

REGISTERED COMPANY NUMBER: 04041867 (ENGLAND AND WALES)
REGISTERED CHARITY NUMBER: 1083649

REPORT OF THE TRUSTEES AND
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2020
FOR
THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON

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for the Year Ended 31 March 2020**

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**THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON**

**REPORT OF THE MANAGEMENT COMMITTEE
for the Year Ended 31 March 2020**

The Management Committee presents its report and independently examined financial statements for the year ended 31 March 2020.

Reference and Administrative Information

Charity Name:	Community Support Network South London
Charity Registration Number	1083649
Company Registration Number	4041867
Registered Office and Operational address:	336 Brixton Road, LONDON SW9 7AA

Management Committee

Dr. S. Roy	Appointed Director on 031005 . Vice Chair since 13th March, 2013, resigned 240216; re-appointed 150317. Vice Chair on 160517. Resigned as Vice Chair on 010519. Appointed as Treasurer on 010519.
Mrs. Manjula Roy	Appointed 011209. Treasurer since 030210, resigned 240216; re-appointed 150317. Company Secretary since 160517 resigned on 010519. Re-elected Company Secretary 160719.
Mr. Andrew Lennon	Appointed 160113, Elected Co Vice-Chair on 210514, then Membership Secretary 260416.
Mr. David Warner	Appointed 140600, resigned 131207. Re-appointed 160113. Appointed Company Secretary on 130313, Treasurer on 260416. Resigned as Treasurer 010519. Resigned from Committee 111019.
Mr. Patrick Nyikavaranda	Appointed 240216. Elected Co Vice-Chair and Company Secretary on 260416. Elected Vice Chair on 010518. Resigned as Vice Chair on 010519. Resigned from Committee 111019.
Miss Zoe Whittington	Appointed 240216. Elected Co-Chair on 260416. Elected as Chair: 010518. Resigned as Chair on 010519. Resigned from Committee 270120.
Ms Alaya Kiazim	Appointed 150317. Elected as Company Secretary on 010519. Resigned 160719.
Mr. John Adapoe	Appointed 060319.
Mr. John Martin Jeremy Dawes	Appointed 060319. Elected Co-Chair 010519. Elected Chair 061119.
Mr. Arthur Williams	Appointed 060319. Resigned 291119.
Mr. Abdul Tanko	Appointed 060319. Elected Co-Chair 010519. Resigned as Co-Chair 061119.
Mr. Leslie Elliot	Appointed 110919.
Ms. Helen Judge	Appointed September 2001. Chair until 110208. Vice Chair until September 2009. Resigned from Committee September 2011. Re-appointed to Committee 110919.

**THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON**

**REPORT OF THE MANGEMENT COMMITTEE
for the Year Ended 31 March 2020**

The director presents report with the financial statements of the company for the year ended 31 March 2020.

**Structure, Governance and Management
Governing Document**

The organisation is a charitable company limited by guarantee, incorporated on 27 July 2000 and registered as a charity on 24 November 2000. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

Public Benefit

The objects of the charity are to promote, preserve and protect the health and well-being of vulnerable persons of any age, persons with mental health problems/mental distress, persons with physical and other disabilities, carers of such persons, persons with learning difficulties and persons with autistic spectrum disorders, particularly but not exclusively in South London. This is a change to the previous objects as agreed by CSN's EGM on 110919 and in keeping with the anticipated change to the work of CSN in becoming part of a Consortium of organisations providing advocacy in Lambeth from April 2020.

Ways of carrying out these objects include: 'by providing a mental health advocacy service for people who are in hospital on mental health wards in South London and those in prison and in the community with mental health problems. More detail of these activities is shown below, in the section with the headings: Achievements and Performance and In-Patient, Forensic, and Community Advocacy. In the view of the Community Support Network South London Management Committee the objects and work of the charity fully satisfy the requirements of the Public Benefit charitable registration test.

Recruitment and Appointment of Management Committee

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee retire every year but may be re-elected by the full members at the Annual General Meeting.

The current Management Committee have been elected from the membership and new members are encouraged to join at every AGM of the charitable company. We have also increased the membership of the Management Committee by means of advertising in the Guardian newspaper on a number of occasions, by advertising in the Lambeth Volunteer Centre and via the Bar Pro-Bono Unit.

