbishment programme will renovate the performance area, update screens and curtains, replace the Audio/Visual systems, renew ceiling tiles and lights, cover the walls with sound proofing plasterboard, and refurbish the floor.

Finally, we will check and improve soundproofing throughout the building where possible and practical.

### Fundraising in the Community for Refurbishment & Maintenance

#### Community volunteers at Scotts

Fidelity sent a team of staff volunteers to help with the Development Centre garden, shed, stage and internal painting in St Peter's Row.



#### Golf Day fundraiser

We held our first golf day fundraiser at Knole Park Golf Club in Sevenoaks, organised by volunteer fundraisers, Friends of Scotts, raising over £6k.

The Development Centre organised a Christmas card competition between our service users and the winners' cards were also printed and sold at the event as an extra fundraiser.



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### Community Summer Fete

A Summer Fete was held at Scotts for the community to enjoy. All staff, service users, supporters, the Mayor and volunteers from Fidelity International attended.



### Gifts for all our residents

Fidelity provided all our residents with a wonderful Christmas gift again this year.



*Pictured above, Glenys (far left) and Mark (far right) from Fidelity.*

### Donations by the community

Local Co-op customers supported Scotts using their Co-op member's card. We are truly overwhelmed to have received £16,592 from the Higham Lane store, York Parade store and Tonbridge funeral care.

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Our local Churches have kindly supported us over the year.  
Tonbridge Rotary Club donated £620 towards our 'This is me' show by the Drama Group.



*Brian Piner of the Tonbridge Rotary Club presenting a cheque to support our Drama Performance, 'This is me'.*

### **Giving platforms**

General donations received via our giving platforms have been above average this year, due to some considerable donations via CAF:

CAF: £69,397

JustGiving: £3,832

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Once again, Jessica Stapley very kindly raised funds – this year from running the London marathon. Here she is from an earlier fundraising effort in the Paddock Wood half marathon.



### Scotts venue hire for the community

We raise funds with the hire of our venues, the hall and barn, during evenings and week-ends, for events such as birthday parties, anniversaries and wedding receptions.



### Fundraising platforms

We have joined the following over the last year:

#### Smile Amazon

'Smile Amazon' is the charitable part of Amazon's website which donates 0.5% of the net purchase price (excluding VAT, returns and shipping fees) of eligible purchases to the charitable organisations selected by customers, including Scotts Project Trust.

#### Hive Lotto by Tonbridge & Malling Borough Council

Hive Lotto is a community lottery to raise funds for local charities. Every ticket purchased provides a donation to the chosen charity and the potential to win the charity a larger donation.

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#### **Easyfundraising**

Similar to Smile Amazon, a shopping website where a donation is given to the charity of your choice by the shop you purchase from.

#### **Achievements and Performance in 2018-19**

In last year's annual report, we highlighted our main objectives for the financial year and we are pleased to report our progress against them:

#### **Consolidating our service**

Last year, the management team had developed plans to ensure we made the most of every opportunity to support the people who use our services, and these plans have been updated for the forthcoming year.

#### **Major Projects**

Following the development of our 2015-20 Strategic Plan, a review of possible major projects concluded that our priority would be the upgrading and expansion of the Development Centre and creation of a new Life Skills Centre to meet a perceived need for high quality day provision in the Tonbridge area, including for people with a higher level of both physical and learning disabilities. Our current major capital fundraising appeal for £750,000 is to support this project and is detailed in the Fundraising section above.

#### **Supporting and Developing our Staff**

We have invested in recruiting, training and developing both staff and volunteers to meet the objectives of our strategic plan.

#### **St Peters Row**

One of our long-term residents in St Peters Row has increasing mobility problems and needed to move from an upstairs bedroom this year. In line with Scotts' values, we devised a plan that would allow our resident to remain with friends and familiar carers here. In conjunction with family members and Care Management, plans were drawn up to create a new bedroom from existing downstairs space. This will allow the resident to move into a more suitable room with continued care at Scotts.

#### **Refurbishment projects (other than the Development Centre)**

##### **Replacement vehicles**

Owing to a wonderfully generous donation, funds were available to upgrade the vehicles used to transport our service users to medical appointments, clubs, activities and, of course, on holiday. To maximise value, one and two-year-old vehicles were sourced rather than brand new.

##### **Air conditioning in SPR**

The hot summer evidenced a need for more efficient air conditioning in two of the bedrooms at SPR. Residents medical needs are such that being able more carefully to control the temperature is extremely important. Two new air conditioners were installed.

##### **Paths and paving**

The areas around St Peters Row were refurbished with new, non-slip paving in 2017. The remainder of the patio areas and the path to Hennys House were completed in 2018.

