



Registered Company no. 03690881

Registered Charity no. 1074032

**Report and Financial Statement  
for the Year Ended 31 March 2018**

**Cambridgeshire ACRE**  
**Accounts for the year ended 31 March 2018**

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# **Cambridgeshire ACRE**

## **Accounts for the year ended 31 March 2018**

### **OFFICERS AND PROFESSIONAL ADVISERS**

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#### **PRESIDENT**

Sir Hugh Duberly

#### **VICE PRESIDENTS**

The Right Reverend Stephen Conway, Bishop of Ely  
Ian Purdy (Resigned 18 June 2017)

#### **TRUSTEES**

The Trustees, who are also Directors of the company, who served during the financial year are as follows:

John Forrest Yates (Chair of the Board to 21 March 2018)  
David Spreadbury (Vice-Chairman)  
Hazel Williams MBE (Vice-Chairman)  
Nicholas Hugh Alexander Pallister (Treasurer)  
Ann Lesley Blair (Appointed 26 September 2017; Chair of the Board from 21 March 2018)  
David Gibbs (Appointed 26 September 2017)  
Brian Wilfred Hayes  
Michael David Hellowell  
Terry Jordan  
Rosemary Jane Logan (Appointed 1 November 2017)  
Hugh Kyle McCurdy  
Robert Oliver (Appointed 26 September 2017; Resigned 26 June 2018)  
Elizabeth Ann Stazicker  
Robert Turner (Appointed 1 November 2017)  
Geoffrey Forrester Taylor (Resigned 22 June 2018)

#### **COMPANY SECRETARY**

Alison Catherine Brown

#### **CHIEF EXECUTIVE**

Kirsten Jean Bennett

#### **REGISTERED OFFICE**

72 Market Street, Ely, CB7 4LS

#### **BANKERS**

Barclays Bank plc, 28 High Street, Ely, CB7 4FS

#### **AUDITORS**

Chater Allan LLP, 4a Newmarket Road, Cambridge, CB5 8DT

# Cambridgeshire ACRE Annual Report

## FOR THE YEAR ENDED 31 MARCH 2018

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The trustees present their full report for the period ended 31 March 2018 to the Annual General Meeting of the charity held on 25 September 2018. This is also the directors' report required of a small company by the Companies Act 2006.

### Statement of the Trustees' Responsibilities

Law applicable to incorporated charities in England and Wales requires the trustees who are also directors for the purpose of company law 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 its financial activities during the year. In preparing those 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;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with the Companies Act 2006. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The trustees have overall responsibility for ensuring that the charity has appropriate system of controls, financial and otherwise to provide reasonable assurance that:

- the charity is operating efficiently and effectively;
- its assets are safeguarded against unauthorised use or disposition;
- proper records are maintained and financial information used within the charity or for publication is reliable;
- the charity complies with relevant laws and regulations.

The systems of internal control are designed to provide reasonable, but not absolute, assurance against material misstatement or loss. They include:

- a strategic plan and an annual budget approved by the trustees;
- regular consideration by the trustees of financial results, variance from budgets and non-financial performance indicators;
- delegation of authority and segregation of duties;
- identification and management of risks.

### Objects of the Charity

- To promote any charitable purposes for the benefit of the community in the County of Cambridgeshire and the Eastern Region of England by assisting the work of statutory authorities and voluntary organisations engaged in advancing education, furthering health, relieving poverty, distress or sickness, improving the skill of country craftsmen, or in pursuing any other charitable purposes; and
- To promote and organise co-operation in the achievement of the said purposes.

### Our Vision

That rural Cambridgeshire and Peterborough will be sustainable, prepared for the future and flourish as a place for people to live, work and visit.

# Cambridgeshire ACRE Annual Report

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## Our Mission

To work with partners, communities and individuals to develop Cambridgeshire and Peterborough as a vibrant place to live, work and visit.

## Values

It is very important to us that everybody at Cambridgeshire ACRE demonstrates that they can work to our shared values which shape and define our working environment and culture. They guide us now and in the future and are shared by us all:

- Community needs at the heart of everything we do
- Taking action to address local needs; practically and sustainably
- Making a demonstrable difference to people's lives
- Always striving to improve, learn from others and do our best for local communities

## Public Benefit

It is a legal requirement of the Charities Act 2011 that charities must demonstrate they provide a public benefit. The two key principles identified by the Charity Commission to prove public benefit are:

- Principle 1: There must be an identifiable benefit or benefits.

The benefits provided by Cambridgeshire ACRE are detailed in the 'Review of Activities' section included in this statement. The Review of Activities gives detailed information on the benefits provided as they relate to the six key areas of Cambridgeshire ACRE's work.

- Principle 2: Benefit must be to the public, or a section of the public.

The main beneficiaries of Cambridgeshire ACRE's work are the local communities of Cambridgeshire and Peterborough, although on occasion beneficiaries come from the wider East of England region.

## Incorporation

The company is a registered charity incorporated under the Companies Act 1985 in December 1998. The governing document is the Memorandum and Articles of Association. On 1 April 1999 the assets and liabilities of Cambridgeshire ACRE, a charity operating as an unincorporated association originally founded in 1924, were vested in the company. The charity was established with the same objects and powers as the previous one and has continued to operate in accordance with the provisions of the Charities Act and Companies Act since vesting day.

## Governance

Cambridgeshire ACRE is controlled by the Board of Trustees which meets four times a year. It delegates day-to-day management of the organisation to the Chief Executive. At 31 March 2018 there were fifteen members of the Board.

# Cambridgeshire ACRE Annual Report

FOR THE YEAR ENDED 31 MARCH 2018

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## Trustee Recruitment

Trustees are elected at the Annual General Meeting (AGM), when one third of all trustees retire and may put themselves forward for re-election for a period of three years. Other candidates may put themselves forward for election, provided that they have been recommended by the Board or nominated by a member of the charity in accordance with the rules. Candidates must be over 18 and not disqualified by law or by the rules of the charity.

Cambridgeshire ACRE reviews the need for new trustees and any particular areas of expertise that might need strengthening through further recruitment to the Board. Prospective candidates have a preliminary meeting with the Chairperson and Chief Executive. If, after this meeting, a candidate chooses to pursue his/her application and the Chairperson and Chief Executive are minded to recommend the appointment, the application (with the candidate's supporting statement) is considered by the Board, which may recommend the candidate for election at the AGM, or co-opt the candidate until the next AGM, at which time the appointment needs to be ratified.

Once elected by the AGM or co-opted by the Board, the new trustee is invited to complete a declaration of eligibility to serve as a charity trustee and when this is received the appointment is notified to the Charity Commission. New trustees are also appointed as a company director with Companies House. New trustees are sent a copy of the policy and procedure on Conflicts of Interest and asked to complete a declaration of interests which is reviewed each year.

## Trustee Induction

New trustees are provided with a training session at which they are given an Induction Pack of key documents, such as Memorandum and Articles of Association, Charity Commission summary of responsibilities of charity trustees, the latest Report and Financial Statement and the Strategic Plan. The Chairman will offer to arrange for a more experienced trustee to act as mentor if required. The Chairman and Chief Executive meet with a new trustee after 6 months to review how their induction has gone.

## Trustee Training

Trustees' training needs may emerge during the induction process, but are more systematically assessed through periodic meetings with the Chairperson and Chief Executive. Identified needs are dealt with immediately where possible, or otherwise included in Cambridgeshire ACRE's annual training plan alongside the training needs of staff. Trustees are encouraged to attend events run by Cambridgeshire ACRE and other conferences/ meetings to develop their awareness of the working context, charity governance and key rural issues.

## Reserves

The trustees have identified the need to retain a financial reserve as the charity's income is uncertain and can fluctuate from year to year. Cambridgeshire ACRE aims to hold in reserve no less than three months' unrestricted gross expenditure to ensure that it can meet its contractual obligations fully. The charity will continue its practice of budgeting prudently and actively seeking funds to finance its activities and maintain the reserve at the approved level. The Board reviews the reserves policy each year and monitors the level of the reserve at its quarterly meetings.