Due to the nature of CSN as a mental health service user led organization, the majority (at least two thirds, according to the Articles of Association) of Management Committee members identify as having experienced mental distress, making them full individual members of CSN.

Trustee Induction and Training

We have developed an Induction Pack for new Management Committee members. This includes copies of training slides regarding the role and responsibilities of CSN Management Committee members. Many come to CSN with experience of serving on the Management Committee of other organisations, and all are encouraged to attend training within budgetary constraints. (For example, there have also been opportunities for Committee members to visit the local psychiatric hospital where advocacy has been provided by CSN since 1996. In addition, quarterly reports on advocacy in forensic, community, in-patient and prison settings are made available to CSN Management Committee members).

Organisational Structure

Community Support Network South London allows for a Management Committee of up to fifteen members. Typically, there are no more than eleven. The full Management Committee meets bi-monthly. The Management Committee is responsible for the strategic direction and policy of the charity. At present the Committee has ten members from a variety of professional and other backgrounds relevant to the work of the charity.

The Manager sits on the Committee, but has no voting rights. The Manager is currently responsible for taking minutes which are circulated to Management Committee members who point out any amendments at the following meeting which are enacted.

REPORT OF THE MANGEMENT COMMITTEE
for the Year Ended 31 March 2020

Organisational Structure (continued)

A scheme of delegation is in place and day to day responsibility for the provision of services rest with the Manager. The Manager is responsible for ensuring that the charity delivers the services specified and that key performance indicators are met. The Manager is also responsible for day to day operational management of CSN, individual supervision of the staff team and also for ensuring that the team continue to develop their skills and working practices in line with good practice.

Related Parties

In so far as it is complementary to the charity's objects, the charity is guided by both local and national policy. At a national level, mental health services are determined by the Mental Health Act 1983, and Code of Practice, as amended 2007. NICE (National Institute for Clinical Excellence) determines the appropriate care and treatment for people with various diagnoses. Locally, the charity is closely involved with the Lambeth Living Well Collaborative. CSN thus has an opportunity to be informed about local delivery plans and other strategic plans and policies and to express views on them.

All of our current advocates have attained the Independent Mental Health Advocacy (IMHA) Specialist Unit. The majority have also attained the Independent Advocacy Qualification (IAQ). (The IMHA is a mandatory qualification for the performance of the duties of an independent Mental Health Advocate as CSN is contracted to provide).

Objectives and Activities

The company's objects and principal activities are* (*since changes made at EGM on 110919) to:

Promote, preserve and protect the health and well-being of vulnerable persons of any age, persons with mental health problems/mental distress, persons with physical and other disabilities, carers of such persons, persons with learning difficulties and persons with autistic spectrum disorders, particularly but not exclusively in South London.

The company's main objectives and activities for the year continued to focus on the promotion of mental health service user rights. The strategies employed to assist the charity to meet these objectives included the following:

Providing independent, user led, mental health advocacy in in-patient, community and forensic settings, and to enable user involvement in mental health services in Lambeth. Providing such services in accordance with accepted advocacy standards such as the 'Quality Standards for Advocacy Schemes' which are linked to the principles of the Advocacy Charter, 2002. (Action For Advocacy, formerly Advocacy Across London).

Achievements and Performance

In-Patient, Forensic, and Community Advocacy

The main areas of charitable activity during this year have been the provision of mental health advocacy.

74* (82 during January 2018 – December 2018) new clients were seen this year by our Forensic Advocates, a further 95*** (79 during April – December 2018) ongoing' clients seen over the year dealing with 2677*** (1444 during April – December 2018) issues. *22 January – March 2019, 52 April 2019 – March 2020 *** January 2019 – March 2020.

281** (147 during January – December 2018) new clients were seen by our In-Patient & Community Advocacy Service, a further 145*** (123 during April – December 2018) additional 'ongoing' clients with a total* of 4027*** (2054 during January – December 2018) issues seen over the year (total new and ongoing). Full comparison between 2019 & 2018 is precluded by the fact that we have data for January – December 2018. From next year, we will be reporting on April 2020 – March 2021 etc. ** 57 January – March, 2019 & 224 April 2019 – March 2020.