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#### **Supported Independence Service (Oaks and Willows)**

The carpets in the downstairs common areas were replaced and the drive, paths and paving were replaced with block and paving to improve access and drainage.

### **Plans for Future Periods**

#### **Strategic Plan**

We continue to deliver against the Strategic Plan for 2015/2020 and are researching and preparing its successor. The 2020-2025 Strategic Plan will be agreed by the Trustees in the autumn of 2019.

#### **Major project - Development Centre and Life Skills Centre**

Please see the Fundraising section for a full update on our progress so far, and our plans for 2019-20.

As stated in last year's Annual Report, the trustees had resolved to spend up to £200,000 of the Trust's reserves restricted for capital projects to supplement the fundraising appeal for the Development Centre refurbishment and expansion project. With the success of the fundraising appeal, it is now likely that no more than £50,000 will be needed.

Once the DC2020 appeal and the associated work are complete, there will be a period of consolidation and focus on the smaller items on the estate that may need attention.

#### **Working with other charities**

Whilst acknowledging the complexities of doing so, we will seek opportunities to work more closely with other, similar charities in West Kent to improve operational efficiency, for example, through common sourcing for training.

#### **St Peters Row**

Continued updating of the décor and furnishings will take place in 2019/20 and the work to relocate an existing service user will be completed.

#### **Supported Independence Service (Oaks and Willows)**

The kitchens at The Oaks and The Willows will be replaced in 2019/2020 as they come to the end of their lifecycles. The focus will be on accessible and safe units and appliances that will help support our residents to be as independent as possible.

### **Structure, governance and management**

#### **Constitution**

The Trust was incorporated in January 1996 as a company limited by guarantee. The Trust changed its name from Scotts Project Limited to Scotts Project Trust as from April 2001. The principal office of the Trust is Scotts Office, Delarue Close, Tonbridge, Kent TN11 9NN.

The governing document of the Trust is the Articles of Association. In accordance with good practice, a review of the Trust's governance took place between January and October 2017 to include all aspects of the constitution,

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Trustee Board, committee structure and delegation. They will be reviewed again in 2022, or earlier, should legislation or CC guidance change.

The charity's Objects are noted on page 3.

#### **The Trustees**

This year saw our founder and inspiration, Jill Scott, step down from the Trustee Board, becoming our first Life President. She will continue to have an open invitation to all Trustee meetings and receive the minutes from them. The Trustees and the Chief Executive will continue to consult Jill.

Whilst it is difficult adequately to capture Jill's influence and impact on the lives of so many people in words, the Trustees would like to record their immense gratitude to Jill for her years of inspiration, hard work and loving care. Of course, Scotts would not exist without the drive and determination that Jill and her late husband Denis had in creating a high quality, homely and fulfilling environment for their daughter Henny and others like her, and the many people whose lives had been touched by Scotts over more than a quarter of a century would wish, the Trustees are certain, to join their voices in expressing gratitude too.

Meanwhile, this year external advertisements were run in an attempt to widen the candidate pool and improve diversity. Induction and training of new trustees is undertaken in discussions with existing trustees and managers, and by attending trustee and committee meetings. The trustees, all of whom are unpaid volunteers, are elected for a period of three years. Under the Articles one third of the directors will retire each year at the AGM.

#### **Organisational structure and decision making**

Trustee meetings are held every two months or more often if required, at which decisions are taken regarding matters of policy and major capital expenditure, as well as reviewing financial and management accounts and budget plans, and the minutes of all committee meetings.

The Chief Executive and Senior Management meet regularly to oversee the day-to-day running of the Trust, including the management of the residential care home, supported independence service and Development Centre. Compliance with the requirements of the Care Quality Commission (CQC) and relevant local authorities is regularly reviewed.

Committees oversee key functions. At least one Trustee and one Senior Manager sit on each committee. Where possible and appropriate, our residents and students are also represented.

The **Finance and General Purposes Committee** meets monthly or as required and is responsible for overseeing the financial management and administration of all the Trust's activities. F&GP takes responsibility for the maintenance and management of the Trust's property and assets, budgeting, performance and risk reporting. F&GP is also responsible for remuneration policy and sets the pay and remuneration of key management personnel in accordance with the Trust's matrix of job grades and the salary ranges for these grades. These salary ranges are set by reference to local pay rates for comparable jobs in the local labour market, and the salary structure is regularly reviewed and updated as necessary.

The **Health and Safety Committee** meets at least four times a year to co-ordinate the Trust's Health and Safety policies, procedures and practices in compliance with current legislation. Accidents and incidents are reviewed together with any required actions.

