

# **the east to west trust**

**Trustees' Annual Report and Financial Statements**  
**31 August 2016**

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29/11/2016

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COMPANIES HOUSE

**bringing hope to young lives**

A company limited by guarantee, registered in England and Wales number 6972769  
Registered charity number 1131229



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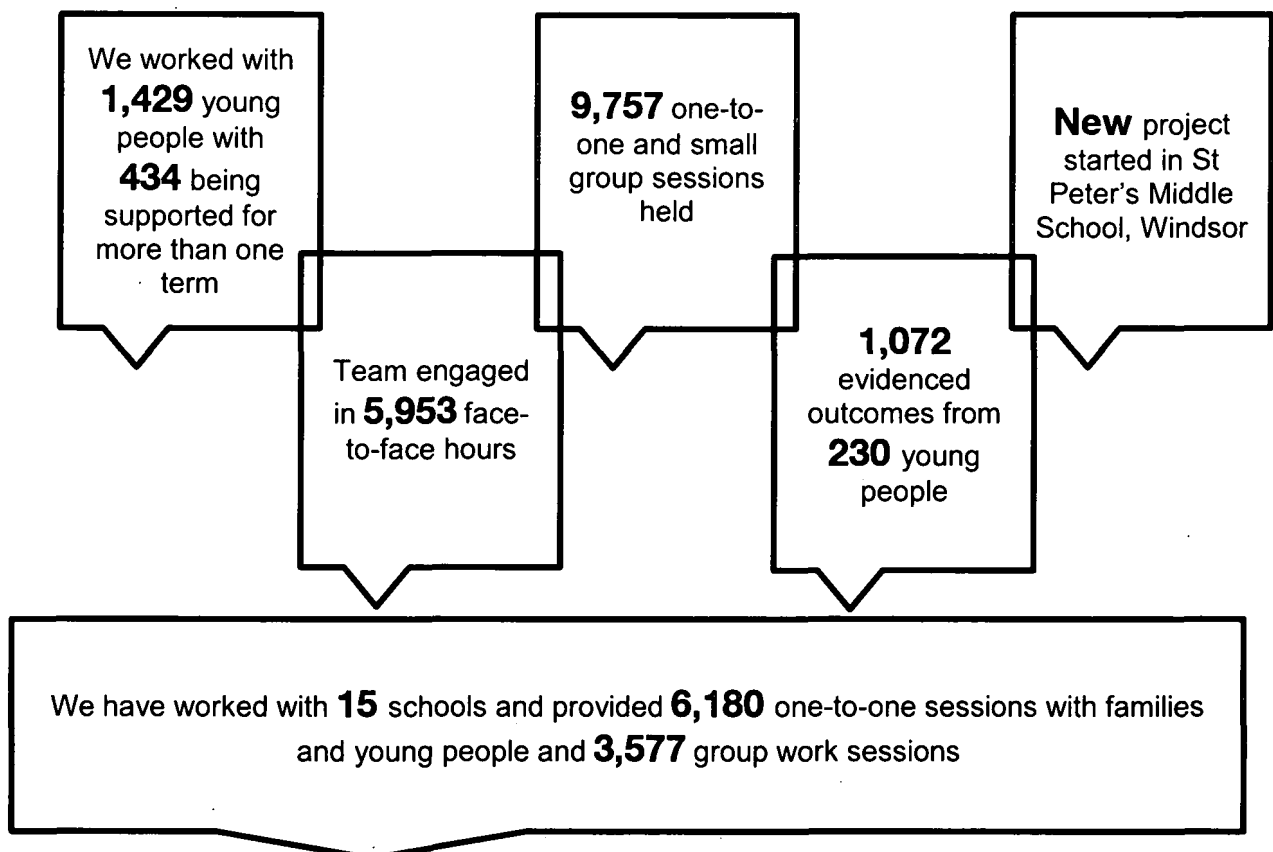
# the east to west trust

"As a school we do not know how we would function now without the invaluable work the Relational Support Worker from **east to west** carries out for us. We have so many students who have been reluctant to talk to anyone but who, after one session with her, are adamant that they wish to continue."

"She has listening skills which have brought our most reluctant students out of their shell and there are students who have just finished their GCSEs and enjoyed their Prom whom we were worried about keeping in school and about our ability to help them to the level they need."

Secondary School Headteacher

## east to west's impact 2015/2016



## Contact details and social media



Bringing hope to young  
lives through relational  
support work

Address: Unit 3, 80 High Street, Egham, Surrey, TW20 9HE  
Telephone: 01784 438007  
Website: [www.easttowest.org.uk](http://www.easttowest.org.uk)  
Email: [info@easttowest.org.uk](mailto:info@easttowest.org.uk)  
Facebook: east to west  
Twitter: @east\_towest



Working with homeless  
young people aged 16-17

Website: [www.supportedlodgings.org](http://www.supportedlodgings.org)  
Email: [SL@easttowest.org.uk](mailto:SL@easttowest.org.uk)  
Facebook: SupportedLodgings  
Twitter: @SLodgings

*"Sometimes it is what you don't hear! My Relational Support Worker works quietly and calmly assisting students through their home and friendship issues and offers a place of sanctuary which all students respect".*