Reports have been written on a quarterly basis throughout the year on work done in In-Patient and Forensic settings. Publicity is widely circulated in the relevant venues. Monitoring and Evaluation illustrate that there is a good representation of the different ethnic groups across CSN's services and a high level of user satisfaction amongst those who have completed and returned client feedback forms. Issues in the different advocacy services include: housing, care and treatment, attitude and behaviour of staff, property, environment and facilities, Mental Health Act, and other legal issues.

As a general outcome, we expect that service users will feel more in control of their lives as a result of using our advocacy services. Each quarterly report provides more details of the issues raised, including individual client examples.

**THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON**

**REPORT OF THE MANAGEMENT COMMITTEE
for the Year Ended 31 March 2020**

In-Patient, Forensic and Community Advocacy (continued)

The advocacy services provided by CSN continue to enjoy a high profile in Lambeth and are well respected by service users, managers, health care and other professionals. The quarterly reports are widely distributed to service providers and commissioners and feedback on mental health service provision contained therein heeded.

CSN values all feedback about its Advocacy Services and we make appropriate changes to Service provision as a result.

Developments anticipated for 2019-20

From April 2020, CSN has become part of a consortium of advocacy providers in Lambeth which will work towards offering more 'joined up' advocacy services as commissioned. The lead provider for this work is Connect Lambeth, formerly ILCP (Independent Living and Carers' Partnership). The other partners are dasl (Disability Advice Service Lambeth) and POHWER.

CSN has also commenced the process of applying for the Quality Performance Mark (QPM) for Advocacy and is hoping to report in next year's report that we have been successful in acquiring this.

Financial Review

In spite of a challenging financial climate, the charity managed to continue to deliver services in keeping with its funding contracts throughout the year. It has done this with the support of both its staff and the volunteer trustees who sit on the Management Committee. It is noteworthy that CSN has had no inflationary uplift to its funding since April 2008: i.e. over eleven years. This means that CSN's funding is worth less than 70% of what it was worth in 2008-9 now and this presents significant challenges in the face of increased costs year on year. The consortium developed to deliver advocacy from April 2020 has also resulted in the need for a further 10% cost savings on our In-Patient & Community Advocacy work and funding available for the Forensic Advocacy Contract has also been reduced.

Principal Funding Sources

The main funding source for CSN during 2019-20 has been Lambeth CCG (Clinical Commissioning Group). NHS England continued to fund the prison advocacy service at HMP Wandsworth until the end of August, 2019. South London and Maudsley NHS Foundation Trust (SLaM) has also provided funding for CSN's Forensic Advocacy Service which has assisted clients at River House Medium Secure Unit at Bethlem Royal Hospital, for Ward in the Community (low secure unit) at Lambeth Hospital and for community forensic clients.

Investment Policy

At present, there are limited funds for long term investment. CSN has an account in COIF Charities Deposit Fund with CCLA Investment Management Ltd. Any reserves which CSN has accumulated are deposited therein. This account offers Instant Access which is felt to be necessary to ensure cash flow in unforeseen circumstances, for example when invoices are paid late.

Reserves Policy

CSN has established that it needs somewhere in the region of £30000 as a reserve. If need be, a reserve of this size would enable CSN to discharge its statutory responsibilities in the event of a sudden withdrawal of funding, including redundancies, advance (6 months') notice on rent. Any surplus on CSN's unrestricted funding will be deployed in support of this contingency fund.

REPORT OF THE MANAGEMENT COMMITTEE
for the Year Ended 31 March 2020

Explanation of the Financial Effect of Any Significant Events that occurred during and subsequent to the period 2019-20

There were no significant Events during the year 2019-20. Funding remained at the same level as 2018-19 (apart from the termination of the Prison Advocacy Contract at the end of August, 2019) and no new contracts were entered into and only the Prison Advocacy contract came to an end. The only financial effect of note was that for the twelfth consecutive year, CSN had no inflationary uplift to its funding meaning that once again it produced a deficit budget. We did not anticipate any significant financial effect from the cessation of funding for Prison Advocacy from 1st September, 2019 because we are intending to re-deploy staff engaged in this service in other advocacy work within CSN.

Principal Risks and Uncertainties facing CSN as identified by its trustees

The key risks and uncertainties facing CSN are regarding its funding. Currently CSN has one core area of business, the provision of independent mental health advocacy, and funding for this is currently from three main statutory sources (outlined above). There is a risk that these services will be put out for tender and CSN will not be successful in winning the tenders to provide any one or all of these services.