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The **Policy Committee** meets at least four times a year and is responsible for overseeing that the Trust has in place appropriate policies, procedures and practices in compliance with current legislation and guidance. In addition, the committee monitors staff training requirements and reviews the records of statutory and non-statutory staff training.

This year a new **Care and Safeguarding Committee** was established to provide oversight of the Trust's care standards and practice, and to review and direct the Internal Audit function's reports. It will meet at last four times a year, and provides assurance to the Trustee Board that safeguarding and care are of a high standard.

As part of the creation of this committee, external Leadership in Safeguarding training was sourced for senior managers, team leaders and Trustees and an external consultant was asked to review the safeguarding policy and practice. They were additionally engaged to provide ongoing audit of, and advice on, safeguarding policy and practice.

#### **Quality assurance**

The trustees strive to ensure that a high standard of service is achieved and maintained in all areas of the Trust's work. The trustees ensure that the Trust satisfies all current legislative and regulatory requirements, including the specific requirements of the CQC.

Each service has a designated trustee who has oversight responsibility for that service and provides mentoring to the senior manager.

An experienced consultant undertakes independent audits of the Trust's standards of care and compliance with regulatory requirements; in addition, the consultant provides support for managers who wish to discuss aspects of their service provision. The audits include talking to the people who use our services and checking records; there is an opportunity to meet staff and the registered managers.

An external HR consultant provides advice on matters relating to staff and ensures all personnel have the required training to carry out their roles. An external health and safety consulting firm has been engaged by the Trust to provide guidance on matters of health and safety and risk assessment. As noted above, an external Safeguarding consultant has been engaged to provide guidance in that field.

#### **Governance of Fundraising**

With regard to fundraising standards, Scotts Project Trust is registered with the Fundraising Regulator, and acts in accordance with the Fundraising Regulator's Code of Practice, which sets out the standards with which a charity should comply. The Code can be found online at:

<https://www.fundraisingregulator.org.uk/code-of-fundraising-practice/code-of-fundraising-practice/>

Specifically:

- professional fundraisers were engaged by the charity and carried out fundraising activities on its behalf
- there were no failures by the charity, or by any person acting on its behalf, to comply with the fundraising standards to which the charity was committed
- the charity monitored the fundraising activities of all persons acting on its behalf by:
  - agreeing in writing a schedule of activity and the categories of Trusts, Foundations and individual and corporate donors to which requests for funding could be made;

# SCOTTS PROJECT TRUST

## (A company limited by guarantee)

### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31 MARCH 2019

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- explicitly excluding street collections (including 'chugging'), house-to-house calls, cold calling and mass mailing ('junk mail') as methods of fundraising
- frequent meetings between fundraising consultants and the Chief Executive to review the activities; and
- ensuring that all official applications to potential donors were reviewed and authorised either by a more senior member of the fundraising team or the Chief Executive

This also ensured that vulnerable people and other members of the public were protected from behaviour which:

- is an unreasonable intrusion on a person's privacy; and/or
  - is unreasonably persistent; and/or
  - places undue pressure on a person to give money or other property.
- no complaints were received by the charity, or by a person acting on its behalf for the purposes of fundraising, about fundraising activity.

### Financial review

The results of the year are as follows:

	2019	2018
	£	£
Operating surplus	29,894	51,778
Net income from donations and events:		
Unrestricted	164,290	8,365
Restricted	<u>190,207</u>	<u>131,559</u>
Net Income	<u>384,391</u>	<u>206,272</u>

The Trust's main source of income is fees from local authorities for residential and day services, which enable the Trust to realise its charitable objectives.

### Risk management

The trustees regularly review the major operational, financial and governance risks to which the Trust is exposed. Guidance is taken from relevant committees and consultants to ensure systems and procedures are in place to mitigate those risks and determine whether any further steps should be taken to manage those risks more effectively.

The trustees consider that the principal risks which the Trust faces are:

- The risk that fees from local authorities for the Trust's services fail to cover the costs of providing those services due to continued funding shortfalls. The trustees seek to mitigate this risk by maintaining contact with the relevant councils to negotiate adequate payment for services provided, by consulting with the Councils so that the Trust is fully aware of each Council's evolving views on the services they require and by providing Councils with sufficient information on the Trust's costs, to support the case for funding.
- The risk that lengthy void periods will impact materially the financial position of the Trust. The Trust seeks to mitigate this risk by maintaining a waiting list of potential new service users and liaising fully and responsively with Local Authorities should a vacancy arise.

