

**Community Activities
Project Ealing
(CAPE)**

**Report of the Trustees and Financial
Statements for the year ended 31st March
2022**

**REGISTERED COMPANY NUMBER: 03386839 (England and Wales)
REGISTERED CHARITY NUMBER: 1064778**

Community Activities Project Ealing (CAPE)

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Community Activities Project Ealing (CAPE)

Report of the Trustees for the Year ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. 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).

REFERENCE AND ADMINISTRATIVE DETAILS

Trustees

| | |
|---------------|---------------------------|
| J A Schiemann | Resigned 14 March 2022 |
| C Taylor | |
| S B Hammett | Resigned 19 October 2021 |
| A Bamford | Resigned 25 April 2022 |
| M M Little | |
| V Angra | |
| N Rinaldi | |
| A Potter | Appointed 27 October 2021 |

Company Secretary

M M Little

Tracey Harrington is the Chief Executive Officer of CAPE.
Her official title is Chief Executive Officer.

Charity number **1064778**

Company number **03386839 England and Wales**

Principal address and Registered Office

3 Montpelier Road
Ealing
London W5 2XP

Auditors

Johnsons, Chartered Accountants
Statutory Auditor
Ground Floor
1-2 Craven Road

Bankers

HSBC
46 The Broadway
Ealing
London W5 5JR

Community Activities Project Ealing (CAPE)

Report of the Trustees for the Year ended 31 March 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. 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).

OBJECTIVES AND ACTIVITIES

Objective and aims

The company's objects are to benefit the community by the provision and safeguarding of mental health, the relief of psychosocial rehabilitation of persons suffering from mental disorders or ill health being primarily, but not exclusively, those who are ordinarily resident within the Borough of Ealing.

Our Vision, Missions and Values (Reviewed 2020)

Vision A world where individuals experiencing complex and enduring mental ill health build their emotional resilience and can live a fulfilled life.

Mission

1. Provide psychotherapy services via a one-to-one basis or group therapy to individuals with complex mental health issues who experience barriers accessing talking therapies or other acute mental health services.

Values The following values guide our behaviour and inform all our work

1. Value the potential of each individual. Their skills, capacity, knowledge, potential and connections to live the life they choose.
2. Promote collaborative models of working for individuals – enabling the client to become their own co-producer of positive mental health.
3. Safeguard each individual story – recognising the strengths and resilience of each story.
4. Support prevention and independence – by promoting possibilities and solutions that enable and empower individuals to determine their own pathways.

Our Strategic Objectives 2020-2024

After in depth review of CAPE's work over the previous years, and of the external environment and challenges it faces, the trustees have developed the following four strategic objectives for the period 2020-2024:

1. To continue the transition to a new blended service model which focuses on one-to-one strength based/therapy and an appropriate balance between outreach, building based, and on-line individual and group work.
2. To provide high quality services by continuously reviewing our client group needs and our effectiveness and impact.
3. To positively influence our external marketplace to ensure that best practice is delivered.
4. To ensure that we are well managed, and we have sufficient resources and skills to meet our strategic objectives.

Community Activities Project Ealing (CAPE)

Report of the Trustees for the Year ended 31 March 2022: continued

OBJECTIVES AND ACTIVITIES

This year has been another year of adaptation and resilience as we navigated 12 months of COVID 19 pandemic restrictions, re-opening of our trading arm Cape Shops Limited and negotiated a move to new premises to ensure our trauma informed one to one and group work is delivered in a safe environment.

Our teams and volunteer psychotherapists remained committed to delivering the vital support to adults with long term complex mental health needs and continued to adapt our life-changing services quickly and without disruption to save lives.

We continued to adapt to the changing circumstances throughout the year and developed innovative solutions to continue our therapy groups online, rather than at our Recovery Centre where this was not possible.

Our partnership working enabled us to continue to work closely with our voluntary and statutory partners, to respond to the needs of and improve the outcomes for complex mental health needs in the borough. It continued to be challenging and worrying times for the clients we support, as well as our colleagues and partners, as we navigated the roadmap out of COVID and the onset of the Omicron variant. We were supported by many existing and new partners, companies and individuals, enabling us to continue our vital work. Our communications with current and potential funders have been and continue to be positive and flexible through these challenges.