A further area of risk is that CSN has very minimal infrastructure and management/administration: currently only one full-time member of staff. This restricts CSN's ability to 'grow' in size as an organisation as without increased infrastructure, it will not be possible to sustain additional services, as CSN plans in its business plan for 2018-20.

There is also a risk of CSN being unable to fulfil the requirements of its contracts for a period of time in the event of staff sickness, suspension, disciplinary issues or other circumstances where there is a sudden unexpected interruption in advocacy service. The Advocacy Cover Policy implemented in July 2017 addresses this.

From April 2020, for the first time CSN advocates are going to have to record the time they spend working with individual service users and CSN will only be paid for the advocacy hours delivered under this new contract with London Borough of Lambeth via Connect Lambeth. It is possible that this might result in changes to the levels of advocacy staffing needed by CSN and employment contracts for advocacy staff for the period commencing April 2020 have been drawn up with this in mind.

Summary of the Plans and Strategies for Managing Said Risks

CSN will continue to develop ways of providing its services more effectively and efficiently and will pursue quality standards for its services where such standards exist (as referred to earlier, regarding the application for the QPM). It will continue to develop and build upon good relationships with staff of current funding bodies and look at ways of improving the production of reports* and the keeping of client notes and monitoring information. In the event of another organisation winning the tender to provide advocacy services which CSN currently provides, it is likely that CSN staff would be TUPE'd over to the organisation(s) which win the tender(s).

*as part of the Consortium of Advocacy Service providers from April 2020 CSN advocacy staff will be trained into POhWER's Client Record Keeping System and will record client data thereon. This System can also be used to generate reports.

The current CSN Manager has produced a 'Succession Plan' document which provides necessary information for CSN to continue in the event that something happened suddenly resulting in the CSN Manager being unable to continue her/his responsibilities (such as accident or sickness) and this incapacitation was of sufficient longevity that there was a need to deploy someone to substitute for the CSN Manager on either a temporary or permanent basis.

Currently all CSN's advocacy staff provide cover for colleagues where necessary, and the CSN Manager currently also takes on the responsibility for advocacy service provision where necessary. The CSN Advocacy Cover Policy is in place to formalise arrangements for Advocacy service cover when staff are absent.

CSN has developed policies and procedures in line with the introduction of GDPR (General Data Protection Regulations) and has implemented a revised Financial Controls Policy, and is implementing CSN's 2018-20 Business Plan.

**THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON**

**REPORT OF THE MANAGEMENT COMMITTEE
for the Year Ended 31 March 2020**

Description of the Arrangements in Place for Setting the Remuneration of CSN's key management personnel, and any benchmarks utilised in the Process

During 2004 CSN Management Committee initiated the evaluation of all its staff in relation to salaries. This was done by PEACe (Personnel, Employment, Advice and Conciliation Service) which forms part of LVSC (London Voluntary Service Council). This evaluation consisted of a comprehensive re-evaluation of all CSN's staff in relation to their roles and responsibilities, job descriptions, person specifications and detailed day-to-day work with a view to identifying the range of skills and qualifications needed to carry out the necessary tasks of each post holder. As a result of this independent evaluation, CSN has worked to ensure that all staff are paid according to the findings of these evaluations.

However, recent cuts to funding have resulted in staff being paid less than previously, based on what other organisations are paying advocates. In the face of no inflationary uplift in its funding for 12 years and a further 10% cut in CSN's funding for its main advocacy contract, it has become unsustainable to continue to pay staff significantly over the market rate for advocacy work as CSN has been doing (as a result of PEACe evaluation of advocacy roles). New staff have recently been appointed at the reduced rate and the salaries of existing staff are under review.

Forensic & Prison Restricted Fund

The trustees note that the restricted fund with respect to Prison and Forensic Advocacy services is in deficit this year for the third year running. This has resulted from:

- historical underfunding of prison and forensic advocacy which has been frozen since April 2008.
- funding was reduced in October 2010 (to a part-time post at HMP Brixton of 4 days a week instead of full-time).
- funding was reduced again in October 2018 following the forensic advocacy service being put out to tender by SLaM.
- The numbers of patients who are IMHA qualifying (who are detained under the Mental Health Act) is high in forensic services but the historical level of funding and subsequent staffing has not supported this level of demand.
- In addition, over the years there have been contingencies, such as two periods of maternity leave, which have not been covered by the level of funding which have had to be met out of CSN's core funding.
- It is noted that when staff are unable to fulfil their normal duties as advocates due to maternity due to unacceptable health and safety risks, that this has resulted in significantly increased additional costs for CSN as staff have to be deployed to cover the advocate's work, not only for the period of maternity leave, which is supplemented by SMP (statutory maternity pay), but during the period of time when the advocates are unable to perform their normal duties on the wards and in the community once having informed CSN of their pregnancy, due to unacceptably high risk issues. We estimate the total costs of this as being in the region of £32K. (2 periods of maternity leave, employer costs: £9000, 2 periods of 4 months of pregnant staff being office based or at home on full pay due to maternity: £20,000; plus £3K arising as a result of providing full-time (5 days a week) prison advocate when only part-time (4 days a week) was funded due to delays with SLaM honorary contract clearance processes.
- With respect to maternity, going forward following the Covid-19 situation we plan that all pregnant employees in future upon notifying CSN of their maternity will commence working remotely using tablet or laptop and their work mobile phone, thus continuing to provide an advocacy service but in a different way. This will avoid CSN having to fund additional staff to perform the duties of pregnant staff before they commence their maternity leave.
- As the CSN Manager has been the principal person providing advocacy cover for staff* who are absent from their normal duties as advocates for a variety of reasons over the years, including maternity, this has resulted in a lower spend on core costs as whilst the CSN Manager has worked for additional hours during times of doing the jobs of advocates, she has not spent her full 35 hours a week doing managerial tasks most of the time during those periods resulting in very significant savings on core budget expenditure. (*in accordance with CSN's Advocacy Cover Policy)
- As a result, the CSN trustees consider that it is entirely appropriate that core funding be transferred to cover the deficit in the Forensic/Prison Advocacy Restricted Fund.

Plans for Future Periods

The charity plans continuing the activities outlined above in the forthcoming years subject to the continuation of satisfactory funding arrangements.

**THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON**

**REPORT OF THE MANAGEMENT COMMITTEE
for the Year Ended 31 March 2020**

Responsibilities of the Management Committee

Company law requires the Management Committee to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the management committee should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis.

The Management Committee is responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Acts 1985 & 2006, and with the Charities Act 2006. The Management Committee is also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Members of the Management Committee

Members of the Management Committee, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out in page 1.

In accordance with company law, as the company's directors, we certify that:

- As the directors of the company, we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Independent Examiners of Accounts

Hilary Adams Ltd were appointed as the charitable company's Independent Examiners during the year and have expressed their willingness to continue in that capacity.

The report has been prepared in accordance with FRS 102.

Approved by the Management Committee on 28th July 2020 and signed on its behalf by:

Dr. Smarajit Roy, Treasurer and Director.

THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON

STATEMENT OF FINANCIAL ACTIVITIES
(including Income and Expenditure Account)
for the Year Ended 31 March 2020

	Notes	Unrestricted Funds 2020 £	Restricted Funds 2020 £	Total Funds 2020 £	Total Funds 2019 £
Incoming resources:					
Voluntary income:					
Donations & grants	3	102	240,176	240,278	255,648
Activities for generating funds:					
Investment income		751	-	751	718
Incoming resources from charitable activities:					
Other income		-	-	-	-
Total incoming resources		853	240,176	241,029	256,366
Resources expended					
Costs of generating funds:					
Costs of generating voluntary income		-	-	-	-
Charitable activities		-	255,351	255,351	255,479
Total resources expended	4	853	255,351	255,351	255,479

STATEMENT OF TOTAL RECOGNISED
GAINS AND LOSSES

Net incoming resources before other recognised gains					
(net income for the year)		853	(15,175)	(14,322)	887
Other recognised gains					
Gain on revaluation of investments		-	-	-	-
Net movement in funds		853	(15,175)	(14,322)	887
Transfers between funds		-	-	-	-
Total funds brought forward		22,531	144,510	167,041	166,154
Total funds carried forward	12	23,384	129,335	152,719	167,041

Movements in funds are disclosed in Note 12 to the financial statements.