Janise Marillat, Headteacher, Thomas Knyvett College

# Legal and administrative information

|                                  |                                                                                                                                                                                |                                                                                                                                                                   |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Company/Charity name</b>      | <b>the east to west trust</b>                                                                                                                                                  |                                                                                                                                                                   |
| <b>Registered charity number</b> | 1131229                                                                                                                                                                        |                                                                                                                                                                   |
| <b>Registered company number</b> | 06972769                                                                                                                                                                       |                                                                                                                                                                   |
| <b>Registered office</b>         | Unit 3<br>80 High Street<br>Egham<br>Surrey<br>TW20 9HE<br><br>01784 438007                                                                                                    |                                                                                                                                                                   |
| <b>Trustees/Directors</b>        | Paul Marchant<br>Susan Evans<br>Ingrid Jack<br>Andrew Lancaster<br>Inglis Wightman<br>John Salberg<br>James Foster<br>Nick Bragger                                             | (Chair)<br><br><br><i>Resigned 6 December 2015</i><br><i>Resigned 11 October 2015</i><br><br><i>Appointed 6 December 2015</i><br><i>Appointed 6 December 2015</i> |
| <b>Secretary</b>                 | Kenneth Morgan                                                                                                                                                                 |                                                                                                                                                                   |
| <b>Bankers</b>                   | The Co-Operative Bank plc<br>PO Box 101<br>1 Balloon Street<br>Manchester<br>M60 4EP<br><br>CAF Bank<br>25 Kings Hill Avenue<br>Kings Hill<br>West Malling<br>Kent<br>ME19 4TA |                                                                                                                                                                   |
| <b>Solicitors</b>                | Barlow Robins<br>Concord House<br>165 Church St E<br>Woking<br>GU21 6HJ                                                                                                        |                                                                                                                                                                   |
| <b>Independent examiner</b>      | Trevor Wells, FCA<br>31 Elizabeth Avenue<br>Laleham<br>Staines<br>Middlesex<br>TW18 1JW                                                                                        |                                                                                                                                                                   |

# Trustees' annual report

## (incorporating the directors' report)

### for the year ended 31 August 2016

## Introduction

The trustees present their report and the financial statements for the year to 31 August 2016.

**the east to west trust** is a company limited by guarantee and a registered charity. It is governed by its Memorandum and Articles of Association.

This charitable company commenced activities on 1 September 2009 when it received the assets, liabilities and operations of the former unincorporated charity "**the east to west trust**" (registered charity number 1059177) founded in 1996. The company now continues the work started and built up by its predecessor.

## Our aims

The objects of the trust set out in its Memorandum of Association are:

- To advance in life and relieve the needs of young people through:
  - Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.
  - The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life.
- To assist in the relief of human suffering and poverty consequent upon the effect of personal, local, national or international disaster.
- To advance the Christian faith in accordance with the trust's statement of beliefs.
- To assist the achievement of these objects, the trust has adopted the purposes:
  - To see young people impacted by hope.
  - To see youth workers and churches empowered and equipped to impact young people with hope.

By "hope" we mean hope of restoration, reconciliation and transformation.

These purposes are summarised in our strap line "*bringing hope to young lives*".

## Public benefit

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

Our work is targeted at young people aged between 4 and 18, although we will continue supporting young people once their age exceeds 18 years old. The impact of **east to west**'s work is tangible and measurable and will benefit the individuals themselves as they mature into the next generation of adults, their families and society as whole. Key outcomes of our current year work are included in the review of activities below.

We do not discriminate or treat any young person less favourably on the grounds of gender, marital status, race, colour, nationality, ethnic origin, religion, disability, age or sexual orientation because we believe that everyone is made in the image of God and therefore everyone is of equal value and of unfathomable worth.

# **Trustees' annual report continued**

## **(incorporating the directors' report)**

### **for the year ended 31 August 2016**

## **Review of activities**

Our principal activities and those whom we seek to help are described below.

### **Relational Support Work**

At the heart of **east to west** is Relational Support Work which we define as a long term commitment to journey with children, young people and families through the issues and difficulties that they are addressing in their lives.

### **School Relational Support Work and Family Link Work**

Our School Relational Support Workers spend time building and maintaining purposeful relationships with students and staff in schools. The non-teacher, non-student nature of the role allows a unique relationship to be formed where confidence is central and advice and support are offered.

The School Relational Support Workers are involved in a wide variety of activities aimed at increasing the students' emotional, physical and spiritual well-being.

**east to west** has been involved in the life of secondary schools for over 15 years, implementing, developing and sustaining placements. In 2015-16 we had placements running in 9 schools:

- Charters School, Sunningdale
- The Magna Carta School, Staines-upon-Thames
- Matthew Arnold School, Staines-upon-Thames
- Thomas Knyvett College, Ashford
- Bishop Wand Church of England School, Sunbury-on-Thames
- St Paul's Catholic College, Sunbury-on-Thames
- Thamesmead School, Shepperton
- Sunbury Manor School, Sunbury-on-Thames
- Esher Church of England High School, Esher

Our Family Link Workers spend time building relationships with children and their carers in first schools in Windsor and Ashford with the aim of being a constant support through the pressures of family life.