# SCOTTS PROJECT TRUST

## (A company limited by guarantee)

### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31 MARCH 2019

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- The risk that the proposed building project to improve the Development Centre's facilities becomes a financial burden on the Trust due to a failure of fund raising, a failure to complete the building works on budget and on time, or a failure to increase the numbers of service users attending the enhanced facilities to generate increased income. These risks have been managed by phasing the building works in line with the success of the related fundraising and continually reviewing financial reserves to ensure sufficient funds are held in excess to liquidity requirements to support the project if required. Meanwhile, the Trust is raising the profile of our Day Services capabilities to attract greater numbers of service users and we are encouraged by the sound evidence of increased demand.
- The risk that the Trust is unable to meet its financial sustainability targets. Trustees manage this risk by setting detailed departmental budgets, and monitoring results through management reporting.

#### Reserves

	<u>2019</u>	<u>2018</u>
	£	£
The Trust held the following reserves at 31 March 2019	3,979,694	3,595,303
Of which, represented by tangible fixed assets held for the purposes of the Trust's charitable objects	(2,455,968)	(2,142,089)
Restricted reserves held for specific purposes	(243,422)	(485,229)
Reserves held for the DC2020 project	(50,000)	(200,000)
Reserves designated for strategic projects	(550,000)	0
Unrestricted free reserves	----- 680,304 -----	----- 767,985 -----
Of which, Reserves held to protect the Trust due to unexpected fall in income and/or increased expenditure	490,060	333,814
Other free reserves	190,244	434,171

#### Reserves held for the DC2020 Project

The total project cost is expected to be approximately £800,000, supported by an Appeal for £750,000 of which more than £650,000 had been raised at the year end. In light of further fundraising success since year end, the Trustees are confident the Appeal Target will be achieved during 2019-20, but have approved that any shortfall may be settled from Reserves. This is expected to be no more than £50,000.

# SCOTTS PROJECT TRUST

## (A company limited by guarantee)

### TRUSTEES' REPORT

#### FOR THE YEAR ENDED 31 MARCH 2019

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#### **Reserves designated for strategic projects (Other than the DC2020 Appeal)**

In line with the Trust's charitable objectives and long-term Strategic Plan and the Plan for Future Periods noted above, £500,000 of the unrestricted reserves are designated for the purchase/building or renovation for supported independent living accommodation and £50,000 for equipment needs for the Development Centre.

#### **Reserves held to protect the Trust from an unexpected fall in income and/or increased expenditure**

The Trust's policy on reserves had been to hold reserves from time to time of at least three months' operating expenditure. In view of increased risks and uncertainty of income, Trustees have raised this to four months until there is greater confidence in government policies and operating environment.

#### **Other free reserves**

Held for general costs and unforeseen circumstances.

#### **Land and buildings**

The trustees believe the land and buildings included in the balance sheet at £2,296,607 are worth not less than that figure but a more precise value cannot be determined without a professional valuation.

### **Statement of trustees' responsibilities**

The trustees (who are also directors of the Trust for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each fiscal year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the 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 these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP (FRS102);
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

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

# **SCOTTS PROJECT TRUST**

## **(A company limited by guarantee)**

### **TRUSTEES' REPORT**

#### ***FOR THE YEAR ENDED 31 MARCH 2019***

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#### **Disclosure of information to auditor**

Each of the persons who are trustees at the time when this trustees' report is approved has confirmed that:

- so far as the trustees are aware, there is no relevant audit information of which the Trust's auditors are unaware, and
- the trustees have taken all reasonable steps that ought to have been taken as trustees in order to be aware of any information needed by the Trust's auditors in connection with preparing their report and to establish that the Trust's auditors are aware of that information.

In preparing this report, the Trustees have taken advantage of the small companies' exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the trustees on 5<sup>th</sup> July 2019 and signed on their behalf by:

T. Hoppe  
Chair of Trustees

# SCOTTS PROJECT TRUST

## (A company limited by guarantee)

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

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#### Opinion

We have audited the financial statements of Scotts Project Trust (the 'charitable company') for the year ended 31 March 2019 which comprise the statement of financial activities, balance sheet, statement of cash flows and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources 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 Auditor's 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 other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

# **SCOTTS PROJECT TRUST**

## **(A company limited by guarantee)**

### **INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST**

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

We have nothing to report in this regard.

#### **Opinions on other matters prescribed by the Companies Act 2006**

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

- the information given in the trustees' report, which includes the directors' report prepared for the purposes of company law, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the directors' report included within the trustees' report has been prepared in accordance with applicable legal requirements.

#### **Matters on which we are required to report by exception**

In the light of 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 directors' report included within the trustees' report

We have nothing to report in respect of the following matters in relation to which 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; or
- the trustee were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the directors' report and from the requirement to prepare a strategic report.

#### **Responsibilities of trustees**

As explained more fully in the trustees' responsibilities statement set out on page 21, 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.

