

**Community Activities  
Project Ealing  
(CAPE)**

**Report of the Trustees and Financial  
Statements for the year ended 31st March  
2023**

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

# Community Activities Project Ealing (CAPE)

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# Community Activities Project Ealing (CAPE)

## Report of the Trustees for the Year ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### REFERENCE AND ADMINISTRATIVE DETAILS

#### Trustees

C Taylor  
A Bamford Resigned 25 April 2022  
M M Little  
V Angra  
N Rinaldi  
A Potter

#### Company Secretary

M M Little

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

**Charity number** 1064778

**Company number** 03386839 England and Wales

#### Principal address and Registered Office

3 Montpelier Road  
Ealing  
London W5 2XP

#### Auditors

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

#### Bankers

HSBC  
46 The Broadway  
Ealing  
London W5 5JR

# Community Activities Project Ealing (CAPE)

## Report of the Trustees for the Year ended 31 March 2023

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2023. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

### OBJECTIVES AND ACTIVITIES

#### Objective and aims

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

#### Our Vision, Missions and Values (Reviewed 2020)

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

#### Mission

1. Provide psychotherapy services via a one-to-one basis or group therapy to individuals with complex mental health issues who experience barriers accessing talking therapies or other acute mental health services.
2. Provide focused strength based emotional therapeutic services on a one-to-one basis, enabling and empowering individuals to determine their own pathways and solutions to reach their goals.
3. Connect individuals to people, places, services and communities that support their sense of self and choices.
4. Develop partnerships through co-production with other organisations, to map essential connections and pathways and develop further the ability to signpost.

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

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

#### Our Strategic Objectives 2020-2024

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

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

## Community Activities Project Ealing (CAPE)

### Report of the Trustees for the Year ended 31 March 2023: continued

#### OBJECTIVES AND ACTIVITIES

This year CAPE moved to new premises in the centre of Ealing. This has completed our detailed objective within CAPE business plan of identify a building that is fit for purpose within our new way of working today and in the future, allowing for growth and creating stability. This has completed the transition from our open access model to one-to-one strength based support and therapy model as articulated by CAPE clients as their preferred way of receiving services.

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

Our partnership working enabled us to continue to work closely with our voluntary and statutory partners, to respond to the needs of and improve the outcomes for complex mental health needs in the borough. To continue and expand CAPE's trauma informed, strength-based model in the Ealing BAME population. We received a small pot of funding from our partners Northwest London Trust to Co-Produce alongside local BAME communities culturally appropriate therapeutic support and holistic services where trauma, migration and language barriers are part of the complexity of needs. We have received continuation funding for this piece of work so CAPE can continue its important role within health inequalities by ensuring that the views and concerns of marginalised people and communities are heard.

#### Risk Management

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

In this financial year CAPE Trustees have with due consideration to the economic crisis and funding environment have deliberated the following risks. Despite the work of trustee boards in planning for financial stability, charities often go insolvent for reasons beyond the control of trustees. Public sector cuts, falls in investment and economic down turns have created often overwhelming financial strains that trigger insolvency. In September 2022 CAPE Trustees met to risk assess CAPE Charity's position should we not be successful in securing 57% of our funding target through London Borough of Ealing in 2023 leaving CAPE insolvent unable to pay its debts. In this tough economic climate, it's important we understood our organisation's liabilities and the full costs of closure. From this risk assessment the Trustees have a robust plan and are confident CAPE can meet the costs of closure including redundancy payments and all liabilities for leases and contracts.

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

#### Delivering public benefit

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

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

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

# Community Activities Project Ealing (CAPE)

## Report of the Trustees for the Year ended 31 March 2023: continued

### OBJECTIVES AND ACTIVITIES

#### NEED, ACHIEVEMENT AND PERFORMANCE

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

#### London Borough of Ealing.

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

CAPE have been working alongside our statutory partners in the development of a Joint Strategic Needs Assessment 23-27 and Mental Health and Wellbeing Strategy 23-27 for the borough of Ealing.

CAPE in this financial year has provided **5,004** individual strength-based one to one sessions and over **1,032** hours of psychotherapy and **1,304** hours of therapy groups to **249** clients with complex needs. CAPE have supported a further **92** complex needs clients on our referrals enquiry list access more appropriate services to meet their needs. We continue to provide a full time Mental Health Recovery Worker to the Women's Wellness Zone in Southall.