During the year the charity's general reserve fell from £153,858 to £142,164. The current level of general reserve provides a buffer of 7 months of unrestricted fund expenditure (the buffer includes an allowance for work by unrestricted fund staff on restricted fund projects and restricted project reimbursements). This is considered acceptable under the current reserves policy.

The charity has two designated funds which are represented by investments and fixed assets. The purpose of these funds is detailed in note 21 in the financial statements.

# Cambridgeshire ACRE Annual Report

FOR THE YEAR ENDED 31 MARCH 2018

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## Investments

Cambridgeshire ACRE has an investment policy that is reviewed annually by the Board. The charity's investments consist of cash deposits. The deposit accounts are kept under review to ensure that an adequate rate of interest is being paid on the charity's deposits. The strategy is to hold funds with a high level of liquidity for ready access when required. The deposits are split between the Charities Official Investment Fund (run by CCLA Investment Management Ltd) [account closed Sep-2017], Shawbrook Bank, Cambridge & Counties Bank Ltd and Aldermore Bank PLC at the balance sheet date.

## Pay policy for senior staff

The trustees consider the board of directors, who are the charity's trustees, and the senior management team comprising the key management personnel of the charity, to be in charge of directing and controlling, running and operating the charity on a day to day basis. All trustees give of their time freely and no trustee received remuneration in the year. The pay of the senior staff is set by the trustees, they benchmark against pay levels in other charities of a similar size and type.

## Risk Management

The trustees have assessed the major risks to which the organisation is exposed, particularly those related to finances and operations, these are documented on a risk register the trustees have put in place, together with a Business Continuity Plan which sets out actions to be taken in the case of serious business interruption. Cambridgeshire ACRE has a formal procedure on risk management and the procedure and risks identified are reviewed continuously by the senior management team and annually by the trustees, they remain satisfied that measures are in place to manage those risks.

## Cambridgeshire ACRE Management Services Ltd (hereafter known as CAMS Ltd)

A wholly-owned trading subsidiary, CAMS Ltd was incorporated under the Companies Act 1985 on the 21 January 2002. The subsidiary was established to carry out the non-charitable trading activities for Cambridgeshire ACRE. The company was dissolved on 14 November 2017.

## Review of Activities

The Review of Activities shows the impact of our work at both a strategic level and at an operational level on the communities of Cambridgeshire and Peterborough.

Cambridgeshire ACRE works alongside communities through a wide range of programmes designed to target specific rural issues or specific community needs. These communities benefit from the dedicated support of our skilled and experienced team who are dedicated to helping improve rural life.

### *Parishes and Communities*

Cambridgeshire ACRE entered the second year of its three-year infrastructure services contract, funded by Cambridgeshire County Council and delivered through its Support Cambridgeshire partnership with Hunts Forum and Cambridge CVS. Cambridgeshire ACRE's responsibilities under this contract relate to support for Community Facilities and for the Town and Parish Council Sector.

Cambridgeshire ACRE's Community Facilities Development Officer gave support to village halls across the County during 2017-18. We continued to see growth in the case work undertaken, with c250 cases being dealt with. Working closely with individual trustees or whole committees allows us to bring about long-term positive change and increased confidence in undertaking their volunteer role as trustees.

# Cambridgeshire ACRE Annual Report

**FOR THE YEAR ENDED 31 MARCH 2018**

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We ran an extensive programme of networking and peer learning events for village halls and community buildings during 2017/18 including, for the first time in several years, an annual countywide conference event that was attended by 63 delegates representing 45 different halls. Our Community Buildings Mentor scheme, which sees village hall trustees support one and other providing the 'voice of experience' in addition to our theoretical and legal advice, continues to prosper. We now have 8 volunteer mentors who help us support halls in their given area of expertise. The Hallmark Quality Scheme for village halls continues to receive applications from halls that wish for an independent assessment of the way their hall is being run. Five halls are now accredited at Hallmark 1 standard and one hall is accredited under all three levels of the standard.

We took part in the first national Village Halls Week in January 2018 celebrating village halls and community buildings and thanking the volunteers who run them. 14 village halls hosted events as part of the week, including activities for the community and hosting visits from their local Member of Parliament. A week of concerted social media activity enhanced our following and traditional media was also closely involved thanks to our strong links with BBC Radio Cambridgeshire.

Through our Town & Parish Council Development project we continue to facilitate the delivery of the Cambridgeshire Local Council Development Plan 2017 – 2021. This project also uses networking and peer learning as a mechanism for delivery. Topics this year have included Rural Affordable Housing and Neighbourhood Planning which have been well received with positive feedback from delegates. We also delivered a further annual conference in November 2017 that was attended by 165 delegates, including 113 attendees from 73 different local councils from across the County.

Our information and advice services are restricted to those who are paid members of the organisation. At the end of the year, we had 264 members, predominantly parish/town councils and community facilities. Just under a quarter of members made use of our online members' area giving access to sources of information and advice without reference to staff. Where enquiries are presented by non-members, we provide limited support whilst encouraging membership so that fuller advice can be given.

## *Housing and Planning*

We continued to work in partnership with Local Authorities, Registered Social Landlords and Parish Councils across the County to address the need for affordable homes in rural parishes. These parties continue to entrust us with undertaking independent Housing Needs Surveys to establish hidden housing need. Seven surveys were undertaken in 2017/18 at Eltisley, Doddington, Fen Drayton, Meldreth, Stow-Cum-Quy, Pidley-cum-Fenton and Holme.

Three rural exception site building projects commenced during 2017/18 – in Burwell, Offord D'Arcy and Willingham - as a result of Cambridgeshire ACRE's work. These will deliver 53 affordable dwellings and a further 3 associated market dwellings.

We continued to promote Community Led Planning (as a tool to galvanise local leadership, determine community priorities and to encourage social action) and Neighbourhood Planning (as a way of shaping proposed development in a parish). We now work in partnership with three external planning consultants to deliver a paid-for Neighbourhood Planning Service and are continuing to grow our pool of associates who can provide additional specialist services such as landscape architecture and marketing support. Eleven parish councils received presentations about the concept and process of Neighbourhood Planning. We have held inception meetings with five parishes looking to commence Neighbourhood Planning (Great Shelford & Stapleford; Swavesey; Gayton (Norfolk); Great Gransden; and Thriplow) and ongoing funded support (usually through a Locality grant) is being provided to Witchford; Great Gransden; Foxton; Great Abington; Great Shelford & Stapleford; Waterbeach; West Wickham; Whittlesford; Swavesey; Thriplow; and Gayton (Norfolk).

# Cambridgeshire ACRE Annual Report

FOR THE YEAR ENDED 31 MARCH 2018

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## *Economy and Enterprise*

The Cambridgeshire Fens LEADER Programme completed its third year. At the end of the year, £599,148 of the £1,186,704 projects budget had been contracted with sufficient expressions of interest and projects pending to spend the remaining £587,556. During the year, 39 expressions of interest were received, of which 32 were invited to full application (1 expression of interest was rejected as ineligible and 6 withdrew for various other reasons). Of the 32 invited to full application, 16 applications were actually received, with 8 being withdrawn and a further 4 now expected in 2018/19. 11 full applications were approved as funded projects with a total spend worth £464k with 4 withdrawn due to match funding issues. The programme is over-committed with projects in the pipeline worth over £800,000. To date, the programme has created just over 38 jobs against a target of 36. It is estimated at the end of the programme this will be in the region of 50 new jobs.