**east to west** has been involved in first schools since 2010 and now runs placements in 6 schools, up one this year:

- Queen Anne First School, Windsor
- Clewer Green Church of England Aided First School, Windsor
- Trinity St Stephen Church of England Aided First School, Windsor
- Homer First School, Windsor
- St Michael Catholic Primary School, Ashford
- Town Farm Primary School, Stanwell

The themes being addressed in all our schools work can be multiple and varied. The most common are shown below:

- |                       |                 |
|-----------------------|-----------------|
| ■ Relationship/family | in 50% of cases |
| ■ Anxiety             | in 37% of cases |
| ■ Behaviour           | in 33% of cases |
| ■ Anger management    | in 24% of cases |
| ■ Low self-esteem     | in 31% of cases |

# Trustees' annual report continued

## (incorporating the directors' report)

### for the year ended 31 August 2016

Our Schools Relational Support and Family Link Workers have impacted the lives of 1,429 students and carers this year. The direct impact on the lives of these young people is illustrated by:

- 128 outcomes in the lives of those impacted by Relationship/Family issues
- 138 outcomes in the lives of those impacted by Anxiety issues
- 126 outcomes in the lives of those impacted by Behavioural issues
- 112 outcomes in the lives of those impacted by Anger issues
- 107 outcomes in the lives of those impacted by Self Esteem issues

"Thank you for helping me through my many problems I have faced over the last year. It has really made a difference in my life; I don't know what I would have done without you".

Student

"You used to counsel me back in year 9 and made the book devoted to my Grandad. I just wanted to say thank you for helping me through a difficult time; I will miss you".

Student

"I am writing to you to inform you on how much your family link worker has helped me and how she has put in so much time and effort to help me get a home, she is so caring and understanding. She will help me no matter what, even when she is not working she has always been there for me 24/7 whenever I call she will attend my call, even if it's after 10 pm. Without her I would have never been able to get a home, she has supported me in so many ways. I could never thank her enough. She deserves a massive reward, she is so amazing and loving."

Parent

## Runnymede Relational Support Work

The role of our Runnymede Relational Support Worker is to draw alongside young people who are likely to struggle with the transition from mainstream education. This strategic work enabled **east to west** and our local partners to proactively engage with 38 young people this year, inspiring them towards a brighter future.

The young people are identified by and referred from Jubilee High, Magna Carta and Salesian Secondary Schools in Runnymede borough. We engage with them through a variety of settings such as one-to-one meetings and breakfast clubs.

During 2015-16 this programme was run in partnership with the participating schools.

## Supported Lodgings

This project ceased in 2016 after providing Supported Lodgings for 16-19 year-old homeless young people with hosts in the county of Surrey since 2009. Regrettably the Supported Lodgings programme in its existing form had become unsustainable due to a shortage of hosts and insufficient funding. In the last seven years we have supported 36 young people to independent living or enabled them to return home. The last young person housed under the scheme moved into semi-independent living in July 2016, which has enabled the project to wind down in an orderly manner.

The causes of this homelessness vary but the reality is that all the young people are vulnerable, low in confidence and lack the ability to see a way forward.

In practice we find that homeless young people struggle with a multiplicity of issues, the major ones being shown below:

- Homeless or at risk of being homeless
- Family

# **Trustees' annual report continued**

## **(incorporating the directors' report)**

### **for the year ended 31 August 2016**

There remains a need for the provision of services amongst homeless young people in our locality and we continue to be open to being involved in this area again if the situation allows.

#### **Safeguarding and Development**

**east to west** recognises the importance of protection in its work with children, young people and adults. It has responsibility to protect everyone entrusted to its care and is committed to the safeguarding of children and vulnerable adults to ensure their well-being. We follow the requirements of UK legislation in relation to safeguarding children and vulnerable adults and current best practice recommendations including the 'Safe and Secure' safeguarding standards developed by the Churches' Child Protection Advisory Service.

**east to west** is passionate about delivering positive outcomes for children, young people and families and we continue to learn and develop all we do through a framework for monitoring and reporting the outcomes of our work. The framework enables **east to west** to safeguard those we work with and continuously review and improve the outcomes we are delivering. The outcomes framework asks 3 very simple questions: 'What did we do?', 'How well did we do it?' and 'How did we make a difference?'.

#### **Partnerships**

**east to west** seeks to empower and equip youth workers and churches to impact young people with hope as one of its prime purposes. Our partnership base is the network through which we aspire to see this goal fulfilled and on which we continue to build.

In the year 2015-16 **east to west** partnered with:

|    |                                      |
|----|--------------------------------------|
| 14 | Local churches                       |
| 9  | Secondary schools                    |
| 6  | First/Primary schools                |
| 6  | Local youth agencies and authorities |

## **The people who make it happen**

#### **Trustees**

The trustees, who are also directors for the purposes of company law, and who served during the year and up to the date of this report, are listed on page 5.

There have been some trustee changes this year. Andy Lancaster and Inglis Wightman resigned during the year after 6 years' involvement with the trust. We are very grateful to both for their valuable contributions over this time.

We have been delighted to welcome two new trustees to the board. James Foster, a Criminal Defence Lawyer, and Nick Bragger, a Senior Practitioner for Surrey County Council, bring with them a wealth of insight into delivering and focussing support work to young people in today's culture and provide the board with increased depth of understanding in this area.

#### **Team**

In July we bade a fond farewell to two team members, Carolyn Shaw and Kristin Nevins. We are incredibly grateful to both for their service to young people in Charters and Thamesmead respectively. Carolyn returns to terminal care nursing and Kristin is moving with her family as her husband is being ordained.