We have fully opened our referral routes in consultation with our partners and have seen a **50%** increase in referrals in the year based on 19-20 data. Demand continues to increase above percentages predicted and these are clients who have been waiting more than 12-18 months for a statutory service.

#### Funding

Following another year of significant funding pressures (short term funding) and changes to the commissioning landscape faced by the voluntary sector and the impact of the cost of living crisis and recruitment difficulties faced by everyone.

Our Grant funding and Structured Market have held well this year, both LBE grant and contract have been extended until Oct 2023 and we continue to maintain close contact with our funders and partners to minimise risks as we start to prepare for the new commissioning rounds in 2023. CAPE have received two short term grants from NW London Trust to deliver BAME health inequalities work and suicide prevention both have been extended into 2023-24 financial year. CAPE are grateful to Lloyds Foundation for their one year continuation core funding.

The Charity has diversified its gift economy through maximising our gift aid receiving 82% on average of all Gift Aid donations. CAPE have been supported by individuals choosing our charity for their wedding as well as local companies and faith groups promoting and raising funds.

Our open market funding has gone from strength to strength with an increase in sales of 15% through our trading arm.

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

CAPE will continue to seek funding to support the following:

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

# Community Activities Project Ealing (CAPE)

## Report of the Trustees for the Year ended 31 March 2023: continued

### FINANCIAL REVIEW

#### Financial Position

Income for the year increased by 27% to £480,571 (2022: £377,920). Expenditure increased by 7% to £415,521 (2022: £390,046). There is a surplus of £65,050 for the year (2022 deficit £12,126).

CAPE continues to keep a tight control of its costs, but a harsher and more competitive funding environment during COVID has limited CAPE's ability to diversify our funding streams. The funding environment is now improving and we hope to see new funding streams coming through.

CAPE's reserves policy was reviewed in 2022 by CAPE Trustee Board as expressed within our business plan 2020-2024.

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

#### Reserves Policy

The Board of the Trustees reviews CAPE reserves policy regularly.

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

We continue to successfully manage stabilising statutory income and our voluntary/earned income continues to hold at planned levels. CAPE regularly reviews its contingency plans for how expenditure would be reduced in the event of significant shortfalls in projected income and any associated one-off costs.

Unrestricted Reserves carried forward at 31 March 2023 are £44,811 (2022 £5,718). Raising unrestricted funds and donations post the COVID pandemic and current economic environment was challenging but due to the success of CAPE's trading subsidiary and additional income from Montpellier 2022-23 has seen a much improved position.

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Governing document

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

# Community Activities Project Ealing (CAPE)

## Report of the Trustees for the Year ended 31 March 2023: continued

### STRUCTURE, GOVERNANCE AND MANAGEMENT

#### Recruitment and appointment of new trustees

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

The Board meets every three months.

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

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

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

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

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

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

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

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

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

#### Induction and training of new trustees

On appointment the new Trustee should be provided with the:

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



## Community Activities Project Ealing (CAPE)

### Report of the Trustees for the Year ended 31 March 2023: continued

#### Statement of Trustees Responsibilities

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

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

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

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

In so far as the trustees are aware:

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

#### AUDITORS

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

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

Approved by order of the board of trustees on 10 November 2023 and signed on its behalf by:



M M Little - Company Secretary

# Community Activities Project Ealing (CAPE)

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

### Opinion

We have audited the financial statements of Community Activities Project Ealing (CAPE) (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of financial activities, the Balance sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- (i) give a true and fair view of the state of the charitable company's affairs as at 31 March 2023 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- (ii) have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- (iii) have been prepared in accordance with the requirements of the Companies Act 2006.