Risk Management

The Board of Trustees has conducted a review of the major risks to which the charity is exposed, and implemented a Sub-Committee structure with a focus on Risk and Compliance, Strategic Development and Income Generation, Finance and HR to support the charity's governance arrangements and risk management. Where appropriate, systems or procedures have been adapted/established to mitigate the risks the charity faces.

In this financial year CAPE Trustees alongside our partner Safeguarding Momentum have reviewed and implemented a refreshed Safeguarding Adults policy with essential training and structures put in place to ensure all of our practices safeguard those we provide services too. We have introduced cyber insurance to mitigate risks as identified through our sub committees to support the charity and our trading arm. Alongside ROOTS HR we have conducted a salary and pensions benchmarking review to ensure the charity remains relevant in the labour market and attracts the most talented in the mental health field.

The Board of Trustees has agreed and oversees a four-year strategic business plan 2020-2024. This sets out plans to allow for the diversification of funding and activities and annual objectives.

Delivering public benefit

Delivering public benefit positively impacts the lives of adults living with long-term enduring complex mental health needs, by preventing hospital admissions, reducing the length of stay when our clients are receiving in-patient care, and reducing, delaying, or preventing people's need for long term social care. Much of our work this year has been diverting our clients from risk of harm including suicide prevention, increasing the safety and improving the quality of life supported by our services. During the year we were also able to deliver public benefit through further development and innovation, by extending our services on line and building based, as well as sharing best practice with practitioners, commissioners and other organisations working in the mental health field.

We continue to build our partnership working and delivering a coordinated community response, by participating in strategic and operational networks, locally and developing and leading service delivery partnerships such as the Talking Therapies Network.

In making this statement, the Trustees have had regard to the Charity Commission guidance on public benefit. CAPE is an independent charity as well as a company limited by guarantee.

Community Activities Project Ealing (CAPE)

Report of the Trustees for the Year ended 31 March 2022: continued

OBJECTIVES AND ACTIVITIES

NEED, ACHIEVEMENT AND PERFORMANCE

At least one in a hundred of us will experience one or more psychotic episodes, experiencing the world differently, often as terrifying, and dangerous to us or our loved ones. Many people recover from these experiences, some will live with them for their whole lives and will be severely disabled by them and by the associated stigma.

London Borough of Ealing.

4,576 people were registered with their GP as having psychoses in 2015/16. These numbers were predicted to rise over the next five years by approximately 0.4% per year. Over 50% of CAPE Clients have a diagnosis of schizophrenia and 100% have multiple diagnoses.

On average, there are 20 people discharged from secure forensic services and are supported in the community in Ealing each year. CAPE continues to support 10% of this client group alongside our partners.

CAPE in this financial year has provided **2,180** individual strength-based one to one sessions and over **866** hours of psychotherapy and **616** hours of therapy groups to **279** clients with complex needs. CAPE have supported a further **20** complex needs clients on our waiting list with COVID safe sessions. We continue to provided a full time Mental Health Recovery Worker to the Women's Wellness Zone in Southall.

We have tentively opened our referral routes in consultation with our partners and have seen a **67%** increase in referrals in the first few weeks of opening based on the total for the year 2018-19. Demand continues to increase above percentages predicted and these are clients who have been waiting more than 12 months for a statutory service.

Funding

Following another year of significant funding pressures (short term funding) and changes to the commissioning landscape faced by the voluntary sector, we have benefited from the work undertaken by the charity to strengthen our financial management systems, policies and reporting procedures, enabling us to maximise opportunities that arose in 2021/22 and beyond supported by Embrace Finance.

Our Grant funding and Structured Market have held well this year and we continue to maintain close contact with our funders and partners to minimise risks as we start to prepare for the new commissioning rounds in 2023.

The Charity has diversified its gift economy through digital platforms such as the Big Give, London to Brighton bike ride and half marathons. We have reopened our on-line and physical charity boutiques that have supported our open market funding to survive and thrive. As we are increasing our use of digital fundraising and open market tools, we have taken additional steps to ensure our controls and processes are secure to fight against fraud.

We have been sub-contracted for a further 3 years to provide vital services to the Women's Wellness Zone and secured a one-year continuation core fund from Lloyds Foundation.

The economic climate we face going forward will be challenging and we are working with our partners to fund full cost recovery on restricted funding and core funding free reserves to support our sustainability going forward.