# **Trustees' annual report continued**

## **(incorporating the directors' report)**

### **for the year ended 31 August 2016**

We employ a total of 17 paid team members (13 full time equivalents) whom we thank again for their ongoing commitment to the trust's work with young people. This team is focussed on the delivery of our frontline programmes and is assisted by external advisers with specialist expertise in IT, fundraising and finance.

#### **Volunteers**

The trustees again extend heartfelt thanks to the trust's dedicated volunteers for the on-going contribution they make. 8 volunteers enthusiastically and diligently supported the trust in the year 2015-16, providing over 75 hours of mentoring, support groups and detached youth work. All our volunteers are DBS checked and the trust provides on-going training to equip them for their roles.

In addition, we are pleased to have two volunteers contributing time and skills to support the whole organisation in the areas of finance (Malcolm Bateman) and governance (Gill Morgan).

#### **Finance**

##### **Overview**

Total income for 2015-16 was £427,214 which represents an increase of 2% compared with the income of 2014-15. Within this, grants and partner contributions has dropped by approximately 5% to £270,789. Voluntary donations remain a very significant part of our total income at £156,252, a rise of 21% due to receipt of a significant legacy from one of our supporters. Restricted income accounts for about 60% of the total. We remain extremely grateful to all those individuals, churches, businesses and other funding organisations who provide financial support for our work – without this **east to west** could not operate as it does today.

Costs totalled £420,935 this year which is a decrease of 3%. Whilst the spend on direct charitable activities has remained broadly constant fund raising expenditure was cut back as the return from this investment in 2014-15 was unsatisfactory and time was taken to reappraise the trust's fundraising approach.

Income exceeded expenditure by £6,279 across the trust as a whole. Over the period the restricted funds have been almost fully utilised however the unrestricted fund is now £33,703 better off.

The trust's cash balance at 31 August 2016 was £129,557 of which approximately £17,000 is money received in advance for 2016-17 work and £4,915 represents restricted fund reserves. The unrestricted cash balance remaining is approximately £107,600. The trustees have assessed the trust's requirements for reserves in the light of the main risks faced by the organisation and have established a policy whereby uncommitted and unrestricted cash deposits (unrestricted reserves) equivalent to 3 months' total expenditure should be retained to cover situations such as unforeseen drops in income. As at 31 August 2016 the cash held is approximately 4 months' expenditure, however the financial climate is such that with currently known income streams for 2016-17, this reserve will become depleted markedly.

Looking ahead over the next two years, the funding for a substantial amount of our work will have dried up which necessitates decisive action. The board has therefore agreed to create a dedicated funding role within the trust to lead the fund-raising drive and develop relationships with new potential funders as well as maintaining existing ones. As a consequence, the trust's budget for 2016-17 shows a large deficit as at the date of this report, a situation that we hope to reverse in the months ahead as we strive to maintain the funding base required to continue bringing hope to the young people we exist to help in the years to come.

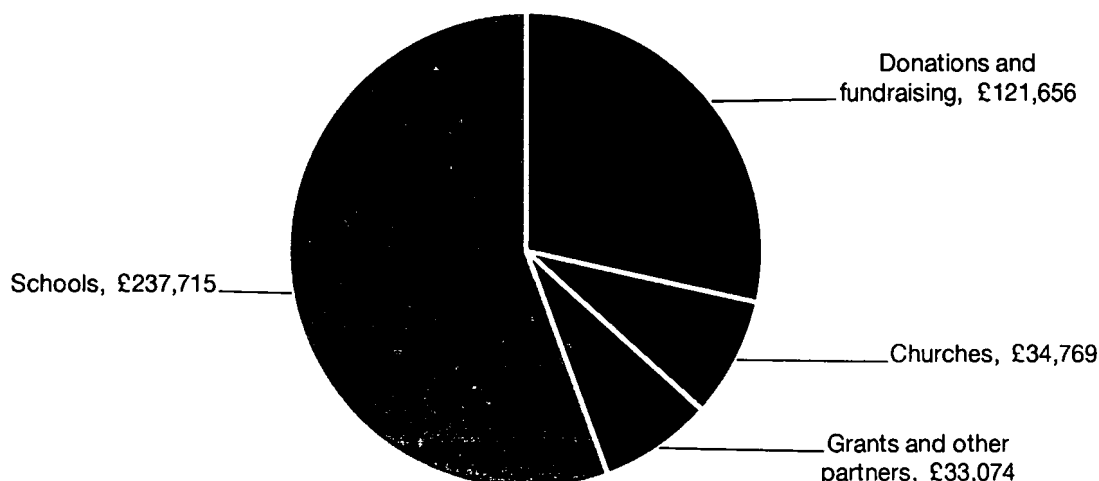
# Trustees' annual report continued

## (incorporating the directors' report)

### for the year ended 31 August 2016

#### Funding

The chart below breaks down our sources of income this year:



Donations from churches and individuals provided 36% of our income, arising as regular and one-off donations plus gift aid where applicable. This provision is extremely beneficial as it underpins the ongoing work of **east to west** and enables us to plan into the future with greater certainty. Our partner schools have contributed 56% and we have received income from other partners and grants making up the remaining 8%.

We are extremely grateful for the loyalty of all our individual and corporate financial supporters whose generosity we have been able to rely upon during the recent period of national austerity.