# SCOTTS PROJECT TRUST

## (A company limited by guarantee)

### INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF SCOTTS PROJECT TRUST

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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.

#### **Auditor's responsibilities for the audit of the financial statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

#### **Use of our report**

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and, the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

**Jonathan Healey BA FCA** (Senior statutory auditor)  
for and on behalf of

**Lindeyer Francis Ferguson Limited**  
Chartered Accountants  
Statutory Auditors  
North House  
198 High Street  
Tonbridge  
Kent TN9 1BE

Date: 17 July 2019

**SCOTTS PROJECT TRUST**  
**(A company limited by guarantee)**

**STATEMENT OF FINANCIAL ACTIVITIES**  
**(incorporating income and expenditure account)**  
**FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
<b>Income from:</b>					
Donations and legacies	2	190,207	180,476	370,683	154,494
Charitable activities	3	-	1,426,683	1,426,683	1,357,393
Other trading activities					
Events		-	9,319	9,319	11,620
Delarue Hall hire		-	7,537	7,537	13,322
Investments		-	4,988	4,988	4,699
<b>Total</b>		<b>190,207</b>	<b>1,629,003</b>	<b>1,819,210</b>	<b>1,541,528</b>
<b>Expenditure on:</b>					
Raising funds	4	-	25,505	25,505	26,190
Charitable activities	4	3,283	1,406,031	1,409,314	1,309,066
<b>Total</b>		<b>3,283</b>	<b>1,431,536</b>	<b>1,434,819</b>	<b>1,335,256</b>
<b>Net income</b>	8	<b>186,924</b>	<b>197,467</b>	<b>384,391</b>	<b>206,272</b>
Transfers between funds	12	( 428,731)	428,731	-	-
<b>Net movement in funds</b>		<b>( 241,807)</b>	<b>626,198</b>	<b>384,391</b>	<b>206,272</b>
<b>Reconciliation of funds:</b>					
Total funds brought forward		485,229	3,110,074	3,595,303	3,389,031
<b>Total funds carried forward</b>	12	<b>243,422</b>	<b>3,736,272</b>	<b>3,979,694</b>	<b>3,595,303</b>

**SCOTTS PROJECT TRUST**  
**(A company limited by guarantee)**

**BALANCE SHEET**  
**AS AT 31 MARCH 2019**

	Notes	£	2019 £	£	2018 £
<b>Fixed assets</b>					
Tangible assets	9		2,455,968		2,142,089
<b>Current assets</b>					
Debtors	10	127,459		96,764	
Short term cash deposits		903,677		1,067,441	
Cash at bank and in hand		605,886		357,728	
		<u>1,637,022</u>		<u>1,521,933</u>	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	11	( 113,296)		( 68,719)	
<b>Net current assets</b>			<u>1,523,726</u>		<u>1,453,214</u>
<b>Net assets</b>			<u><b>3,979,694</b></u>		<u><b>3,595,303</b></u>
<b>The funds of the charity</b>					
Restricted funds	12		243,422		485,229
Unrestricted funds	12		3,736,272		3,110,074
			<u><b>3,979,694</b></u>		<u><b>3,595,303</b></u>

Approved by the board of trustees on 5 July 2019 and signed on its behalf by:

T Hoppe  
**Chairman**

**Company registration number: 03143819**

**SCOTTS PROJECT TRUST**  
**(A company limited by guarantee)**

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

	Notes	2019 £	2018 £
<b>Cash flows from operating activities:</b>			
Net cash provided by operating activities	A	483,508	246,749
<b>Cash flows from investing activities:</b>			
Purchase of tangible assets		( 408,665)	( 65,199)
Sale of tangible assets		9,551	-
Net cash used in investing activities		( 399,114)	( 65,199)
Change in cash and cash equivalents for the year		84,394	181,550
Cash and cash equivalents at the beginning of the year		1,425,169	1,243,619
<b>Cash and cash equivalents at the end of the year</b>		<b>1,509,563</b>	<b>1,425,169</b>
<b>Cash and cash equivalents comprise:</b>			
Short term deposits		903,677	1,067,441
Cash at bank and in hand		605,886	357,728
		<b>1,509,563</b>	<b>1,425,169</b>

**NOTE TO THE STATEMENT OF CASH FLOWS**

**A Reconciliation of net income to net cash flow from operating activities**

Net income for the year	384,391	206,272
<i>As per statement of financial activities</i>		
<b>Adjustments for:</b>		
Depreciation charges	94,786	80,469
Profit on sale of tangible asset	( 9,551)	-
(Increase)/decrease in debtors	( 30,695)	69,251
(Decrease)/increase in creditors	44,577	( 109,243)
<b>Net cash provided by operating activities</b>	<b>483,508</b>	<b>246,749</b>

# **SCOTTS PROJECT TRUST**

## **(A company limited by guarantee)**

### **NOTES TO THE FINANCIAL STATEMENTS**

#### **FOR THE YEAR ENDED 31 MARCH 2019**

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#### **1 Accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

##### **1.1 Basis of preparation**

The financial statements have been prepared in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Scotts Project Trust meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

There are no material uncertainties about the charity's ability to continue, and so the going concern basis of accounting has been adopted. The financial statements are presented in Pounds Sterling, and are rounded to the nearest pound.