Cambridgeshire ACRE continued its role as Accountable Body for the Wisbech Community Led Local Development (CLLD) Partnership. Following successful production of a Local Development Strategy and full funding application in January 2017, the Department for Work & Pensions confirmed investment of £1,050,000, in November 2017, to be match-funded locally making a total programme of £2.1m. Taking a bottom up approach, the CLLD programme will deliver a strategy that seeks to tackle the broad range of issues that currently present barriers to labour market participation. Work kicked off in earnest in December 2017 and the Local Action Group considered its first Expressions of Interest in April 2018.

Our Promoting Ramsey project, delivered alongside the Ramsey Million Partnership, finished at the end of October 2017. At its conclusion, the Discover Ramsey brand was well established and an ongoing programme of themed events to promote the Town's retail and heritage offer being held. The Partnership, through Ramsey Neighbourhoods Trust, was successful in a bid for additional funds that have now allowed them to employ the Promotions Officer directly on a part-time basis.

## *Volunteering and Social Action*

Working alongside the Environment Agency we have delivered the Anglian Waterways Volunteering Scheme on the Rivers Great Ouse and Nene. Our first volunteers were recruited in July 2017 and at the end of the year had eight volunteers working at two marina sites, Denver (near Downham Market) and Northampton. The Scheme pilot period is scheduled to run until end October 2018 so the Environment Agency can fully assess the impact volunteers have on their operations.

## *Landscape and Environment*

The Ouse Washes Landscape Partnership Scheme, which finished active delivery in March 2017, ran for a further four months to allow proper closure of all projects and to ensure all the resources generated through the programme were properly archived for long-term community use. A final evaluation report was produced by an independent third party and legacy planning was undertaken to ensure the strong partnership developed had a role to play going forward.

A further bid to the Heritage Lottery Fund for a new project called 'New Life on the Old West' was submitted in August 2017. The project aims to increase connectivity and resilience in the Cambridgeshire Fens by enhancing the vital ecological corridor alongside the Old West River between two core wetland reserves, National Trust Wicken Fen and RSPB Ouse Fen. The project will involve undertaking multiple sustainable habitat improvements on the ditch network, arable farmland, waterbodies and community green spaces within the defined project area. Confirmation of £99k funding for a year of development activity was received in December 2017 and a second stage bid to draw down a further £730k will need to be submitted by end March 2019.

# Cambridgeshire ACRE Annual Report

FOR THE YEAR ENDED 31 MARCH 2018

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We continued to lead the Water Catchment Partnership for the Old Bedford and Middle Level Catchment which aims to achieve better co-ordinated action by those who use water or influence land management as well as to gain greater engagement of local people to tackle the significant pressures placed on the water environment. Over the past year, the Partnership has established a River Care Group in Ramsey, which has recruited volunteers to undertake litter picks along Bury Brook and its surrounds, and has also delivered some highly successful workshops on countryside stewardship. The Partnership also set up a Working Group to tackle the issue of Low Dissolved Oxygen levels and this Group has enabled the Environment Agency to apply for funds to employ a consultant to undertake an options appraisal for how the issue could be resolved.

## *Charity and Governance*

In January 2018, our landlords, East Cambridgeshire District Council, asked us to vacate our rented office premises at 72 Market Street, Ely. As a temporary accommodation solution, they provided us with rooms within their office at The Grange, Nutholt Lane, Ely which we moved into in May 2018. This has allowed us some breathing space to find a more suitable long-term home. At the 2017 Annual General Meeting three new Board members were appointed and these have received induction and other training on their role over the last year. The Chairman of ten years, John Yates, unfortunately, had to stand down mid-year and a new Chairperson, Annie Blair was duly elected, at the very end of 2017/18. Her new leadership has already had an impact, including starting the process to review the Organisation's Strategy and fresh consideration being given to trustee engagement through the completion of a Board healthcheck exercise. The Organisation has also commenced a review of the Memorandum and Articles of Association of the Charity which will lead to some changes and modernisation in due course.

Our Payroll Service continues to prosper and now runs payroll for 89 clients each month. All clients have now been successfully auto-enrolled to meet Government requirements.

We have undertaken a significant amount of consultancy work during 2017/18. When consultancy opportunities arise we consider whether our staff team have sufficient capacity and expertise to undertake the required activity. During 2017/18 we delivered a wide variety of contracts including providing management support to the Board of Mepal Outdoor Centre during the closure of the company and charity; support with creating a business plan for Burwell Parish Council; a community building feasibility study for Cheveley Parish Council; facilitation and leadership for the Young Fenland Cultural Consortium; conducting a review of the Rural and Coastal Cultural Education Landscape; and providing research services for the Cambridgeshire Fens Biosphere Scoping Exercise.

We delivered our ACRE Network contract, funded by Defra, which requires us to engage with strategic stakeholders and local partnerships to support community led activity and develop solutions to rural challenges, including: digital infrastructure; digital skills and digital inclusion; rural life opportunities; social infrastructure; rural transport; renewable energy; housing and planning; and business support & social enterprise development. We reported on our achievements through ACRE to Defra's Rural Policy Unit and it is very clear that Cambridgeshire ACRE is particularly strong in its delivery across a number of these areas. Cambridgeshire ACRE hosted a visit by the Deputy Director of Defra's Rural Policy Unit in November 2017 that allowed us to engage directly with senior staff at Defra to explain the vital role we play in strengthening rural communities.

## **Financial Review (throughout this section comparable figures for the year 2016/17 are shown in brackets)**

For the financial year 2017/18 incoming resources were £586,149 (£740,491). This represents a decrease in income of 20.84%, with the difference due to a reduction in grant income.

The end of the year saw a deficit of £55,458 on the unrestricted fund. Nearly all costs were contained within approved budgets. Total income exceeded expenditure by £33,808; this is attributable to an increase in the level of restricted funds from £53,375 to £142,641. The restricted fund is neutral for Cambridgeshire ACRE as the funds are held on behalf of the funders and are returned if not spent.

Designated and capital funds decreased from £244,372 to £200,608 a decrease of £43,764 due to the transfer from the Project Development Fund to cover the cost of the Programme Development Manager role in 2017-18. The unrestricted general reserve showed a decrease during the year from £153,858 to £142,164; a decrease of 7.6%.

# Cambridgeshire ACRE Annual Report

FOR THE YEAR ENDED 31 MARCH 2018

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## Plans for Future Periods

Cambridgeshire ACRE's trustees continue to consider how best to apply the organisation's financial and staff resources so they best meet the needs of rural communities. It is envisaged that, as well as continuing to deliver current programmes of activity, we will:

- review and develop a new Strategy to focus the work of the Organisation and take it forward over the next 5 years;
- modernise the Memorandum and Articles of Association to strengthen the governance of the organisation;
- build a strong working relationship with the Combined Authority for Cambridgeshire for Peterborough and contribute to the creation of a Rural Strategy that will help underpin our work in housing, digital, neighbourhood planning and community engagement;
- further develop our work with the town and parish council sector facilitating the delivery of the Cambridgeshire Local Council Development Plan 2017 – 2021;
- deliver the Wisbech Community-Led Local Development (CLLD) Programme, ensuring projects are brought forward and funding allocated in line with the agreed Local Development Strategy;
- submit the second stage Heritage Lottery Fund bid for 'New Life on the Old West';
- carry out a project on behalf of the Environment Agency to facilitate the development of visitor facility improvements, new recreational facilities and improved signage and information provision at the Denver Complex. A business plan will be produced for this area, also looking at the possibility of attracting commercial enterprises whilst considering future governance models;
- finish delivery of the current Cambridgeshire Fens LEADER programme, scheduled for end September 2018, and position ourselves to take advantage of any new rural development funding streams that emerge post-Brexit;
- strengthen our relationship with Defra and the rest of the ACRE Network to ensure that its value is clear to our partners and rural communities;
- build new partnerships in order to explore additional areas of work and innovation that are beneficial to the communities of Cambridgeshire and Peterborough;
- take on short term consultancy contracts in areas where we feel our expertise can add value allowing us to explore working with new partners.