The notes form part of these financial statements

THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON (REGISTERED NUMBER: 04041867)

STATEMENT OF FINANCIAL POSITION
31 March 2020

			31.3.20	31.3.19
	Notes	Unrestricted funds £	Restricted funds £	Total funds £
FIXED ASSETS				
Tangible assets	9	-	310	338
CURRENT ASSETS				
Debtors	10	-	3,758	3,631
Cash at bank and in hand		<u>23,384</u>	<u>130,733</u>	<u>174,024</u>
		23,384	134,491	177,655
CREDITORS				
Amounts falling due within one year	11	-	(5,466)	(10,952)
NET CURRENT ASSETS		<u>23,384</u>	<u>129,025</u>	<u>166,703</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>23,384</u>	<u>129,335</u>	<u>167,041</u>
NET ASSETS		<u>23,384</u>	<u>129,335</u>	<u>167,041</u>
FUNDS	12			
Unrestricted funds			23,384	22,531
Restricted funds			<u>129,335</u>	<u>144,510</u>
TOTAL FUNDS			<u>152,719</u>	<u>167,041</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2020.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2020 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which 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 year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006.

The financial statements were approved by the Board of Trustees on and were signed by:

.....
Mrs Manjula Roy – Director

.....
Mr Jeremy Dawes – Director

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 March 2020

1. STATUTORY INFORMATION

The Community Support Network South London is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

These financial statements have been prepared in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Turnover

Turnover represents funds received on contracts.

Tangible fixed assets

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

Plant and machinery etc.	33% on cost and 20% on cost
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Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.
- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy, The following specific policies are applied to particular categories of income:

- Grants are recognised when receivable;
- Investment income is included when receivable.

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with both the costs of attracting the income and those of providing the facilities to generate the income.
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

NOTES TO THE FINANCIAL STATEMENTS
for the Year Ended 31 March 2020

3. INCOMING RESOURCES FROM ACTIVITIES TO FURTHER CHARITY'S OBJECTS

	Unrestricted	Restricted	2020	2019
	£	£	£	£
Health authority				
Advocacy(core)	-	181,688	181,688	181,688
Community Advocacy	-	-	-	-
Prison Budget				
Forensic	-	58,488	58,488	73,860
Other				
Donations	102	-	102	100
	<u>102</u>	<u>240,176</u>	<u>240,278</u>	<u>255,648</u>

4. TOTAL RESOURCES EXPENDED

	Basis of allocation	Advocacy (core)	Forensic	2020	2019
		£	£	£	£
Costs directly allocated to activities					
Staff costs and expenses	Direct	153,069	67,248	220,317	218,740
Volunteer costs	Direct	-	-	-	-
Recruitment	Direct	-	-	-	-
Travel	Direct	413	1,060	1,473	1,920
Activity costs	Usage	930	190	1,120	950
Support costs allocated to activities					
Establishment costs	Floor area	12,252	3,328	15,580	15,245
Administrative costs	Staff Time	12,252	2,117	14,369	16,071
Fees and finance charges	Usage	2,138	-	2,138	2,302
Management charge	Usage	-	-	-	-
Depreciation	Usage	354	-	354	251
Total resources expended		<u>181,408</u>	<u>73,943</u>	<u>255,351</u>	<u>255,479</u>

5. NET INCOMING/(OUTGOING) RESOURCES

Net resources are stated after charging:

	31.3.20	31.3.19
	£	£
Depreciation - owned assets	354	251
Independent Examiners' remuneration	<u>1,386</u>	<u>1,386</u>
Directors emoluments and other benefits etc	<u>-</u>	<u>-</u>

THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON

NOTES TO THE FINANCIAL STATEMENTS - continued
for the Year Ended 31 March 2020

6. EMPLOYEES AND DIRECTORS

	31.3.20	31.3.19
	£	£
Wages and salaries	189,281	201,657
Social security costs	16,109	7,072
Other pension costs	<u>8,750</u>	<u>9,971</u>
	<u><u>214,140</u></u>	<u><u>218,700</u></u>

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

	31.3.20	31.3.19
Administration	1	1
Direct	<u>5</u>	<u>6</u>
	<u><u>6</u></u>	<u><u>7</u></u>

One employee received a salary of £68,960 in the year.

7. TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

No members of the management committee received any remuneration during the year (2019 Nil).
No expenses were reimbursed during the year (2019 Nil).

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year (2019 Nil).

8. TAXATION

As a charity, Community Support Network is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or s256 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects. No tax charges have arisen in the Charity.