CAPE will continue to seek funding to support the following:

1. Focused therapeutic services for clients with enduring mental health issues (not previously provided for by West London NHS Trust).
2. Empowerment through strengths-based working and coaches.
3. Signposting for the essential social interaction, life skills, and reconnection to people, services, and communities.
4. Partnerships to provide specific services - employment and vulnerable women
5. Building partnerships through co-production to ensure appropriate signposting and the development of the essential connections and pathways where it is identified with service users that there are gaps.

Community Activities Project Ealing (CAPE)

Report of the Trustees for the Year ended 31 March 2022: continued

FINANCIAL REVIEW

Financial Position

Income for the year decreased by 10% to £377,920 (2021: £414,325). Expenditure increased by 13% to £390,046 (2021: £346,249). There is a deficit of £12,126 for the year (2021 surplus £68,076).

CAPE continues to keep a tight control of its costs, but a harsher and more competitive funding environment during COVID has limited CAPE's ability to diversify our funding streams. The funding environment is now improving and we hope to see new funding streams coming through. The decision to appoint an additional member of staff (an Operations Lead) was made in the year so that the CEO could focus more on fundraising and less on day to day operations. We continue to ensure that expenditure is targeted in the most effective way possible.

CAPE's reserves policy was reviewed in the year by CAPE Trustee Board as expressed within our business plan 2020-2024. In addition, thanks to the support of Lloyds Bank Foundation, we conducted a review in the year of how we report to the Board and how we manage financial risk. The recommendations of this review are now in the process of being implemented.

Although there are still significant risks and challenges in the current environment, we are confident that we will continue to manage our financial sustainability through continual monitoring of expenditure, impact measurement and control over resource allocations through the life of the Business Plan.

Reserves Policy

The Board of the Trustees reviews CAPE reserves policy regularly.

In the Board of Trustees' view, the Reserves should provide CAPE with adequate financial stability and the means for it to meet its objectives for the foreseeable future. The Board seeks to retain adequate reserves determining what level they should be by reviewing (i) the sustainability of current and projected income as compared with (ii) projected expenditure required to enable CAPE to meet client need and (iii) to meet any contingent costs associated with a forced reduction in activity. Overall, the Board seeks to maintain enough reserves to provide stability and flexibility as the economic and funding environment changes. The Board of Trustees look for a minimum of £20,000 in reserves and aim to grow CAPE's reserves to a level which would cover all redundancy costs should the organisation be forced to close.

We continue to successfully manage stabilising statutory income and our voluntary/earned income continues to hold at planned levels. CAPE regularly reviews its contingency plans for how expenditure would be reduced in the event of significant shortfalls in projected income and any associated one-off costs. In addition, the Board, recognising the challenges of a funding environment still affected by COVID, has taken steps to free up the CEO's time (with the appointment of an Operations Lead) in order to allow her to focus more on fundraising.

Unrestricted Reserves carried forward at 31 March 2022 are £5,718 (2021 £8,506). Raising unrestricted funds and donations post the COVID pandemic and current economic environment has been challenging.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The company was registered as a charity on 10 October 1997. The company was incorporated on 13 June 1997 as a company limited by guarantee of its members and not having a share capital. The company is governed by its Memorandum and Articles of Association.

Community Activities Project Ealing (CAPE)

Report of the Trustees for the Year ended 31 March 2022: continued

STRUCTURE, GOVERNANCE AND MANAGEMENT

Recruitment and appointment of new trustees

CAPE is governed by a management committee comprising of the Board of Trustees who are also directors of the company. The minimum number of members of the management committee is three and there is currently no maximum number.

The Board meets every three months.

At each Annual General Meeting one-third of the Board members for time time being, or if their number is not three or a multiple of three, then the number nearest one-third shall retire from office. The Board members to retire in every year shall be those who have been longest in office since their last election.

It is the responsibility of the existing management committee to recruit new members although some of the activities can be delegated. CAPE seeks to ensure that the management committee has a diverse range of skills and experience to support its work.

The decision to search for and select a new Trustee is taken by the management committee who will agree and document the particular skills, experience and knowledge that the new Trustee should bring to the management committee.

The Chief Executive Officer will run an appropriate search process to identify potential candidates.