##### **1.2 Company status**

Scotts Project Trust is a charitable company limited by guarantee incorporated in England and Wales. The address of the registered office is Scotts Office, Delarue Close, Tonbridge, Kent TN11 9NN. The members of the company are the trustees named on page 1. The Trust is controlled equally by the trustees. In the event of the Trust being wound up, the liability in respect of the guarantee is limited to £1 per member of the Trust.

##### **1.3 Income**

Income from donations and grants is recognised when the charity is entitled to the funds, the receipt is probable and the amount can be measured reliably. For donations, this is usually on receipt. For grants, this is usually when a formal offer is made in writing, unless the grant contains terms and conditions outside of the charity's control which must be met before the charity is entitled to the funds.

Income from charitable activities is recognised to the extent that the charity has provided the contracted services. Income received in advance of the provision of services is deferred on a time basis until such time as the services have been performed.

Income from trading activities is recognised once the event or hire period has been completed. Income received in advance of the provision of services is deferred on a time basis until such time as the services have been performed.

# SCOTTS PROJECT TRUST

(A company limited by guarantee)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2019

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### 1 Accounting policies (continued)

Income tax recoverable in relation to donations received under Gift Aid is recognised at the time of the donation.

#### 1.4 Expenditure

Expenditure is recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be measured or estimated reliably.

Expenditure is stated gross of irrecoverable VAT and has been classified under headings that aggregate all costs related to the category.

Staff costs have been allocated to expenditure headings on the basis of an estimate of the amount of time spent by staff members in each area.

The charity currently has three activities: the residential home - St. Peter's Row, Supported independent living houses - Oaks and Willows, and the Development Centre. Direct costs are allocated against these activities, and support costs have been apportioned across the activities based on the proportional use of the cost by each activity.

Expenditure on raising funds includes those costs incurred in seeking donations and does not include the costs of disseminating information in support of the charitable activities. Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include governance costs in connection with administration of the company and compliance with constitutional and statutory requirements.

#### 1.5 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated realisable value of each asset over its expected useful life, as follows:

Freehold property	2% on cost
Land	not depreciated
Motor vehicles	20% on cost
Fixtures & fittings	15% on cost
Computer equipment	33.33% on cost

Assets under construction are not depreciated until assets are complete and brought into use. The Trustees have reviewed the remaining useful lives of fixed assets during the year and revised depreciation provisions as required.

# **SCOTTS PROJECT TRUST**

**(A company limited by guarantee)**

## **NOTES TO THE FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2019**

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### **1 Accounting policies (continued)**

#### **1.6 Debtors**

Fees receivable are recognised at the settlement amount due. Prepayments are recognised at the invoiced cost prepaid.

#### **1.7 Cash and cash equivalents**

Cash and cash equivalents includes cash in hand, deposits held at call with banks and other short-term cash deposits included in current assets.

#### **1.8 Creditors**

Creditors are recognised when a present legal or constructive obligation exists at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefits will be required to settle the obligation, and the amount can be estimated reliably. Creditors are recognised at their settlement value.

#### **1.9 Financial instruments**

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

#### **1.10 Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the Trust and which have not been designated for other purposes.

Designated funds are unrestricted funds designated by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Trust for particular purposes. The aim and use of the restricted funds is set out in the notes to the financial statements.

#### **1.11 Pensions**

The Trust operates a defined contribution pension scheme and the pension charge represents the amounts payable by the Trust to the fund in respect of the year.

#### **1.12 Taxation**

The charity is exempt from Corporation Tax on its charitable activities.

**SCOTTS PROJECT TRUST**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**2 Income from donations and legacies**

	<i>2019</i>	<i>2018</i>
	£	£
Donations and grants	269,338	154,494
Legacies	101,345	-
	<u>370,683</u>	<u>154,494</u>

Donation income in the previous year includes restricted income of £120,729.