# Cambridgeshire ACRE Annual Report

FOR THE YEAR ENDED 31 MARCH 2018

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## Statement as to Disclosure of Information to Auditors

So far as the trustees are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each trustee has taken all the steps that he/she ought to have taken as a trustee in order to make himself/herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

## The Accounts

These accounts follow previous practice of the charity and have been compiled in accordance with the Statement of Recommended Practice (FRS 102), commonly known by the acronym SORP. The comparative figures have been extracted from the accounts for the year ending 31 March 2017. These were audited by the auditors, Chater Allan LLP of Cambridge, and filed with the Charity Commission. The auditor's report on those accounts was unqualified. Figures shown in these accounts have been rounded to the nearest whole pound.

Chairperson: .....  
Ann Lesley Blair

Company Secretary: .....  
Alison Brown

Date: .....

72 Market Street, Ely, CB7 4LS

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF CAMBRIDGESHIRE ACRE

FOR THE YEAR ENDED 31 MARCH 2018

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We have audited the financial statements of Cambridgeshire ACRE for the year ended 31 March 2018 which comprise the Statement of Financial Activities, (which also comprises the Summary Income and Expenditure Account), the Balance Sheets, the Cash Flow Statement 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).

This report is made solely to Cambridgeshire ACRE as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity 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 Charity and the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice.
- have been prepared in accordance with the requirements of the Companies Act 2006.

## **Basis of opinion**

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

## **Conclusions relating to going concern**

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

## **Other information**

The trustees are responsible for the other information. The other information comprises the information included in the trustees' annual report, other than the financial statements and our auditor's report 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.

# INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF CAMBRIDGESHIRE ACRE

FOR THE YEAR ENDED 31 MARCH 2018

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

We have nothing to report in this regard.

## **Opinion on other matter prescribed by the Companies Act 2006**

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

In the light of our knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- the Trustees' report has been prepared in accordance with applicable legal requirements.

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

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the company financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanation we require for our audit; or
- the trustees were not entitled to take advantage of the small companies' exemption from the requirement to prepare a Strategic Report.

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purpose 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.

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

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

# **INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS AND TRUSTEES OF CAMBRIDGESHIRE ACRE**

**FOR THE YEAR ENDED 31 MARCH 2018**

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A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/Our-Work/Audit/Audit-and-assurance/Standards-and-guidance/Standards-and-guidance-for-auditors/Auditors-responsibilities-for-audit/Description-of-auditors-responsibilities-for-audit.aspx>. This description forms part of our auditor's report.

Stuart Graham Berriman (Senior Statutory Auditor)  
For and on behalf of Chater Allan LLP  
Chartered Accountants & Statutory Auditors  
Beech House  
4a Newmarket Road  
Cambridge  
CB5 8DT

**Cambridgeshire ACRE**  
**For the year ended 31 March 2018**

**Statement of Financial Activities and Income and Expenditure Account**

	Note	Year ended 31 March 2018			Total £	2017 Total £
		Unrestricted funds		Restricted funds		
		Unrestricted fund £	Designated/ capital funds £	£		
<b>Income</b>						
Donations	2	26,920	-	11,298	38,218	71,782
Charitable activities	3	32,468	-	437,443	469,911	618,905
Other trading activities	5	73,320	-	127	73,447	47,743
Investments	6	4,573	-	-	4,573	2,061
<b>Total income</b>		<b>137,281</b>	<b>-</b>	<b>448,868</b>	<b>586,149</b>	<b>740,491</b>
<b>Expenditure</b>						
Raising funds		8,977	-	-	8,977	7,518
Charitable activities	11	266,375	875	276,114	543,364	759,697
Other		-	-	-	-	-
<b>Total expenditure</b>	7	<b>275,352</b>	<b>875</b>	<b>276,114</b>	<b>552,341</b>	<b>767,215</b>
Net gains/(losses) on investments		-	-	-	-	-
<b>Net income/(expenditure)</b>		<b>(138,071)</b>	<b>(875)</b>	<b>172,754</b>	<b>33,808</b>	<b>(26,724)</b>
Transfers between funds	12	126,377	(42,889)	(83,488)	-	-
<b>Net movement in funds</b>		<b>(11,694)</b>	<b>(43,764)</b>	<b>89,266</b>	<b>33,808</b>	<b>(26,724)</b>
<b>Reconciliation in funds:</b>						
Total funds brought forward		153,858	244,372	53,375	451,605	478,329
<b>Total funds carried forward</b>	23	<b>142,164</b>	<b>200,608</b>	<b>142,641</b>	<b>485,413</b>	<b>451,605</b>

**Continuing Operations**

None of the charity's activities were acquired or discontinued during the current or previous year.

**Statement of Financial Position**

	Note	Unrestricted funds Unrestricted fund £	Designated/ capital funds £	Restricted funds £	2018 Total £	2017 Total £
<b>Fixed assets:</b>						
Tangible assets	13	-	597	196	793	1,668
Investments	14	30,027	200,011	-	230,038	290,515
		<u>30,027</u>	<u>200,608</u>	<u>196</u>	<u>230,831</u>	<u>292,183</u>
<b>Current assets:</b>						
Debtors	15	71,136	-	-	71,136	81,198
Cash at bank and in hand		88,160	-	142,445	230,605	119,140
		<u>159,296</u>	<u>-</u>	<u>142,445</u>	<u>301,741</u>	<u>200,338</u>
<b>Liabilities:</b>						
Creditors: Amounts falling due within one year	16	47,159	-	-	47,159	40,916
<b>Net current assets</b>		<u>112,137</u>	<u>-</u>	<u>142,445</u>	<u>254,582</u>	<u>159,422</u>
<b>Total net assets</b>		<u>142,164</u>	<u>200,608</u>	<u>142,641</u>	<u>485,413</u>	<u>451,605</u>
<b>The funds of the charity:</b>						
Restricted funds	22	-	-	142,641	142,641	53,375
Designated and capital funds	21	-	200,608	-	200,608	244,372
Unrestricted funds		142,164	-	-	142,164	153,858
		<u>142,164</u>	<u>200,608</u>	<u>142,641</u>	<u>485,413</u>	<u>451,605</u>

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board of Trustees on .....

Signed on behalf of the trustees:

.....  
Ann Lesley Blair, Chairperson

.....  
Date

**Cambridgeshire ACRE**  
**For the year ended 31 March 2018**

**Statement of Cash Flows**

	Year ended 31 March 2018 £	Year ended 31 March 2017 £
<b>Cash flows from operating activities:</b>		
Net cash provided by (used in) operating activities	46,415	15,730
<b>Cash flows from investing activities:</b>		
Interest and dividends from investments	4,573	2,061
Purchase of property, plant and equipment	-	(582)
	<u>4,573</u>	<u>1,479</u>
Change in cash and cash equivalents in the reporting period	<u>50,988</u>	<u>17,209</u>
Cash and cash equivalents at the beginning of the reporting period	409,655	392,446
Cash and cash equivalents at the end of the reporting period	<u>460,643</u>	<u>409,655</u>
Cash and cash equivalents at the end of the reporting period held as:		
Cash at bank and in hand	230,605	119,140
Investments	230,038	290,515
	<u>460,643</u>	<u>409,655</u>
<b>Reconciliation of net income/ (expenditure) to net cash flow from operating activities</b>		
Net income/ (expenditure) for the reporting period (as per the statement of financial activities)	33,808	(26,724)
Adjustments for:		
Depreciation charges	875	873
Dividends, interest and rents from investments	(4,573)	(2,061)
Decrease in debtors	10,062	44,070
Increase/ (decrease) in creditors	6,243	(428)
Net cash provided by (used in) operating activities	<u>46,415</u>	<u>15,730</u>

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

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#### 1. Accounting Policies

The financial statements are prepared under the historical cost convention and in accordance with applicable accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" (FRS 102) issued in July 2014 and the Charities Act 2011.