### Basis for opinion

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

### Conclusions relating to going concern

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

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

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

### Other information

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

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

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

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

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

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

# Community Activities Project Ealing (CAPE)

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

### Responsibilities of trustees

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

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

### Our responsibilities for the audit of the financial statements

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

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

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

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

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

### Identification and assessment of potential risks

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

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

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

### Risks arising from legal and regulatory frameworks

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

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


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

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

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

### Use of our report

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



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

Date: 13<sup>th</sup> Nov 2023

## Community Activities Project Ealing (CAPE)

### Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2023

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	<i>Total Funds 2022 £</i>
<b>Income</b>					
Donations and fundraising		109,848	-	<b>109,848</b>	24,265
Charitable activities		-	370,723	<b>370,723</b>	353,655
<b>Total income</b>		<b>109,848</b>	<b>370,723</b>	<b>480,571</b>	377,920
<b>Expenditure:</b>					
Charitable activities		43,075	372,446	415,521	390,046
<b>Total expenditure</b>		<b>43,075</b>	<b>372,446</b>	<b>415,521</b>	390,046
<b>Net income/(expenditure)</b>		66,773	(1,723)	65,050	( 12,126)
<b>Transfers between funds</b>		(27,680)	27,680	-	-
<b>Net movement in funds</b>		39,093	25,957	65,050	( 12,126)
<b>Reconciliation of funds</b>					
Total funds brought forward		5,718	25,746	31,464	43,590
<b>Total funds carried forward</b>		<b>44,811</b>	<b>51,703</b>	<b>96,514</b>	31,464

## Community Activities Project Ealing (CAPE)

### Balance Sheet As at 31 March 2023

	Note	Unrestricted Fund	Restricted Fund	2023 Total Funds	2022 Total Funds
		£	£	£	£
<b>Fixed assets</b>					
Tangible Assets	6	4,270	5,814	10,084	11,959
Investments	7	1	-	1	1
		4,271	5,814	10,085	11,960
<b>Current assets</b>					
Debtors	8	15,725	10,178	25,903	7,660
Cash at bank and in hand		26,916	45,889	72,805	17,124
		42,641	56,067	98,708	24,784
<b>Liabilities:</b>					
Creditors: Amount falling due within one year	9	(2,101)	(10,178)	(12,279)	(5,280)
<b>Net current assets</b>		40,540	45,889	86,429	19,504
<b>Total assets less current liabilities</b>		44,811	51,703	96,514	31,464
<b>Net Assets</b>		44,811	51,703	96,514	31,464
<b>Funds</b>					
Restricted income funds	10			51,703	25,746
Unrestricted funds				44,811	5,718
<b>Total Funds</b>				96,514	31,464

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006, for the year ended 31 March 2023. The members have not deposited a notice, pursuant to section 476 of the Companies Act 2006, requiring an audit of these accounts.

The trustees acknowledge their responsibilities for (a) ensuring that the charitable company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

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

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

The financial statements were approved by the Board of Trustees on 10 November 2023 and were signed on its behalf by:

*C.H. Taylor*

.....  
C Taylor - Trustee



.....  
M M Little - Trustee

# Community Activities Project Ealing (CAPE)

## Notes to the financial statements for the year ended 31 March 2023

### 1 Accounting policies

#### 1.1 Basis of preparation

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention with the exception of investments which are included at market value.

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

#### 1.2 Income

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

#### 1.3 Expenditure

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

#### 1.4 Tangible fixed assets

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

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

#### 1.5 Taxation

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

#### 1.6 Fund Accounting

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

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

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

#### 1.7 Pensions

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

## Community Activities Project Ealing (CAPE)

### Notes to the financial statements for the year ended 31 March 2023: *continued*

#### 2 Net Income/(Expenditure)

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

	<b>Total 2023 £</b>	<b>Total 2022 £</b>
Auditors' remuneration	2,760	2,880
Auditors' remuneration for non-audit work	-	-
Depreciation - owned assets	3,875	7,687
	<hr/> <hr/>	<hr/> <hr/>

#### 3 Trustees' Remuneration and Benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor the year ended 31 March 2022.

#### Trustee's Expenses

There were no trustees' expenses paid for the year ended 31 March 2023 nor the year ended 31 March 2022.

#### 4 Staff costs

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

	<b>2023</b>	<b>2022</b>
Management	1	1
Operations	9	11
	<hr/> <hr/>	<hr/> <hr/>

No employees received emoluments in excess of £60,000 in the year ended 31 March 2023 or the year ended 31 March 2022.



## Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2023: continued

### 5 Comparative - Statement of Financial Activities for the Year Ended 31 March 2022

	<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2022</b>
	£	£	£
<b>Income</b>			
Donations and fundraising	24,265	-	24,265
Charitable activities		353,655	353,655
Other trading activities	-	-	-
<b>Total income</b>	<b>24,265</b>	<b>353,655</b>	<b>377,920</b>
<b>Expenditure:</b>			
Charitable activities	9,151	380,895	390,046
<b>Total expenditure</b>	<b>9,151</b>	<b>380,895</b>	<b>390,046</b>
<b>Net income/(expenditure)</b>	15,114 (	27,240) (	12,126)
<b>Transfers between funds</b>	( 17,902)	17,902	-
<b>Net movement in funds</b>	( 2,788) (	9,338) (	12,126)
<b>Reconciliation of funds</b>			
Total funds brought forward	<b>8,506</b>	35,084	<b>43,590</b>
<b>Total funds carried forward</b>	<b>5,718</b>	<b>25,746</b>	<b>31,464</b>