**3 Income from charitable activities**

	<i>2019</i>	<i>2018</i>
	£	£
Residential home fees	883,503	841,614
Allocated to the Development Centre	( 77,717)	( 80,852)
	<u>805,786</u>	<u>760,762</u>
Supported living fees and rental income	282,046	270,237
Development Centre fees	338,851	326,394
	<u>1,426,683</u>	<u>1,357,393</u>

**SCOTTS PROJECT TRUST**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**4 Expenditure**

<i>Expenditure on raising funds</i>	<i>2019</i>	<i>2018</i>
	<i>£</i>	<i>£</i>
For donations and events	22,256	22,692
Delarue Hall costs	3,249	3,498
	<u>25,505</u>	<u>26,190</u>

Expenditure for restricted funds in the comparative period was nil.

***Expenditure on charitable activities***

	<i>Direct costs</i>	<i>Support costs</i>	<i>Total</i>	<i>Total</i>
	<i>2019</i>	<i>2019</i>	<i>2019</i>	<i>2018</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Residential home	732,889	82,176	815,065	777,543
Supported living	204,772	66,004	270,776	238,471
Development Centre	230,645	92,829	323,474	293,052
	<u>1,168,305</u>	<u>241,009</u>	<u>1,409,314</u>	<u>1,309,066</u>
	<i>Note 5</i>	<i>Note 6</i>		

Expenditure for restricted funds in the comparative period was nil.

**5 Direct costs**

	<i>Total</i>	<i>Total</i>
	<i>2019</i>	<i>2018</i>
	<i>£</i>	<i>£</i>
Wages and salaries (Note 7)	814,596	776,514
National insurance (Note 7)	49,573	43,353
Pension cost (Note 7)	14,611	13,499
Food and household	25,915	30,730
Establishment	125,868	101,451
Other direct costs	52,507	48,200
Profit on disposal of fixed assets	( 9,551)	-
Depreciation	94,786	80,469
	<u>1,168,305</u>	<u>1,094,216</u>

**SCOTTS PROJECT TRUST**  
**(A company limited by guarantee)**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**6 Support costs**

	<i>Total</i>	<i>Total</i>
	<i>2019</i>	<i>2018</i>
	<i>£</i>	<i>£</i>
Wages and salaries (Note 7)	175,436	158,266
National insurance (Note 7)	14,452	12,076
Pension cost (Note 7)	1,902	1,107
Other support costs	24,038	23,613
Legal and professional	17,726	12,506
Governance costs:		
Auditors' remuneration	6,459	6,240
Administration and secretarial	996	1,042
	<u>241,009</u>	<u>214,850</u>

**7 Staff costs**

	<i>2019</i>	<i>2018</i>
	<i>£</i>	<i>£</i>
Wages and salaries	990,032	934,780
Social security costs	64,025	55,429
Pension costs	16,513	14,606
	<u>1,070,570</u>	<u>1,004,815</u>

The average monthly number of full-time equivalent employees during the year was as follows:

	<i>2019</i>	<i>2018</i>
	<i>No.</i>	<i>No.</i>
Residential home	20	19
Supported living	6	6
Development Centre	7	6
Finance and administration	3	3
Maintenance	2	2
Governance	1	1
	<u>39</u>	<u>37</u>

Key management personnel comprise the trustees listed on Page 1 and the senior management team listed on Page 2. The total remuneration, including employers' national insurance and pension contributions, of key management personnel was £183,837 (2018: £133,916). No remuneration was paid to the trustees.

No employee received remuneration amounting to more than £60,000 in either year.

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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**8 Net income**

	2019	2018
	£	£
This is stated after charging/(crediting):		
Depreciation of tangible fixed assets	94,786	80,469
Profit on sale of tangible fixed assets	( 9,551)	-
Auditors' remuneration	4,777	4,615
Auditors' remuneration - non-audit	1,682	1,625
Pension costs	16,513	14,606
	<u>          </u>	<u>          </u>

During the year, no trustees received any remuneration (2018: £nil).  
During the year, no trustees received any benefits in kind (2018: £nil).  
During the year, no trustees were reimbursed for office expenses (2018: £nil).

**9 Tangible fixed assets**

	<i>Assets under construction</i>	<i>Freehold property</i>	<i>Motor vehicles</i>	<i>Furniture fittings and equipment</i>	<i>Total</i>
	£	£	£	£	£
<b>Cost or valuation</b>					
At 1 April 2018	18,462	2,634,427	62,142	462,021	3,177,052
Additions	308,753	10,748	30,052	59,112	408,665
Disposals	-	-	( 29,073)	-	( 29,073)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2019	327,215	2,645,175	63,121	521,133	3,556,644
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Depreciation</b>					
At 1 April 2018	-	600,729	62,142	372,092	1,034,963
Charge for the year	-	40,904	6,010	47,872	94,786
On disposals	-	-	( 29,073)	-	( 29,073)
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2019	-	641,633	39,079	419,964	1,100,676
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Net book value</b>					
At 31 March 2019	327,215	2,003,542	24,042	101,169	2,455,968
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 March 2018	18,462	2,033,698	-	89,929	2,142,089
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

Freehold property includes £600,000 in respect of land which is not depreciated.