**Legal Form** Cambridgeshire ACRE is a registered charity and a company limited by guarantee.

**Country of Incorporation** Cambridgeshire ACRE is incorporated in the United Kingdom.

**Address of Registered Office** The registered office is at 72 Market Street, Ely, CB7 4LS.

**Currency** These financial statements are presented in sterling which is a functional currency.

**Principal Activities** Cambridgeshire ACRE works alongside communities through a wide range of programmes designed to target specific rural issues or specific community needs.

**Going Concern** The grant and project income of the charity continues at an acceptable level. The trustees are therefore of the view that the charity is a going concern.

**Public Benefit** Cambridgeshire ACRE meets the definition of a public benefit entity under FRS 102.

**Income and Reserves** All of the net income and assets are applied towards the objects of the charity.

**Fund Accounting** The charity's general funds consist of funds the charity may use for its purposes at its discretion.

The charity has designated certain funds for specific purposes. These are explained in more detail in note 21 below. The trustees have decided that setting aside funds in this way is a useful financial discipline which will help the charity to make the best use of its resources even though there is no legal force to these designations.

The charity's restricted funds are those where the donor has imposed restrictions on the use of the funds, which are legally binding, or are restricted income funds expendable at the discretion of the trustees in furtherance of a particular aspect of the objects of the charity.

Details of the funds and of the restrictions are given in note 22 below.

**Voluntary Income** All voluntary income is included in income when it is virtually certain the income will be received. Where the donor requires the sum to be invested to provide income for the charity's purposes it is treated as an endowment.

**Grant Income** Grants not for a specific purpose are credited directly to income. Restricted funds are set up where grants are for a specific purpose. Any balance or shortfall of income in the year is credited to a specific restricted fund (see note 22). Any surplus arising on the ceasing of a specific purpose is dealt with in accordance with the wishes of the grant giver.

**Grant Expenditure** The charity makes grants from specific funds. These are included in expenditure for the year in which they are paid. Money passed through projects to other bodies are reported as grants.

**Membership** The charity's Membership Scheme is run on an annual basis and includes parish councils, statutory authorities, charitable organisations and some individuals.

**Investments** The charity's investments consist of cash deposits. The trustees keep the deposit accounts under review to ensure that an adequate rate of interest is being paid on the charity's deposits.

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

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#### 1. Accounting Policies (continued)

**Interest** When receivable or payable interest is included when credited to the relevant account.

**Taxation** As Cambridgeshire ACRE is a registered charity, interest is included gross and no tax is payable on its activities.

**Value Added Tax (VAT)** The charity is registered for VAT.

**Governance Expenditure** This relates to costs incurred in running the charity and follows the apportionment ratio established in May 2017 (see note 9). Governance costs are allocated to costs of charitable activities.

**Netting Off of Income and Expenditure** Items of income and expenditure are netted off where income is a direct re-charge of expenses to Cambridgeshire ACRE. No other items of income and expenditure have been netted off.

**Fixed Assets and Depreciation** Fixed assets costing more than £500 are included at actual cost, i.e. inclusive of irrecoverable VAT, less annual depreciation calculated on a straight line basis as follows:

- Computer equipment - 33.3%
- Office equipment - 20%
- Office furniture and telephone installation - 10%

**Investments and Investment Income** Investments are included in the accounts at market value. Credit is taken for interest when the interest is credited to the relevant account.

**Capital Fund** The capital fund represents the book value of equipment.

**Designated Funds** The designated funds are used to make annual provisions to cover otherwise uneven patterns of expenditure. Following the sale of the office building they have been consolidated into two, The Project Development Fund and Property and Office Accommodation. The Project Development Fund is held to support the development of new projects (including the engagement of consultants to prepare plans or funding bids and the employment of staff beyond their funded contracts to develop further projects) to implement Cambridgeshire ACRE's corporate strategy. The Property and Office Accommodation Fund has been set-up to cover the risks in having a rented office. It gives certainty that Cambridgeshire ACRE has the available funds to enter into other suitable leasehold arrangements and subsequent moving costs should the current lease be unexpectedly terminated.

**Raising funds** The cost of raising funds heading on the statement of financial activities includes printing, publicity and marketing costs.

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

	31 March 2018			31 March 2017	
	Unrestricted Funds £	Designated capital £	Restricted Funds £	Total £	Total £
<b>2. Donations</b>					
Grants (Note 4)	26,920	-	-	26,920	60,617
Membership subscriptions	-	-	11,298	11,298	11,165
	<u>26,920</u>	<u>-</u>	<u>11,298</u>	<u>38,218</u>	<u>71,782</u>

### 3. Charitable Activities

Grants (Note 4)	-	-	421,502	421,502	602,665
Other charitable income	32,468	-	15,941	48,409	16,240
	<u>32,468</u>	<u>-</u>	<u>437,443</u>	<u>469,911</u>	<u>618,905</u>

Income is recognised in accordance with the SORP (FRS 102). As a result, income to Restricted Funds is included in advance of expenditure being incurred and in some cases in advance of the commencement date of a particular project.

### 4. Analysis of Grants Received

	31 March 2018		31 March 2017	
	Unrestricted £	Restricted £	Unrestricted £	Restricted £
Accent Nene Ltd	-	3,000	-	3,000
Bedfordshire Pilgrims Housing Association	-	3,000	-	3,000
Big Local Trust	-	-	-	27,535
Cambridge Housing Society	-	3,000	-	3,000
Cambridgeshire County Council	-	56,747	19,411	23,697
Clarion Housing Group	-	24,788	-	-
Cross Keys Homes Ltd	-	3,000	-	3,000
DEFRA	26,920	25,000	41,206	14,584
Department for Work and Pensions	-	-	-	12,179
East Cambs District Council	-	2,000	-	2,000
Environment Agency	-	61,593	-	55,300
ESF	-	9,942	-	-
Fenland District Council	-	12,700	-	2,781
Hastoe Housing	-	3,000	-	3,000
Heritage Lottery Fund / Big Lottery Fund	-	101,228	-	371,558
Huntingdonshire District Council	-	2,000	-	2,000
Luminus Group	-	3,000	-	3,000
Norfolk and Norwich Festival Trust	-	30,986	-	-
Peterborough City Council	-	2,000	-	2,000
Roddons Housing Association	-	-	-	3,000
Rural Payments Agency	-	67,979	-	65,031
South Cambs District Council	-	3,000	-	3,000
Wisbech Town Council	-	3,539	-	-
	<u>26,920</u>	<u>421,502</u>	<u>60,617</u>	<u>602,665</u>

#### Sources of Restricted Funds:

Grants to Cambridgeshire ACRE	394,401	380,046
Grants via Cambridgeshire ACRE	27,101	222,619
	<u>421,502</u>	<u>602,665</u>

Details of grants paid via Cambridgeshire ACRE are disclosed in note 10 of the accounts. Grants paid via Cambridgeshire ACRE are recognised as income because Cambridgeshire ACRE is responsible for the monitoring and allocation of the grant expenditure.

**Cambridgeshire ACRE**  
**For the year ended 31 March 2018**

**Notes to the accounts**

**5. Other Trading Activities**

	31 March 2018			Total £	31 March
	Unrestricted	Designated	Restricted		2017
	Funds £	capital £	Funds £		Total £
Business Services, consultancy and training	42,107	-	30	42,137	22,206
Publications	-	-	97	97	70
Agency Payroll	31,213	-	-	31,213	25,467
	<b>73,320</b>	<b>-</b>	<b>127</b>	<b>73,447</b>	<b>47,743</b>

**6. Investment Income**

Deposit interest received	4,573	-	-	4,573	2,061
	<b>4,573</b>	<b>-</b>	<b>-</b>	<b>4,573</b>	<b>2,061</b>

**7. Total Expenditure**

Grants given (Note 10)	-	-	27,101	27,101	222,619
Staff costs (Note 8)	192,563	-	214,662	407,225	393,449
Consultancy	21,875	-	3,245	25,120	-
Premises	18,461	-	-	18,461	24,420
Office running costs	12,422	-	3,534	15,956	13,379
Operating lease rentals	6,073	-	-	6,073	6,073
Meetings & Workshops	812	-	10,488	11,300	28,103
Professional fees	3,382	-	9,133	12,515	38,046
Volunteer expenses	-	-	508	508	287
Depreciation	-	875	-	875	873
Publicity	8,977	-	4,341	13,318	17,016
Expensed equipment	424	-	3,088	3,512	779
Subscriptions	4,444	-	-	4,444	5,209
Miscellaneous expenditure	56	-	14	70	11,987
Audit fees	4,561	-	-	4,561	4,625
Non-audit fees	1,302	-	-	1,302	350
Total expenditure	<b>275,352</b>	<b>875</b>	<b>276,114</b>	<b>552,341</b>	<b>767,215</b>

A detailed description of the Restricted Fund activities, listed by individual project, is given in note 22.