9. TANGIBLE FIXED ASSETS

	Plant and machinery etc £
COST	
At 1 April 2019	38,201
Additions	<u>326</u>
At 31 March 2020	<u><u>38,527</u></u>
DEPRECIATION	
At 1 April 2019	37,863
Charge for year	<u>354</u>
At 31 March 2020	<u><u>38,217</u></u>
NET BOOK VALUE	
At 31 March 2020	<u><u>310</u></u>
At 31 March 2019	<u><u>338</u></u>

THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON

NOTES TO THE FINANCIAL STATEMENTS – continued
for the Year Ended 31 March 2020

10. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.3.20	31.3.19
	£	£
Other debtors	<u>3,758</u>	<u>3,631</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.3.20	31.3.19
	£	£
Taxation and social security	4,080	5,833
Other creditors	<u>1,386</u>	<u>5,119</u>
	<u>5,466</u>	<u>10,952</u>

12. MOVEMENT IN FUNDS		Net movement in funds	Transfers between funds	
	At 1.4.19	£	£	At 31.3.20
	£	£	£	£
Unrestricted funds				
Core	<u>22,531</u>	<u>853</u>	-	<u>23,384</u>
	22,531	853	-	23,384
Restricted funds				
Prison Budget Forensic	(41,999)	(15,455)	57,454	-
Advocacy(core)	182,970	280	(57,425)	125,825
Designated fund	3,200	-	-	3,200
Depreciation reserve	<u>339</u>	-	<u>(29)</u>	<u>310</u>
	144,510	(15,175)	-	129,335
	<u>167,041</u>	<u>(14,322)</u>	-	<u>152,719</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
Core	<u>853</u>	-	<u>853</u>
	853	-	853
Restricted funds			
Advocacy(core)	181,688	(181,408)	280
Prison Budget	58,488	(73,943)	(15,455)
	<u>240,176</u>	<u>(255,351)</u>	<u>(15,175)</u>
	<u>241,029</u>	<u>(255,351)</u>	<u>(14,322)</u>

**CHARTERED ACCOUNTANTS' INDEPENDENT EXAMINER'S REPORT
TO THE TRUSTEES
ON THE UNAUDITED FINANCIAL STATEMENTS OF
COMMUNITY SUPPORT NETWORK LONDON**

We report on the accounts of the company for the year ended 31 March 2020, which are set out on pages 8 to 13.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

Our 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 you as 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 statement below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the requirements:

- to keep accounting records; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities have not been met; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Hilary Adams Ltd
Chartered Accountants
158 High Street
Herne Bay
Kent
CT6 5NP

Date:

THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON

DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 March 2020

	2020		2019	
	£	£	£	£
TURNOVER				
Health authority funding contract		225,375		220,026
Prison budget		14,801		35,522
Donations		<u>102</u>		<u>100</u>
		240,278		255,648
STAFF COSTS AND EXPENSES				
Wages and salaries	189,281		201,657	
Employers NI	16,109		7,072	
Employers pensions - defined contribution schemes	8,750		9,971	
Supervision	1,120		950	
Training	<u>6,177</u>		<u>40</u>	
		(221,437)		(219,690)
GROSS SURPLUS		18,841		35,958
Administrative Expenses				
Travel expenses	1,473		1,920	
Rent	14,525		14,031	
Software & maintenance	4,878		4,775	
Insurance	1,055		1,214	
Post and stationery	1,598		1,653	
Advertising and marketing costs	900		-	
Communications	4,441		6,416	
Accountancy fees	1,386		1,386	
Legal fees	2,066		2,223	
Bank charges	72		79	
Depreciation of fixtures and fittings	246		246	
Depreciation of computer equipment	108		5	
Sundry expenses	<u>1,166</u>		<u>1,841</u>	
		(33,914)		(35,789)
OPERATING SURPLUS/(DEFICIT)		(15,073)		169

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This page does not form part of the statutory financial statements

THE COMMUNITY SUPPORT NETWORK
SOUTH LONDON

DETAILED INCOME AND EXPENDITURE ACCOUNT
for the Year Ended 31 March 2020

Other interest receivable and similar income		
Bank interest receivable	<u>751</u>	<u>718</u>
	<u>751</u>	<u>718</u>
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR	<u>(14,322)</u>	<u>887</u>

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