Assets under construction include expenditure on improvements to the Hall as further described in the Trustees' Report.

**SCOTTS PROJECT TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**10 Debtors**

	<i>2019</i>	<i>2018</i>
	<i>£</i>	<i>£</i>
Fees receivable	83,505	47,101
Prepayments and accrued income	43,954	49,663
	<u>127,459</u>	<u>96,764</u>

**11 Creditors: amounts falling due within one year**

	<i>2019</i>	<i>2018</i>
	<i>£</i>	<i>£</i>
Accounts payable	31,790	27,294
Other taxation and social security	16,408	14,970
Accruals and deferred income	65,064	23,955
Other creditors	34	2,500
	<u>113,296</u>	<u>68,719</u>

Accruals and deferred income includes deferred income of £40,372 (2018: nil) for fees due in the next financial year.

**12 Statement of funds**

	<i>At 1 April</i>	<i>Incoming</i>	<i>Resources</i>	<i>Transfers</i>	<i>At 31 March</i>
	<i>2018</i>	<i>resources</i>	<i>expended</i>	<i>in/out</i>	<i>2019</i>
	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>	<i>£</i>
Unrestricted funds:					
Fixed asset designated fund	2,142,089	-	( 94,786)	408,665	2,455,968
Designated project funds	-	-	-	600,000	600,000
General funds	967,985	1,629,003	( 1,336,750)	( 579,934)	680,304
	<u>3,110,074</u>	<u>1,629,003</u>	<u>( 1,431,536)</u>	<u>428,731</u>	<u>3,736,272</u>
Restricted funds	485,229	190,207	( 3,283)	( 428,731)	243,422
	<u>3,595,303</u>	<u>1,819,210</u>	<u>( 1,434,819)</u>	<u>-</u>	<u>3,979,694</u>

The designated project funds are detailed in the Trustees's Report under 'Reserves'.

The carried forward restricted funds of £243,422 (2018: £485,229) include £219,235 (2018: £444,995) which the donors have specified must be used for the Trust's capital expenditure programme and £15,436 for the Welfare Fund to be used on the general welfare of services users.

Transfers from restricted funds include funds expended on capital items.

**SCOTTS PROJECT TRUST**  
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**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2019**

**12 Statement of funds (continued)**

<i>Prior year</i>	<i>At 1 April 2017</i>	<i>Incoming resources</i>	<i>Resources expended</i>	<i>Transfers in/out</i>	<i>At 31 March 2018</i>
	£	£	£	£	£
Unrestricted funds:					
Fixed asset designated fund	2,157,359	-	( 80,469)	65,199	2,142,089
General funds	833,327	1,409,969	( 1,254,787)	( 20,524)	967,985
	<u>2,990,686</u>	<u>1,409,969</u>	<u>( 1,335,256)</u>	<u>44,675</u>	<u>3,110,074</u>
Restricted funds	398,345	131,559	-	( 44,675)	485,229
	<u>3,389,031</u>	<u>1,541,528</u>	<u>( 1,335,256)</u>	<u>-</u>	<u>3,595,303</u>

The carried forward restricted funds of £485,229 (2017: £398,345) include £444,995 (2017: £385,248) which the donors have specified must be used for the Trust's capital expenditure programme.

Transfers from restricted funds include funds expended on capital items.

**13 Analysis of net assets between funds**

	<i>Restricted funds 2019</i>	<i>Unrestricted funds 2019</i>	<i>Total funds 2019</i>	<i>Total funds 2018</i>
	£	£	£	£
Tangible fixed assets	-	2,455,968	2,455,968	2,142,089
Current assets	243,422	1,393,600	1,637,022	1,521,933
Creditors due within one year	-	( 113,296)	( 113,296)	( 68,719)
	<u>243,422</u>	<u>3,736,272</u>	<u>3,979,694</u>	<u>3,595,303</u>

In the previous year restricted funds of £485,229 were included in current assets.

Free reserves as noted in the trustees' report comprise unrestricted, undesignated current assets and creditors due within one year.

**14 Pension commitments**

The Trust operates a defined contributions pension scheme. The assets of the scheme are held separately from those of the Trust in an independently administered fund. The pension cost charge, representing contributions payable by the Trust to the fund for 2019 were £16,513 (2018: £14,606).

**15 Related party transactions**

There were no related party transactions in the year.