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

#### 8. Trustees and Staff costs

	Year ended 31 March 2018 £	Year ended 31 March 2017 £
Salaries	329,926	320,449
Accrued holiday pay	10,145	7,621
Employer's NI	28,802	26,522
Pension	26,121	21,006
Agency staff	-	4,339
Travel	7,979	8,088
Training	1,670	210
Recruitment	2,582	5,214
Total staff costs	<u>407,225</u>	<u>393,449</u>
Key personnel cost	<u>£120,017</u>	<u>£108,548</u>
No employee earned over £60,000.		
Average number of employees:	Number	Number
Charity	<u>13</u>	<u>14</u>

The trustees, being directors of the company, are not paid for the time they spend on their duties. They receive out of pocket expenses in connection with those duties and a total of £403 (£142 for 1 trustee) was claimed during the year by 2 trustees. Professional indemnity insurance cover has been provided for trustees and staff at an estimated annual cost of £339.

#### 9. Governance

	Year ended 31 March 2018 £	Year ended 31 March 2017 £
Audit fee	4,561	4,625
Non audit financial services	1,302	350
Annual General Meeting	145	32
Trustee meetings and expenses	538	414
Indemnity insurance	339	424
Selected core staff salaries	4,327	4,959
Expenses	11,987	6,509
	<u>23,198</u>	<u>17,313</u>

Figures represent the costs associated with constitutional and statutory requirements of administering the charity. Indirect costs or direct costs not wholly allocated are apportioned. The apportionment ratio of 4.5% is calculated on the number of days spent on governance expressed as a percentage of total days, the ratio was last updated in 2017.

**Cambridgeshire ACRE**  
**For the year ended 31 March 2018**

**Notes to the accounts**

**10. Grants Given**

Project	Grant Recipient	Year ended 31 March 2018 £	Year ended 31 March 2017 £
Ouse Washes	ADeC	-	1,235
Ouse Washes	Cambridgeshire County Council	550	12,412
Ouse Washes	Environment Agency	14,251	-
Ouse Washes	Field Theatre Group	-	1,760
Ouse Washes	Friends of Hatton Park Primary School	-	1,950
Ouse Washes	Green Light Trust	1,771	12,624
Ouse Washes	Inland Waterways Association	-	720
Ouse Washes	Lavender Hill Mob Theatre Co	-	1,908
Ouse Washes	Manea Parish Council	-	230
Ouse Washes	Norris Museum	420	-
Ouse Washes	Ouse Life Exhibitions	-	2,000
Ouse Washes	Prickwillow Engine Trust	2,050	13,641
Ouse Washes	RSPB	304	104,649
Ouse Washes	St Ives Town Team	-	-
Ouse Washes	R Totman	-	1,306
Ouse Washes	University of Cambridge	2,972	46,439
Ouse Washes	W Blake	2,983	-
Ouse Washes	Welney RUG	-	1,995
Ouse Washes	Wildfowl & Wetlands Trust	-	9,250
Ouse Washes	Wildlife Conservation Partnership	1,800	10,500
Total Grants Given		<u>27,101</u>	<u>222,619</u>

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

#### 11. Cost of Charitable Activities

	Community Facilities & Services £	Community Planning & Housing £	Landscape & Environment £	Rural Economy & Enterprise £	Volunteering & Social Action £	Total £
Direct activities	185,995	60,899	52,858	105,341	17,481	422,574
Grant funding activity	-	-	27,101	-	-	27,101
Support costs	23,938	21,549	23,915	16,633	7,654	93,689
Total cost of activities	209,933	82,448	103,874	121,974	25,135	543,364
Total costs in 2017	151,247	57,008	398,412	128,437	24,593	759,697

#### Allocation of Support Costs to Activities:

	Community Facilities & Services £	Community Planning & Housing £	Landscape & Environment £	Rural Economy & Enterprise £	Volunteering & Social Action £	Total £
Management & HR	14,972	13,478	14,958	10,403	4,787	58,598
Finance & IT	5,746	5,172	5,740	3,992	1,837	22,487
Administration	3,220	2,899	3,217	2,238	1,030	12,604
Total support costs	23,938	21,549	23,915	16,633	7,654	93,689
Total costs in 2017	18,431	20,865	20,816	15,089	6,480	81,681

The support costs shown in the table above have been allocated on an actual basis where possible. The management, finance and administration costs are a sub-division of the actual totals charged and have been apportioned on the basis of core staff salaries.

For the purposes of activity based costing the core and restricted fund projects have been allocated in the table below. Some projects cover more than one activity, Cambridgeshire Fens for example covers farming, tourism and an element of Community Support, an accurate split of activity is not practical and projects have therefore been allocated wholly to their main activity.

- Community Facilities & Services: 33% of core Defra grant, core trading (business services & payroll) and 60% of Support Cambridgeshire.
- Community Planning & Housing: Housing, Community Led Planning, 33% of core Defra grant and 40% of Support Cambridgeshire.
- Landscape & Environment: Environment Agency, New Life on the Old West Development, Ouse Washes LP, and Catchment Partnership.
- Rural Economy & Enterprise: Cambridgeshire Fens, Promoting Ramsey, Mepal Outdoor Centre (management support), Wisbech CLLD, and 33% of core Defra grant
- Volunteering & Social Action: EA Volunteers

A full list of the restricted fund projects and their purpose is given in note 22.

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

#### 12. Fund transfers

	Year ended 31 March 2018			Year ended 31 March 2017		
	Unrestricted funds		Restricted	Unrestricted funds		Restricted
	Unrestricted fund	Designated/capital	funds	Unrestricted fund	Designated/capital	funds
	£	£	£	£	£	£
Cambridge Fens	8,917	-	(8,917)	-	-	-
Catchment Partnership	4,808	-	(4,808)	3,255	-	(3,255)
Community Planning Fenland	-	-	-	322	-	(322)
EA Volunteers	3,992	-	(3,992)	4,640	-	(4,640)
EA Volunteers Extension	3,662	-	(3,662)	-	-	-
GEP	(69)	-	69	1,500	-	(1,500)
New Life on the Old West Development	6,648	-	(6,648)	-	-	-
Ouse Washes	12,528	-	(12,528)	9,029	-	(9,029)
Ramsey Project	5,313	-	(5,313)	4,785	-	(4,785)
Rural Housing	12,870	-	(12,870)	8,367	-	(8,367)
Support Cambs - CFDH	15,633	-	(15,633)	11,185	-	(11,185)
Support Cambs - TPC	6,783	-	(6,783)	5,888	-	(5,888)
Wisbech CLLD Project	2,403	-	(2,403)	-	-	-
Machinery and equipment	-	-	-	-	582	(582)
Project development fund	42,889	(42,889)	-	-	-	-
	<u>126,377</u>	<u>(42,889)</u>	<u>(83,488)</u>	<u>48,971</u>	<u>582</u>	<u>(49,553)</u>

#### 13. Tangible Fixed Assets

	Unrestricted Equipment	Restricted Equipment	Total
	£	£	£
<b>Cost</b>			
Beginning of the year	12,140	6,053	18,193
Additions	-	-	-
Disposals	-	-	-
At the end of the year	<u>12,140</u>	<u>6,053</u>	<u>18,193</u>
<b>Depreciation</b>			
Beginning of the year	11,223	5,302	16,525
Charge for the year	320	555	875
Disposals	-	-	-
At the end of the year	<u>11,543</u>	<u>5,857</u>	<u>17,400</u>
<b>Net Book Value</b>			
As at 31 March 2018	<u>597</u>	<u>196</u>	<u>793</u>
As at 31 March 2017	<u>917</u>	<u>751</u>	<u>1,668</u>

All fixed assets are used for charitable purposes.