The candidates to be reviewed will be interviewed by a sub-committee of the management committee consisting of the CEO and two other Trustees one of whom should normally be the Chair. The interviewers do not have to meet as a panel and they can meet a candidate at separate times.

Candidates can be invited to a management committee meeting as an observer or meet other Trustees and/or members of staff informally to enable the candidate to establish whether they are still happy to be elected to be a Trustee.

Candidates will be asked in writing to confirm they have not been disqualified from acting as Trustees and they should consider and declare any current or potential conflicts of interest.

Candidate references will be taken up by the Chief Executive Officer.

Once a preferred candidate has been identified, this candidate is proposed to the management committee who will then make the final decision on appointment.

Induction and training of new trustees

On appointment the new Trustee should be provided with the:

- a) most recent CAPE annual report
- b) latest management accounts
- c) Memorandum and Articles of Association for CAPE
- d) minutes of the most recent management committee meetings

Community Activities Project Ealing (CAPE)

Report of the Trustees for the Year ended 31 March 2022: continued

Statement of Trustees Responsibilities

The trustees (who are also the directors of COMMUNITY ACTIVITIES PROJECT EALING (CAPE) 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 Charity SORP;
- make judgments and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

In so far as the trustees are aware:

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

AUDITORS

The auditors, Johnsons, Chartered Accountants, will be re-appointed at the forthcoming Annual General Meeting.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 20 October 2022 and signed on its behalf by:



M M Little - Company Secretary

Community Activities Project Ealing (CAPE)

Report of the Independent Auditors to the Trustees of Community Activities Project Ealing (CAPE)

Opinion

We have audited the financial statements of Community Activities Project Ealing (CAPE) (the 'charitable company') for the year ended 31 March 2022 which comprise the Statement of financial activities, the Balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- (i) give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- (ii) have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- (iii) have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

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

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the Annual report, other than the financial statements and our Report of the independent auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. 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.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- (i) the information given in the Report of the trustees is inconsistent in any material respect with the financial statements; or
- (ii) the charitable company has not kept adequate accounting records; or
- (i) the financial statements are not in agreement with the accounting records and returns; or
- (ii) we have not received all the information and explanations we require for our audit.

Community Activities Project Ealing (CAPE)

Report of the Independent Auditors to the Trustees of Community Activities Project Ealing (CAPE)

Responsibilities of trustees

As explained more fully in the Statement of trustees' responsibilities, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Our responsibilities for the audit of the financial statements

We have been appointed as auditors under Section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

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

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

Extent to which the audit was considered capable of detecting irregularities, including fraud

We identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and then design and perform audit procedures responsive to those risks, including obtaining audit evidence that is sufficient and appropriate to provide a basis for our opinion.

Identification and assessment of potential risks

In identifying and assessing potential risks related to irregularities in identifying and assessing risks of material misstatement in respect of irregularities, including fraud and non-compliance with laws and regulations, we conducted:

- Discussions with those charged with governance and those who review the charitable company's internal ethics and compliance reporting summaries, including those concerning investigations;
- Enquiries of management, including obtaining and reviewing supporting documentation, concerning the charitable material policies and procedures relating to identifying, evaluating and complying with laws and regulations and whether they were aware of any instances of non-compliance relating to the detecting and responding to the risks of fraud and whether they have knowledge of any actual, suspected or alleged fraud; and the internal controls established to mitigate risks related to fraud or non-compliance with laws and regulations;
- Our reviews of the charitable company's remuneration policies, and key drivers for remuneration and bonus levels;
- Our assessment of the influence of public officials over the operations of the charitable company including any material transactions with related parties and key individuals; and
- Discussions among the engagement team regarding how and where fraud might occur in the financial statements and any potential indicators of fraud. The engagement team includes the Audit Director and staff who have extensive experience of working with companies in the same sectors as the charitable company, and this experience was relevant to the discussion about where fraud risks may arise.

Report of the Independent Auditors to the Trustees of Community Activities Project Ealing (CAPE)

Risks arising from legal and regulatory frameworks

We are also required to perform specific procedures to respond to the risk of management override. We also obtained an understanding of the legal and regulatory frameworks in which the charitable company operates, focusing on provisions of those areas that had a direct effect on the determination of material amounts and disclosures in the financial statements.