We have financially partnered with the following organisations in 2015-16:

- |                                   |                                  |
|-----------------------------------|----------------------------------|
| ■ Ashford Congregational Church   | ■ Berkshire Community Foundation |
| ■ Dedworth Green Baptist Church   | ■ Childs Charitable Trust        |
| ■ Christ Church, Virginia Water   | ■ Lloyds Foundation              |
| ■ Guildford Baptist Church        | ■ Surrey County Council          |
| ■ Holy Trinity, Sunningdale       | ■ Surrey Educational Trust       |
| ■ Joel's Place, Ascot             | ■ The Joseph Rank Trust          |
| ■ Jubilee Church, Chertsey        |                                  |
| ■ Jubilee Church, Shepperton      |                                  |
| ■ St. John's Church, Egham        |                                  |
| ■ St. Paul's Church, Addlestone   |                                  |
| ■ St. Saviour's Church, Guildford |                                  |
| ■ Staines Methodist Church        |                                  |
| ■ Sunningdale Baptist Church      |                                  |
| ■ Wendover Road Methodist Church  |                                  |

# Trustees' annual report continued

## (incorporating the directors' report)

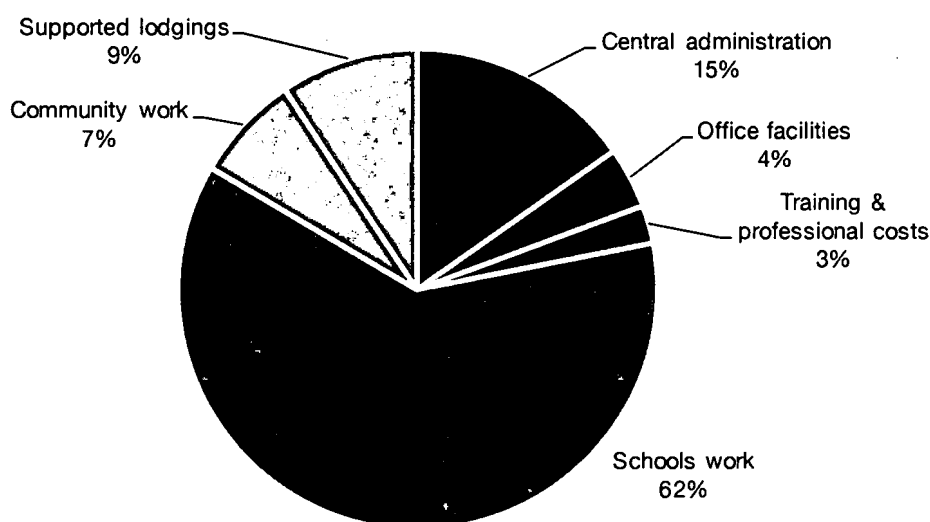
### for the year ended 31 August 2016

**east to west** benefitted from a number of fund raising activities in the year, and records its thanks to all those who participated whether running, cycling or sponsoring.....

- Nightrider™ London
- Ride London
- Windsor Half Marathon

## Spending

The following chart analyses the total expenditure of the trust for the year between its different activities. (Spending from restricted and unrestricted funding has been amalgamated to give the full picture).



## Governance

### Board of trustees

The board of trustees has responsibility for directing and controlling the affairs of the trust. There are board meetings every three months to

- review the trust's activities, finances and performance
- approve future plans and strategy
- monitor risks and ensure that they are appropriately managed

At the start of each year goals are agreed by the trustees with the team and progress is monitored throughout the year through individual, team and trust appraisal processes.

# Trustees' annual report continued

## (incorporating the directors' report)

### for the year ended 31 August 2016

#### Management team

The trustees delegate day to day management of the trust to Chief Executive Officer, Anthony Horton, who is supported by Head of Operations, Ian Smith.

A management team, comprising the trust's senior members of staff and advisers, meets monthly. Its remit covers all the day to day operational, personnel, financial and administrative aspects of the charity and ensures its smooth running.

Remuneration and pay levels for the key management personnel and within the trust generally are determined by the trustees with periodic benchmarking to organisations of a similar size and nature.

#### Risk management

Twice yearly the trustees and management team assess the potential risks to the running and financing of the organisation and the safeguarding of the team and young people. **east to west** has a comprehensive portfolio of policies which enables the projects to operate in a professional and safe manner. The team and trustees review the policies at the end of each academic year in order that they are fully comprehensive for the start of the next.

| Principle risk area                             | Key mitigating factors                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Governance over the organisation and activities | <ul style="list-style-type: none"> <li>■ A Board of trustees with experience in a range of relevant disciplines who meet regularly together and with the trust management.</li> <li>■ Annual assessment of governance effectiveness.</li> <li>■ Assimilation of emerging issues and trends within the sector.</li> </ul> |
| Management of financial resources               | <ul style="list-style-type: none"> <li>■ Monthly financial reporting and forecasting.</li> <li>■ Rigorous documented financial management processes overseen by the Board.</li> <li>■ Financial and fundraising matters considered at every regular trustee and management meeting.</li> </ul>                           |
| Safeguarding and service delivery               | <ul style="list-style-type: none"> <li>■ Maintenance of comprehensive operations policies updated regularly.</li> <li>■ Continuous development of the organisation and its service delivery team.</li> <li>■ Access to external resources and benchmarking against best practice standards.</li> </ul>                   |
| People and employment                           | <ul style="list-style-type: none"> <li>■ Stringent appointment and vetting processes including DBS checks.</li> <li>■ Wide ranging induction and on-the-job training.</li> <li>■ Well established appraisal, feedback and supervision mechanisms.</li> </ul>                                                             |

# **Trustees' annual report continued**

## **(incorporating the directors' report)**

### **for the year ended 31 August 2016**

#### **Future plans**

Of the programmes operating at the end of 2015-16 all but 2 will be continuing in 2016-17. Our scope for expansion will be dictated by the availability of new funding as we need to preserve our reserves to provide an adequate contingency fund.