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

#### 14. Investments

	2018 £	2017 £
Charities Deposit Fund	-	63,716
Aldermore 6 Month Fixed Fund	76,279	75,000
Cambridge & Counties 120 Day Fund	77,555	76,208
Shawbrook 100 Day Fund	76,204	75,589
	<u>230,038</u>	<u>290,513</u>

An additional £2 investment was included in 2017 being the share capital of CAMS Ltd. This was written off during the year.

#### 15. Sundry Debtors and Prepayments

	2018 £	2017 £
Income Due	40,065	56,075
Grants Due	28,217	20,964
Accrued Income	1,140	564
Prepayments	1,714	3,595
	<u>71,136</u>	<u>81,198</u>

#### 16. Sundry Creditors and Accruals

	2018 £	2017 £
<b>Due within 1 year</b>		
Accruals	6,384	7,872
Accrued Holiday Pay	10,145	7,621
Deferred Income	1,442	48
Payroll Liabilities	10,668	710
Sundry Creditors	2,212	10,414
VAT	16,308	14,251
	<u>47,159</u>	<u>40,916</u>
<b>Deferred income</b>		
Brought forward membership subscriptions	48	990
Membership subscriptions released in the year	(48)	(990)
Membership subscriptions deferred in the year	1,442	48
	<u>1,442</u>	<u>48</u>

#### 17. Contingent Liabilities

Certain donations and grants are potentially repayable should the aims and objectives of the charity not be achieved. The trustees, however, are of the opinion that this possibility is remote and therefore the income has been recognised within the accounts for the period under review.

In the event of its activities ceasing the charity would be liable to meet notice and redundancy payments to staff. The trustees are of the view that such liabilities could be met by the existing General Reserve.

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

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#### 18. Pension Scheme

All staff are eligible to join the NEST pension scheme after 3 months of employment. Staff make a contribution of 5% of salary and the charity adds an employer's contribution of 5% (10% for staff employed before November 2012). Staff employed before June 2014 were able to take out their own schemes or join the Pension Trust Growth or Ethical Plans, these options were withdrawn following the introduction of auto enrolment in April 2017. At the balance sheet date there were 11 employees in pension schemes (equivalent figure for the previous year was 7).

At 31 March 2018 £1,798 was owed by Cambridgeshire ACRE to the various pension schemes, this represents the monthly payment due for March (apart from the two schemes that were paid before the end of March). The figure owing was paid in April 2018 and is shown in note 16 incorporated in the payroll liabilities figure.

#### 19. Financial Commitments

As at 31 March, the charity had commitments under other operating leases (not land or property) that cannot be cancelled as follows:

	2018	2017
	£	£
Within 1 year	6,073	6,073
2 to 5 years	9,109	15,183
	<u>15,182</u>	<u>21,256</u>

#### 20. Related Parties

No one individual controls the charity with all trustees having equal voting rights.

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

21. Designated and Capital Funds	Value brought forward £	Income/ Revaluation £	Expenditure £	Transfers £	Value carried forward £
<b>Capital funds</b>					
Equipment (Unrestricted)	917	-	(320)	-	597
Equipment (Restricted)	751	-	(555)	-	196
<b>Total Capital Funds</b>	<b>1,668</b>	<b>-</b>	<b>(875)</b>	<b>-</b>	<b>793</b>
<b>Designated Funds</b>					
Project Development Fund	121,352	-	-	(42,889)	78,463
Property & Office Accommodation	121,352	-	-	-	121,352
<b>Total Designated Funds</b>	<b>242,704</b>	<b>-</b>	<b>-</b>	<b>(42,889)</b>	<b>199,815</b>
<b>Total Capital &amp; Designated Funds</b>	<b>244,372</b>	<b>-</b>	<b>(875)</b>	<b>(42,889)</b>	<b>200,608</b>

#### Equipment:

A capital fund to reflect the value of the tangible fixed assets held equal to the net book value of the assets. The equipment can be held in either unrestricted or restricted funds.

#### Project Development Fund:

A fund to be used to support the development of new programmes of work. In March 2017, the Board agreed that an amount of £42,889 should be transferred from this fund to the Unrestricted General Fund to cover the cost of a new post, Programme development Manager, for one year. The purpose of this post was to develop new programmes of work for the organisation.

#### Property & Office Accommodation Fund:

A fund set-up in March 2016 to cover the risks in having a rented office. It gives certainty that Cambridgeshire ACRE has the available funds to enter into other suitable leasehold arrangements and subsequent moving costs should the current lease be unexpectedly terminated.

22. Restricted Funds	Value brought forward £	Income £	Expenditure £	Transfers £	Value carried forward £
Cambridgeshire Fens LEADER	825	67,979	(68,583)	-	221
Catchment Partnership	893	15,000	(15,300)	-	593
Community Planning Fenland	1,903	-	(1,903)	-	-
EA Volunteers	3,972	11,000	(14,972)	-	-
EA Volunteers Extension	-	27,393	(10,162)	-	17,231
Good Ecological Potential (GEP)	-	8,200	(8,200)	-	-
Heritage Schools	-	8,000	-	-	8,000
New Life on the Old West Development	-	49,500	(9,565)	-	39,935
Ouse Washes	17,770	53,039	(70,809)	-	-
Promoting Ramsey Project	24,233	(1,311)	(22,922)	-	-
Rural Housing	3,779	35,659	(42,637)	-	(3,199)
Support Cambs - CFDH	-	45,646	(45,646)	-	-
Support Cambs - TPC	-	27,407	(27,407)	-	-
Wisbech CLLD	-	45,582	(21,496)	-	24,086
Wisbech Reads	-	55,774	-	-	55,774
	<b>53,375</b>	<b>448,868</b>	<b>(359,602)</b>	<b>-</b>	<b>142,641</b>

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

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#### 22. Restricted Funds (continued)

Included in the expenditure total above are the projects' share of central core costs. In accordance with the Statement of Recommended Practice (FRS 102) (effective 1 January 2015), the management fee element of these costs has been treated as a transfer in the Statement of Financial Activities.

##### **Cambridgeshire Fens LEADER:**

The follow on project to the Fens Adventurers in the Rural Development Programme, funded by EAGGF (EU) and Defra. Cambridgeshire Fens LEADER LAG has been awarded £1.45m to deliver a new four year programme aimed at helping local businesses, farmers, land managers and communities to create jobs and growth, mainly via small grants. The project started in March 2015.

##### **Catchment Partnership:**

Formerly known as the Water Care Partnership this is a project to facilitate a Partners' Group to provide strategic direction through the development of an integrated catchment management plan for the Old Bedford including Middle Level catchment area. The plan is used to obtain investment and funding to improve the quality of the water courses within the catchment. The project started in April 2012 and is funded by the Environment Agency.

##### **Community Planning Fenland:**

A project starting in October 2008 to create thriving, vibrant, sustainable communities that will improve quality of life in the Fenland area. The project is funded by Fenland District Council and Cambridgeshire County Council.