We did not identify any material audit matters related to the potential risk of fraud or non-compliance with laws and regulations from our work:

- (i) Reviewing management override of controls;
- (ii) Testing the appropriateness of journal entries and other accounting adjustments;
- (iii) Assessing whether the judgements made in making accounting estimates are indicative of a potential bias;
and
- (iv) Evaluating the business rationale of any significant transactions that are unusual or outside the normal course of business.

We also communicated our assessment of the relevant laws and regulations and potential fraud risks to all engagement team members, and remained alert to any indications of fraud or non-compliance with laws and regulations throughout the audit.

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

Use of our report

This report is made solely to the charitable company's trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charitable company's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



Edmund Cartwright FCCA MAAT
Johnsons, Chartered Accountants
Statutory Auditor
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Ground Floor
1-2 Craven Road
Ealing
London, W5 2UA

Date: 21 October 2022.....

Community Activities Project Ealing (CAPE)

Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2022

| | | Unrestricted Funds £ | Restricted Funds £ | Total Funds 2022 £ | Total Funds 2021 £ |
|------------------------------------|--------------|----------------------------|--------------------------|-----------------------------|-----------------------------|
| Income | Notes | | | | |
| Donations and fundraising | | 24,265 | - | 24,265 | 65,525 |
| Charitable activities | | - | 353,655 | 353,655 | 348,800 |
| Total income | | 24,265 | 353,655 | 377,920 | 414,325 |
| Expenditure: | | | | | |
| Charitable activities | | 9,151 | 380,895 | 390,046 | 346,249 |
| Total expenditure | | 9,151 | 380,895 | 390,046 | 346,249 |
| Net income/(expenditure) | | 15,114 | (27,240) | (12,126) | 68,076 |
| Transfers between funds | | (17,902) | 17,902 | - | - |
| Net movement in funds | | (2,788) | (9,338) | (12,126) | 68,076 |
| Reconciliation of funds | | | | | |
| Total funds brought forward | | 8,506 | 35,084 | 43,590 | (24,486) |
| Total funds carried forward | | 5,718 | 25,746 | 31,464 | 43,590 |

Community Activities Project Ealing (CAPE)

Balance Sheet As at 31 March 2022

| | Note | Unrestricted Fund | Restricted Fund | 2022 Total Funds | 2021 Total Funds |
|---|------|----------------------|--------------------|---------------------|---------------------|
| | | £ | £ | £ | £ |
| Fixed assets | | | | | |
| Tangible Assets | 6 | 2,908 | 9,051 | 11,959 | 17,095 |
| Investments | 7 | 1 | - | 1 | 1 |
| | | 2,909 | 9,051 | 11,960 | 17,096 |
| Current assets | | | | | |
| Debtors | 8 | 5,060 | 2,600 | 7,660 | 4,729 |
| Cash at bank and in hand | | - | 17,124 | 17,124 | 30,052 |
| | | 5,060 | 19,724 | 24,784 | 34,781 |
| Liabilities: | | | | | |
| Creditors: Amount falling due within one year | 9 | (2,251) | (3,029) | (5,280) | (8,287) |
| Net current assets | | 2,809 | 16,695 | 19,504 | 26,494 |
| Total assets less current liabilities | | 5,718 | 25,746 | 31,464 | 43,590 |
| Net Assets | | 5,718 | 25,746 | 31,464 | 43,590 |
| Funds | | | | | |
| Restricted income funds | 10 | | | 25,746 | 35,084 |
| Unrestricted funds | | | | 5,718 | 8,506 |
| Total Funds | | | | 31,464 | 43,590 |

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006, for the year ended 31 March 2022. The members have not deposited a notice, pursuant to section 476 of the Companies Act 2006, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for (a) ensuring that the charitable company keeps accounting records which 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 charitable 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 statements, so far as applicable to the charitable company.

These financial statements have been audited under the requirements of Section 145 of the Charities Act 2011.

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

The financial statements were approved by the Board of Trustees on 20 October 2022 and were signed on its

C.H. Taylor

.....
C Taylor - Trustee

MM Little

.....
M M Little - Trustee

Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2022

1 Accounting policies

1.1 Basis of preparation

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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

Based on budgets and cash flow projections prepared, at the date of approving the financial statements, the trustees expect to have adequate resources to continue to operate for the foreseeable future. On this basis the financial statements have been prepared on the going concern basis.