We are exploring partnering with Runnymede Borough Council to jointly run a 'Supported House', which would take referrals of young people from the Surrey Youth Support scheme who have been in a hostel and need transitional support to make the next step to independent living. This would support young people for up to 12 months with the aim that they are able to move into independent accommodation at the end of the tenancy.

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

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and regulations.

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 charity and of the surplus or deficit of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

#### **Small company provisions**

This report has been prepared in accordance with the provisions applicable to companies subject to the small company regime.

Approved by the board and signed on its behalf by



**Kenneth Morgan**  
Secretary

23 November 2016

# **Independent examiner's report**

## **to the trustees/directors on the unaudited financial statements of the east to west trust (a company limited by guarantee) for the year ended 31 August 2016**

I report on the accounts of **the east to west trust** for the year ended 31 August 2016, which comprise the statement of financial activities, the balance sheet and the related notes. These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), under the historical cost convention and the accounting policies set out therein.

### **Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for preparation of the accounts. The trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act) as amended by section 28 of the Charities Act 2006, and that an independent examination is required.

Having satisfied myself that the charity is not subject to an audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 43 of the Act as amended;
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act as amended); and
- state whether particular matters have come to my attention.

### **Basis of independent examiner's statement**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements:
  - to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charitieshave not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*Trevor Wells*

**Trevor Wells**  
Chartered Accountant  
31 Elizabeth Avenue  
Laleham  
Staines  
Middlesex TW18 1JW

23 November 2016

# Statement of financial activities

(incorporating the income and expenditure account)  
for the year ended 31 August 2016

|                                              | Notes | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2016<br>Total<br>£ | 2015<br>Total<br>£ |
|----------------------------------------------|-------|----------------------------|--------------------------|--------------------|--------------------|
| <b>Income and endowments</b>                 |       |                            |                          |                    |                    |
| Donations and legacies                       | 3     | 156,252                    | -                        | 156,252            | 128,895            |
| Charitable activities                        | 4     | 11,053                     | 259,736                  | 270,789            | 284,913            |
| Other                                        |       | 173                        | -                        | 173                | 3,619              |
| <b>Total</b>                                 |       | <u>167,478</u>             | <u>259,736</u>           | <u>427,214</u>     | <u>417,427</u>     |
| <b>Expenditure</b>                           |       |                            |                          |                    |                    |
| Raising funds                                | 5     | 3,204                      | 250                      | 3,454              | 20,663             |
| Charitable activities                        | 6     | 130,571                    | 286,910                  | 417,481            | 412,680            |
| <b>Total</b>                                 |       | <u>133,775</u>             | <u>287,160</u>           | <u>420,935</u>     | <u>433,343</u>     |
| <b>Net income/(expenditure) for the year</b> | 7     | 33,703                     | (27,424)                 | 6,279              | (15,916)           |
| <b>Reconciliation of funds</b>               |       |                            |                          |                    |                    |
| Total funds brought forward                  |       | 77,777                     | 32,339                   | 110,116            | 126,032            |
| <b>Total funds carried forward</b>           |       | <u>111,480</u>             | <u>4,915</u>             | <u>116,395</u>     | <u>110,116</u>     |

All activities are continuing activities.

The statement of financial activities includes all gains and losses for the year and therefore no statement of total recognised gains and losses has been prepared.

The notes on pages 18 to 23 form part of these accounts.

# Balance sheet

## as at 31 August 2016

|                                                       | Notes | 2016<br>£       | 2016<br>£      | 2015<br>£       | 2015<br>£      |
|-------------------------------------------------------|-------|-----------------|----------------|-----------------|----------------|
| <b>Fixed assets</b>                                   |       |                 |                |                 |                |
| Tangible assets                                       | 10    |                 | 284            |                 | 1,041          |
| <b>Current assets</b>                                 |       |                 |                |                 |                |
| Debtors                                               | 11    | 11,327          |                | 4,194           |                |
| Cash at bank                                          |       | 129,557         |                | 131,238         |                |
|                                                       |       | <u>140,884</u>  |                | <u>135,432</u>  |                |
| <b>Creditors: amounts falling due within one year</b> | 12    | <u>(24,773)</u> |                | <u>(26,357)</u> |                |
| <b>Net current assets</b>                             |       |                 | 116,111        |                 | 109,075        |
| <b>Net assets</b>                                     | 15    |                 | <u>116,395</u> |                 | <u>110,116</u> |
| <b>The funds of the charity</b>                       |       |                 |                |                 |                |
| Restricted funds                                      | 13    |                 | 4,915          |                 | 32,339         |
| Unrestricted funds                                    | 14    |                 | 111,480        |                 | 77,777         |
| <b>Total funds</b>                                    |       |                 | <u>116,395</u> |                 | <u>110,116</u> |

The notes on pages 18 to 23 form part of these accounts.

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 August 2016 and the members/guarantors have not required the company to obtain an audit of its financial statements for the year ended 31 August 2016 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial period and of its surplus or deficit for each financial period 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 company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and with the Financial Reporting Standard for Smaller Entities (effective January 2015).