##### **Good Ecological Potential**

Cambridgeshire ACRE was commissioned by the Environment Agency to facilitate a working group of Internal Drainage Board (IDBs), engineers and conservation staff to discuss and develop a guide to Good Ecological Potential on Fenland Water Bodies. The main aim of the Guide was to show how to maximise the ecological potential of Fenland watercourses whilst taking account of watercourse functions, including land drainage and flood defence. The project was a short-term piece of work that commenced in November 2016 and finished within the financial year.

##### **Heritage Schools**

Historic England wish to run a heritage film festival aimed at schools within the Young Fenland Cultural Consortium area. Cambridgeshire ACRE is providing an administrative function on their behalf, holding £8,000 of grant funds and paying project costs as they are incurred. Cambridgeshire ACRE will not charge a fee for providing this service due to its membership and facilitation of the Young Fenland Cultural Consortium.

##### **New Life on the Old West Development**

As a legacy from the successful Ouse Washes Landscape Partnership Scheme, Cambridgeshire ACRE successfully bid for new Heritage Lottery Funds for a project aimed at increasing connectivity and resilience in the Cambridgeshire Fens by enhancing the vital ecological corridor alongside the Old West River. This funding is for a year-long development phase of a potentially longer term project.

##### **EA Volunteers**

The Environment Agency was interested in setting up a pilot volunteer programme to help manage its statutory navigation objectives within the Anglian Region, recognising that using volunteers has the potential to enable better engagement with local communities and gain local support to help deliver essential services. The Agency asked Cambridgeshire ACRE to develop a proposal for how the scheme would run and then contracted them to run the Scheme on its behalf. Work commenced in April 2016 and the pilot phase has recently been extended to run until October 2018.

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

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#### 22. Restricted Funds (continued)

##### **Ouse Washes:**

The project promotes the Ouse Washes as a distinctive visitor and local destination. Working with a wide range of partners it will improve community interaction, raise awareness and understanding of the role of the washlands, support the development of skills and provide training opportunities. Funded by the Heritage Lottery Fund and Natural England the delivery phase of the project (Stage 2) started in March 2014; the project concluded in July 2017

##### **Promoting Ramsey Project:**

A project working with the Ramsey Million Partnership, Ramsey Town Council, heritage and tourist attractions, local businesses and community groups to develop and implement a co-ordinated approach to promoting Ramsey. Work will include developing a website and social media presence, co-ordinating a regular programme of special events to encourage more visitors and giving local people the skills to contribute to the revitalisation of the town. The project started in March 2015 and was funded by the Big Lottery Fund. The project concluded in October 2017.

##### **Rural Housing Enabler:**

The current programme started in August 2008 to provide people living in rural areas of Cambridgeshire with sufficient affordable housing provision. Funders and Partners include: Accent Nene, Bedfordshire Pilgrims Housing Association, Cambridge Housing Society, Cross Keys Homes, East Cambridgeshire District Council, Fenland District Council, Hastoe Housing Association, Huntingdonshire District Council, Luminus Group, and South Cambridgeshire District Council. The deficit on this fund is caused by a timing issue. Cambridgeshire ACRE meets the expense of carrying out housing needs surveys at the point they are carried out, however the cost is not charged back to the customer, on whose behalf the survey is carried out, until the findings report is delivered some two to three months later.

##### **Support Cambridgeshire (Community Facilities and Developing Hubs and Town and Parish Councils)**

In early 2016, Cambridgeshire County Council changed the way it funded the County's infrastructure organisations. Rather than continuing to fund the existing nine different providers, it invited tenders for a new single contract to deliver infrastructure services to the voluntary and community sector over a three year period. Cambridgeshire ACRE, working collaboratively with Cambridge CVS and Hunts Forum, successfully bid for this contract. Cambridgeshire ACRE is responsible for two streams of work within the contract. The first is Community Facilities and Developing Hubs which involves offering in-depth support to those running the County's community facilities including those wishing to establish new community-owned and managed facilities, exploring issues such as asset transfer, community rights and social enterprise. The second is Town and Parish Councils where we work in partnership with others to support the County's local councils by developing and implementing an agreed Improvement Plan.

##### **Wisbech CLLD:**

The preparation stage of a potentially longer term project that will support the activation of a Local Action Group (LAG) and the development of a Community Led Local Development Strategy (LDS) in a geographical area based around Wisbech and its adjacent communities in North Cambridgeshire and West Norfolk. The Local Action Group will develop a bottom-up approach to considering the development needs of the local population. The project is funded by ESF (EU), Fenland District Council, Cambridgeshire County Council and Wisbech Town Council.

##### **Wisbech Reads**

This project aims to tackle low literacy skills amongst children and their families in the Wisbech area by enhancing children's confidence and enjoyment in reading and writing, speaking and listening. Funded by the Norfolk & Norwich Festival Trust (using Arts Council England funds) and local housing association, Clarion Housing Group, this project aims to develop the Wisbech Reads Partnership's longer term sustainability to deliver an annual literacy festival in the town. This initial project will run from April 2018 to June 2019.

**Cambridgeshire ACRE**  
**For the year ended 31 March 2018**

**Notes to the accounts**

**23. Analysis of Net Assets between Funds**

	Unrestricted Funds £	Designated Funds £	Restricted Funds £	Total £
Tangible fixed assets	-	597	196	793
Investments	30,027	200,011	-	230,038
Net current assets	112,137	-	142,445	254,582
<b>Total</b>	<b>142,164</b>	<b>200,608</b>	<b>142,641</b>	<b>485,413</b>

**24. Statement of financial activities - Comparative figures for 2017**

	Year ended 31 March 2017			Total £
	Unrestricted fund £	Designated/ capital funds £	Restricted funds £	
<b>Income</b>				
Donations	63,615	-	8,167	71,782
Charitable activities	13,462	-	605,443	618,905
Other trading activities	47,743	-	-	47,743
Investments	2,061	-	-	2,061
<b>Total income</b>	<b>126,881</b>	<b>-</b>	<b>613,610</b>	<b>740,491</b>
<b>Expenditure</b>				
Raising funds	7,518	-	-	7,518
Charitable activities	171,426	873	587,398	759,697
Other	-	-	-	-
<b>Total expenditure</b>	<b>178,944</b>	<b>873</b>	<b>587,398</b>	<b>767,215</b>
Net gains/(losses) on investments	-	-	-	-
<b>Net income/(expenditure)</b>	<b>(52,063)</b>	<b>(873)</b>	<b>26,212</b>	<b>(26,724)</b>
Transfers between funds	48,971	582	(49,553)	-
<b>Net movement in funds</b>	<b>(3,092)</b>	<b>(291)</b>	<b>(23,341)</b>	<b>(26,724)</b>
<b>Reconciliation in funds:</b>				
Total funds brought forward	156,950	244,663	76,716	478,329
<b>Total funds carried forward</b>	<b>153,858</b>	<b>244,372</b>	<b>53,375</b>	<b>451,605</b>

# Cambridgeshire ACRE

## For the year ended 31 March 2018

### Notes to the accounts

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Cambridgeshire ACRE wishes to thank the individuals, community groups, organisations and statutory partners who supported our work over the last year, in particular:

Accent Group Ltd  
ACRE  
AON Ltd  
Bedfordshire Pilgrims Housing Association  
Cambridge Housing Society  
Cambridgeshire County Council  
Came & Company  
Clarion Housing Group  
Cross Keys Homes Ltd  
Department for Environment, Food and Rural Affairs  
Department for Work and Pensions  
East Cambridgeshire District Council  
Environment Agency  
Fenland District Council  
Hallmaster  
Hastoe Housing Association Ltd  
Heritage Lottery Fund  
Huntingdonshire District Council  
Hunts Forum of Voluntary Organisations  
Luminus Group  
Norfolk & Norwich Festival Trust  
Norris & Fisher (Insurance Brokers) Ltd  
Peterborough City Council  
Rialtas  
Rural Payments Agency  
Scribe 2000 Ltd  
South Cambridgeshire District Council  
Trinity Denoir Bursary  
Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire  
Wisbech Town Council