1.2 Income

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

1.3 Expenditure

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

1.4 Tangible fixed assets

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

| | |
|--------------------------|--|
| Improvements to property | - Equally over the period of the lease |
| Kitchen equipment | - 25% on reducing balance |
| Fixtures and fittings | - 25% on reducing balance |
| Computer equipment | - 25% on cost |

1.5 Taxation

The company is a registered charity and is exempt from all forms of taxation which are available to registered charities other than Value Added Tax. The charity is not registered for Value Added Tax. It is thus not able to recover input tax, where this is charged, and this tax is included with the relevant item of expenditure.

1.6 Fund Accounting

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

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

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

1.7 Pensions

The company operates a defined contributions scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund.

Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2022: *continued*

2 Net Income/(Expenditure)

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

| | Total 2022 £ | Total 2021 £ |
|---|-----------------------------|-----------------------------|
| Auditors' remuneration | 2,880 | 2,880 |
| Auditors' remuneration for non-audit work | - | - |
| Loss on disposal of fixed assets | - | 1,493 |
| Depreciation - owned assets | 7,687 | 6,075 |
| | <hr/> <hr/> | <hr/> <hr/> |

3 Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor the year ended 31 March 2021.

Trustee's Expenses

There were no trustees' expenses paid for the year ended 31 March 2022 nor the year ended 31 March 2021.

4 Staff costs

The average number of employees during the year was as follows:

| | 2022 | 2021 |
|------------|-------------|-------------|
| Management | 1 | 1 |
| Operations | 11 | 10 |
| | <hr/> 12 | <hr/> 11 |
| | <hr/> <hr/> | <hr/> <hr/> |

No employees received emoluments in excess of £60,000 in the year ended 31 March 2022 or the year ended 31 March 2021.

Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2022: continued

5 Comparative - Statement of Financial Activities for the Year Ended 31 March 2021

| | <i>Unrestricted Funds £</i> | <i>Restricted Funds £</i> | <i>Total Funds 2021 £</i> |
|------------------------------------|-------------------------------------|-----------------------------------|---------------------------------------|
| Income | | | |
| Donations and fundraising | 65,525 | - | 65,525 |
| Charitable activities | | 348,800 | 348,800 |
| Other trading activities | - | - | - |
| Total income | 65,525 | 348,800 | 414,325 |
| Expenditure: | | | |
| Charitable activities | - | 346,249 | 346,249 |
| Total expenditure | - | 346,249 | 346,249 |
| Net income/(expenditure) | 65,525 | 2,551 | 68,076 |
| Transfers between funds | - | - | - |
| Net movement in funds | 65,525 | 2,551 | 68,076 |
| Reconciliation of funds | | | |
| Total funds brought forward | (57,019) | 32,533 | (24,486) |
| Total funds carried forward | 8,506 | 35,084 | 43,590 |

Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2022: continued

6 Tangible fixed assets

| | Improvement to property £ | Fixtures and Fittings £ | Computer equipment £ | Total £ |
|-------------------------|---------------------------------|-------------------------------|----------------------------|---------------|
| Cost: | | | | |
| At 1 April 2021 | 4,602 | 21,800 | 13,949 | 40,351 |
| Additions at cost | - | 2,000 | 551 | 2,551 |
| At 31 March 2022 | 4,602 | 23,800 | 14,500 | 42,902 |
| Depreciation: | | | | |
| At 1 April 2021 | 3,413 | 9,574 | 10,269 | 23,256 |
| Charge for year | 824 | 3,307 | 3,556 | 7,687 |
| At 31 March 2022 | 4,237 | 12,881 | 13,825 | 30,943 |
| Net book value: | | | | |
| At 31 March 2022 | 365 | 10,919 | 675 | 11,959 |
| <i>At 31 March 2021</i> | <i>1,189</i> | <i>12,226</i> | <i>3,680</i> | <i>17,095</i> |

7 Fixed Asset Investments

Market Value

At 1 April 2021 and 31 March 2022

Shares in
group
undertakings
£
1

Net Book Value

At 1 April 2021 and 31 March 2022

1

There were no investment assets outside the UK.