The financial statements were approved for issue by the board of trustees on 23 November 2016 and were signed on its behalf by:



**Paul Marchant**  
Chair Trustee

Registered company number 6972769

# Notes to the financial statements

## for the year ended 31 August 2016

### 1 Accounting policies

The principal accounting policies are summarised below and have been applied consistently throughout the year.

#### Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), the Statement of Recommended Practice "Accounting and Reporting by Charities" applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities issued in May 2014 (Charities SORP (FRSSE)), and the Companies Act 2006.

#### Basis of preparation of accounts

These accounts have been prepared on the going concern basis.

#### Fund accounting

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

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

#### Incoming resources

Incoming resources are recognised in the Statement of Financial Activities (SoFA) when the charity becomes unconditionally entitled to the income and the amount can be quantified with reasonable accuracy and where it is certain that it will be received.

Performance related income is only included in the SoFA once the related services have been provided.

#### Deferred income

Grants and donations received in advance and specified by the donor as relating to specific future periods or subject to conditions which are still to be met, are deferred to the period to which they relate.

#### Tax reclaims on donations

Gift aid tax reclaims on donations are included in the SoFA in the same period as the donations to which they relate.

#### Volunteer services

The value of volunteer services received is not included in the accounts but is described in the trustees' report.

#### Investment income

Income from investments is included in the accounts in the period it is receivable.

#### Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

#### Operating leases

Operating lease rentals are expensed on a straight line basis over the period of the lease.

#### Tangible fixed assets

Tangible fixed assets are assets with an expected useful life of more than one year and are recorded at cost or, if gifted, at the market value to the charity on receipt, less accumulated depreciation.

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures, fittings and equipment

3 years on the straight line basis

# Notes to the financial statements **continued**

## for the year ended 31 August 2016

### 2 Going concern

The trustees consider that the trust will remain a going concern for at least the financial year ending 31 August 2017 which is the limit of visibility of funding commitments received, corresponding to next the academic year of **east to west**'s partner organisations.

### 3 Donations and legacies

|                       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2016<br>Total<br>£ | 2015<br>Total<br>£ |
|-----------------------|----------------------------|--------------------------|--------------------|--------------------|
| Donations             | 146,310                    | -                        | 146,310            | 118,639            |
| Gift aid tax reclaims | 9,942                      | -                        | 9,942              | 10,256             |
|                       | <u>156,252</u>             | <u>-</u>                 | <u>156,252</u>     | <u>128,895</u>     |

### 4 Incoming from charitable activities

|                       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2016<br>Total<br>£ | 2015<br>Total<br>£ |
|-----------------------|----------------------------|--------------------------|--------------------|--------------------|
| Grants                | 11,053                     | 22,021                   | 33,074             | 70,489             |
| Partner contributions | -                          | 237,715                  | 237,715            | 214,299            |
| Other                 | -                          | -                        | -                  | 125                |
|                       | <u>11,053</u>              | <u>259,736</u>           | <u>270,789</u>     | <u>284,913</u>     |

### 5 Expenditure for raising funds

|                      | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2016<br>Total<br>£ | 2015<br>Total<br>£ |
|----------------------|----------------------------|--------------------------|--------------------|--------------------|
| Fundraising expenses | 2,090                      | -                        | 2,090              | 16,515             |
| Marketing            | 1,114                      | 250                      | 1,364              | 4,148              |
|                      | <u>3,204</u>               | <u>250</u>               | <u>3,454</u>       | <u>20,663</u>      |

# Notes to the financial statements continued

## for the year ended 31 August 2016

### 6 Expenditure of charitable activities

|                                  | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2016<br>Total<br>£ | 2015<br>Total<br>£ |
|----------------------------------|----------------------------|--------------------------|--------------------|--------------------|
| Staff costs                      | 86,230                     | 274,714                  | 360,944            | 347,843            |
| Training and travel              | 6,222                      | 3,102                    | 9,324              | 11,867             |
| Office facilities                | 12,633                     | -                        | 12,633             | 12,338             |
| IT and communications            | 8,449                      | 6,535                    | 14,984             | 15,837             |
| Fees and external assistance     | 7,265                      | -                        | 7,265              | 9,849              |
| Local projects                   | 2,096                      | 2,333                    | 4,429              | 6,071              |
| Printing, postage and stationery | 6,188                      | -                        | 6,188              | 7,122              |
| Depreciation                     | 757                        | -                        | 757                | 1,489              |
| Other costs                      | 731                        | 226                      | 957                | 264                |
|                                  | <u>130,571</u>             | <u>286,910</u>           | <u>417,481</u>     | <u>412,680</u>     |

### 7 Net income

|                                      | 2016<br>£  | 2015<br>£    |
|--------------------------------------|------------|--------------|
| Net income is stated after charging: |            |              |
| Operating lease rentals              | 8,995      | 7,348        |
| Depreciation                         | <u>757</u> | <u>1,489</u> |

### 8 Staff

| Staff costs           | 2016<br>£      | 2015<br>£      |
|-----------------------|----------------|----------------|
| Wages and salaries    | 337,540        | 325,862        |
| Social security costs | <u>23,404</u>  | <u>21,981</u>  |
|                       | <u>360,944</u> | <u>347,843</u> |

No employees received remuneration of £60,000 or more.