The company's investments at the balance sheet date in the share capital of companies include the following:

CAPE Shops Ltd

Nature of business: Charity shop

| | | | |
|--------------------------------|-----------|----------------|----------------|
| | % holding | | |
| Class of share: Ordinary | 100 | | |
| | | 31.3.22 | 31.3.21 |
| Aggregate capital and reserves | | 4,972 | 2,654 |
| (Loss) for the year | | 2,318 | 1,138 |

CAPE acquired 100% of the issued share capital of CAPE Shops Ltd on 25 January 2012.

The company raises funds for the charity by running a charity shop.

The charity shop opened for business on 10 April 2013.

Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2022: continued

| | | |
|---|--------------|--------------|
| 8 Debtors | 2022 | 2021 |
| Due within one year: | £ | £ |
| Prepayments | 2,600 | - |
| Other debtors | 5,060 | 4,729 |
| | <hr/> | |
| | 7,660 | 4,729 |
| | <hr/> | |
| 9 Creditors | 2022 | 2021 |
| Amounts falling due within one year: | £ | £ |
| Trade creditors | 1,919 | 4,681 |
| Other creditors | 3,361 | 3,606 |
| | <hr/> | |
| | 5,280 | 8,287 |
| | <hr/> | |

Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2022: continued

10 Movement in Funds

| | At 1.4.21 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.22 £ |
|---------------------------|----------------|----------------------------------|---------------------------------|-----------------|
| Unrestricted Funds | 8,506 | 15,114 | (17,902) | 5,718 |
| Restricted Funds | 35,084 | (27,240) | 17,902 | 25,746 |
| Total Funds | 43,590 | (12,126) | - | 31,464 |

Net movement in funds, included in the above are as follows:

| | Incoming resources | Resources expended | Movement in funds |
|---------------------------|-----------------------|-----------------------|----------------------|
| Unrestricted Funds | 24,265 | (9,151) | 15,114 |
| Restricted Funds | 353,655 | (380,895) | (27,240) |
| Total Funds | 377,920 | (390,046) | (12,126) |

| Restricted Funds comprise: | At 1.4.21 £ | Incoming Resources £ | Resources Expended £ | Transfers from Unrestricted Funds £ | At 31.3.22 £ |
|-----------------------------------|----------------|----------------------------|----------------------------|--|-----------------|
| London Borough of Ealing | - | 222,715 | (240,617) | 17,902 | - |
| Lloyds Bank Foundation | 21,525 | 25,000 | (28,174) | - | 18,351 |
| Industrial Therapy Organisation | 6,278 | 69,017 | (69,017) | - | 6,278 |
| National Lottery | 3,269 | - | (2,152) | - | 1,117 |
| Independent Age | 4,012 | - | (4,012) | - | - |
| Change Grow Live | - | 36,923 | (36,923) | - | - |
| | 35,084 | 353,655 | (380,895) | 17,902 | 25,746 |

| Restricted Fund Asset split: | Fixed Assets £ | Debtors £ | Current assets £ | Creditors £ | At 31.3.22 £ |
|-------------------------------------|----------------------|--------------|------------------------|----------------|-----------------|
| London Borough of Ealing | - | - | 2,600 | (2,600) | - |
| Lloyds Bank Foundation | 7,934 | - | 10,846 | (429) | 18,351 |
| Industrial Therapy Organisation | - | - | 6,278 | - | 6,278 |
| National Lottery | 1,117 | - | - | - | 1,117 |
| | 9,051 | - | 19,724 | (3,029) | 25,746 |

Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2022: continued

10 Movement in Funds - Continued

Comparatives for movement in funds

| | At 1.4.20 £ | Net movement in funds £ | At 31.3.21 £ |
|---------------------------|-----------------|-------------------------------|-----------------|
| Unrestricted Funds | (57,019) | 65,525 | 8,506 |
| Restricted Funds | 32,533 | 2,551 | 35,084 |
| Total Funds | (24,486) | 68,076 | 43,590 |

Comparative net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted Funds | 65,525 | - | 65,525 |
| Restricted Funds | 348,800 | (346,249) | 2,551 |
| Total Funds | 414,325 | (346,249) | 68,076 |

A current year 12 months and prior year 12 months combined position is as follows:

| | At 1.4.20 £ | Net movement in funds £ | Transfers between funds £ | At 31.3.22 £ |
|---------------------------|-----------------|-------------------------------|---------------------------------|-----------------|
| Unrestricted Funds | (57,019) | 80,639 | (17,902) | 5,718 |
| Restricted Funds | 32,533 | (24,689) | 17,902 | 25,746 |
| Total Funds | (24,486) | 55,950 | - | 31,464 |

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

| | Incoming resources £ | Resources expended £ | Movement in funds £ |
|---------------------------|----------------------------|----------------------------|---------------------------|
| Unrestricted Funds | 89,790 | (9,151) | 80,639 |
| Restricted Funds | 702,455 | (727,144) | (24,689) |
| Total Funds | 792,245 | (736,295) | 55,950 |

Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2022: continued

10 Movement in Funds - Continued

Unrestricted funds are made up of funds raised through donations and from fundraising events, as well as donations from the charity's trading subsidiary Cape Shops Ltd.

The restricted funds comprise of:

- a) the mental health contract and grant for the provision of personal social care services for people suffering from mental health problems in the London Borough of Ealing.
- b) grants and donations received from Industrial Therapy Organisation (Thames) Ltd, Change Grow Live, Lloyds Bank Foundation, Independent Age and National Lottery fund to cover staff and other costs for provision of services to people with mental health problems in the London Borough of Ealing.

11 Related party disclosures

During the year the charity received a donation of £7,000 (2021: £8,000) from Cape Shops Limited.

The charity charged CAPE Shops Ltd a management charge of £5,000 during the year (2021: £5,000).

12 Liability of Members

The liability of each member is limited to £1 in the event of the company being wound up.

13 Controlling party

There is no controlling party.

Community Activities Project Ealing (CAPE)

Detailed Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2022

| | 2022 £ | 2021 £ |
|--|----------------------|----------------------|
| Income | | |
| Donations and fundraising | 24,265 | 65,525 |
| Charitable activities | | |
| Contract with London Borough of Ealing | 167,715 | 164,126 |
| Grant from London Borough of Ealing | 55,000 | 55,000 |
| Industrial Therapy Organisation (Thames) Ltd Grant | 69,017 | 37,667 |
| Independent Age | - | 8,024 |
| Change Grow Live | 36,923 | 36,923 |
| National Lottery | - | 9,365 |
| Lloyds Bank Foundation | 25,000 | 37,695 |
| | <hr/> 353,655 | <hr/> 348,800 |
| Total incoming resources | 377,920 | 414,325 |
| Expenditure: | | |
| Charitable activities | | |
| Salaries | 272,169 | 234,046 |
| Social security costs | 19,931 | 16,587 |
| Pension contributions | 23,244 | 20,441 |
| Contract staff hire | 13,749 | 19,029 |
| Light, heat and water | 4,052 | 4,172 |
| Telephone | 4,777 | 4,223 |
| Postage and stationery | 5,859 | 5,547 |
| Travelling | 430 | 96 |
| Insurance | 4,296 | 3,368 |
| Food and kitchen supplies | - | 67 |
| Office and kitchen cleaning | 6,395 | 3,154 |
| Activities | 91 | 66 |
| Repairs | 351 | 412 |
| Recruitment and Training | 4,304 | 3,619 |
| Payroll bureau fees | 624 | 624 |
| Bank charges | 172 | 150 |
| Rent | 10,400 | 11,057 |
| Subscriptions | 3,688 | 4,898 |
| Sundries | 4,948 | 2,132 |
| Carried forward | <hr/> 379,479 | <hr/> 333,688 |

Community Activities Project Ealing (CAPE)

Detailed Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2022

| | 2022 £ | 2021 £ |
|---------------------------------------|-----------------|----------------|
| Charitable activities | | |
| Brought forward | 379,479 | 333,688 |
| Improvements to property | 824 | 824 |
| Loss on disposal of kitchen equipment | - | 1,493 |
| Depreciation of fixtures and fittings | 3,307 | 1,868 |
| Depreciation of computer equipment | 3,556 | 3,383 |
| | 387,166 | 341,256 |
| Support costs | | |
| Governance costs | | |
| Legal Fees | - | 2,413 |
| Auditors' remuneration | 2,880 | 2,880 |
| Prior year (over)/under provision | - | (300) |
| | 2,880 | 4,993 |
| Total resources expended | 390,046 | 346,249 |
| | (12,126) | 68,076 |
| Net Income/(expenditure) | | |