#### Trustees

None of the trustees received any remuneration or expenses during the year.

#### Number of staff

The average number of staff employed during the period, calculated in full-time equivalents, was as follows:

|                                         | 2016<br>No. | 2015<br>No. |
|-----------------------------------------|-------------|-------------|
| Engaged in direct charitable activities | 12          | 11          |
| Other staff                             | <u>1</u>    | <u>1</u>    |
|                                         | <u>13</u>   | <u>12</u>   |

# Notes to the financial statements continued

## for the year ended 31 August 2016

### 9 Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Income and Corporation Taxes Act 1988. Accordingly, there is no taxation charge or liability in these accounts.

### 10 Tangible fixed assets

|                       | Fixtures,<br>fittings &<br>equipment<br>£ |
|-----------------------|-------------------------------------------|
| <b>Cost</b>           |                                           |
| At 1 September 2015   | 9,137                                     |
| Additions             | -                                         |
| Disposals             | -                                         |
| At 31 August 2016     | <u>9,137</u>                              |
| <b>Depreciation</b>   |                                           |
| At 1 September 2015   | 8,096                                     |
| Disposals             | -                                         |
| Charge for the year   | 757                                       |
| At 31 August 2016     | <u>8,853</u>                              |
| <b>Net book value</b> |                                           |
| At 31 August 2016     | <u>284</u>                                |
| At 31 August 2015     | <u>1,041</u>                              |

### 11 Debtors

|                                | 2016<br>£     | 2015<br>£    |
|--------------------------------|---------------|--------------|
| Prepayments and accrued income | 9,723         | 2,544        |
| Other debtors                  | 1,604         | 1,650        |
|                                | <u>11,327</u> | <u>4,194</u> |

# Notes to the financial statements continued

## for the year ended 31 August 2016

### 12 Creditors: amounts falling due within one year

|                                    | 2016<br>£     | 2015<br>£     |
|------------------------------------|---------------|---------------|
| Trade creditors                    | 561           | 387           |
| Other taxation and social security | 6,830         | 12,968        |
| Accruals and deferred income       | 17,382        | 13,002        |
|                                    | <u>24,773</u> | <u>26,357</u> |

### 13 Restricted funds

|                    | At<br>1 September<br>2015<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | At<br>31 August<br>2016<br>£ |
|--------------------|--------------------------------|----------------------------|----------------------------|------------------------------|
| Supported Lodgings | 22,081                         | 22,021                     | (29,284)                   | 4,718                        |
| Schools Work       | -                              | 217,715                    | (217,715)                  | -                            |
| Community Work     | 10,061                         | 20,000                     | (30,061)                   | -                            |
| Other              | 197                            | -                          | -                          | 197                          |
|                    | <u>32,339</u>                  | <u>259,736</u>             | <u>(287,160)</u>           | <u>4,915</u>                 |

The Supported Lodgings fund is restricted for use in assisting homeless young people by providing safe accommodation.

The Schools Work funds are each restricted to providing Relational Support Work in an educational establishment setting.

The Community Work fund specifically finances the Relational Support Worker operating within Runcorn Borough.

### 14 Unrestricted funds

|              | At<br>1 September<br>2015<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | At<br>31 August<br>2016<br>£ |
|--------------|--------------------------------|----------------------------|----------------------------|------------------------------|
| General Fund | <u>77,777</u>                  | <u>167,478</u>             | <u>(133,775)</u>           | <u>111,480</u>               |

The General Fund is applied to supporting all aspects of relational support projects undertaken by the trust and directly funding these if there is not sufficient specific (restricted) funding available.

# Notes to the financial statements continued

## for the year ended 31 August 2016

### 15 Analysis of net assets between funds

|                       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2016<br>Total<br>£ |
|-----------------------|----------------------------|--------------------------|--------------------|
| Tangible fixed assets | 284                        | -                        | 284                |
| Current assets        | 131,969                    | 8,915                    | 140,884            |
| Current liabilities   | (20,773)                   | (4,000)                  | (27,773)           |
|                       | <u>111,480</u>             | <u>4,915</u>             | <u>116,395</u>     |
|                       | Unrestricted<br>funds<br>£ | Restricted<br>funds<br>£ | 2015<br>Total<br>£ |
| Tangible fixed assets | 1,041                      | -                        | 1,041              |
| Current assets        | 95,744                     | 39,688                   | 135,432            |
| Current liabilities   | (19,008)                   | (7,349)                  | (26,357)           |
|                       | <u>77,777</u>              | <u>32,339</u>            | <u>110,116</u>     |

### 16 Operating lease commitments

|                                                                                | 2016<br>£    | 2015<br>£    |
|--------------------------------------------------------------------------------|--------------|--------------|
| Minimum operating lease payments due in the next 12 months on leases expiring: |              |              |
| Within 1 year                                                                  | 1,825        | 1,375        |
| Between 1 and 5 years                                                          | 1,728        | 1,728        |
|                                                                                | <u>3,553</u> | <u>3,103</u> |

### 17 Related parties

There were no related party transactions requiring disclosure for the current year or the prior year.

### 18 Transfer from charitable trust

The company commenced activities on 1 September 2009 when it received the assets, liabilities and operations of the former unincorporated charitable trust "**the east to west trust**" (registered charity number 1059177).

The asset transfers were made to restricted and unrestricted funds as appropriate such as to preserve the purposes and restrictions for which the funds were originally provided.