## Community Activities Project Ealing (CAPE)

### Notes to the financial statements for the year ended 31 March 2023: continued

#### 6 Tangible fixed assets

	Improvement to property £	Fixtures and Fittings £	Computer equipment £	Total £
<b>Cost:</b>				
At 1 April 2022	4,602	23,800	14,500	42,902
Additions at cost	-	2,000	-	2,000
<b>At 31 March 2023</b>	<b>4,602</b>	<b>25,800</b>	<b>14,500</b>	<b>44,902</b>
<b>Depreciation:</b>				
At 1 April 2022	4,237	12,881	13,825	30,943
Charge for year	365	3,446	64	3,875
<b>At 31 March 2023</b>	<b>4,602</b>	<b>16,327</b>	<b>13,889</b>	<b>34,818</b>
<b>Net book value:</b>				
<b>At 31 March 2023</b>	<b>-</b>	<b>9,473</b>	<b>611</b>	<b>10,084</b>
<i>At 31 March 2022</i>	<i>365</i>	<i>10,919</i>	<i>675</i>	<i>11,959</i>

#### 7 Fixed Asset Investments

	Shares in group undertakings £
<b>Market Value</b>	
At 1 April 2022 and 31 March 2023	<u>1</u>
<b>Net Book Value</b>	
At 1 April 2022 and 31 March 2023	<u>1</u>

There were no investment assets outside the UK.

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

##### CAPE Shops Ltd

Nature of business: Charity shop

	% holding		
Class of share: Ordinary	100		
		<b>31.3.23</b>	<b>31.3.22</b>
Aggregate capital and reserves		11,461	4,972
Profit for the year		6,489	2,318

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

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

The charity shop opened for business on 10 April 2013.

## Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2023: continued

<b>8 Debtors</b>	<b>2023</b>	<b>2022</b>
<b>Due within one year:</b>	<b>£</b>	<b>£</b>
Prepayments	3,250	2,600
Other debtors	22,653	5,060
	<hr/>	<hr/>
	<b>25,903</b>	<b>7,660</b>
	<hr/>	<hr/>
<b>9 Creditors</b>	<b>2023</b>	<b>2022</b>
<b>Amounts falling due within one year:</b>	<b>£</b>	<b>£</b>
Trade creditors	8,533	1,919
Other creditors	3,746	3,361
	<hr/>	<hr/>
	<b>12,279</b>	<b>5,280</b>
	<hr/>	<hr/>

## Community Activities Project Ealing (CAPE)

Notes to the financial statements for the year ended 31 March 2023: continued

### 10 Movement in Funds

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted Funds</b>	5,718	66,773	(27,680)	44,811
<b>Restricted Funds</b>	25,746	(1,723)	27,680	51,703
<b>Total Funds</b>	<b>31,464</b>	<b>65,050</b>	-	<b>96,514</b>

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

	Incoming resources	Resources expended	Movement in funds
<b>Unrestricted Funds</b>	109,848	(43,075)	66,773
<b>Restricted Funds</b>	370,723	(372,446)	(1,723)
<b>Total Funds</b>	<b>480,571</b>	<b>(415,521)</b>	<b>65,050</b>

<b>Restricted Funds comprise:</b>	At 1.4.22 £	Incoming Resources £	Resources Expended £	Transfers from Unrestricted Funds £	At 31.3.23 £
London Borough of Ealing	-	267,497	(263,177)	27,680	32,000
Lloyds Bank Foundation	18,351	36,083	(34,731)	-	19,703
Industrial Therapy Organisation	6,278	26,431	(32,709)	-	-
National Lottery	1,117	-	(1,117)	-	-
Change Grow Live	-	40,712	(40,712)	-	-
	<b>25,746</b>	<b>370,723</b>	<b>(372,446)</b>	<b>27,680</b>	<b>51,703</b>

<b>Restricted Fund Asset split:</b>	Fixed Assets £	Debtors £	Current assets £	Creditors £	At 31.3.23 £
London Borough of Ealing	-	-	32,000	-	32,000
Lloyds Bank Foundation	5,814	-	13,889	-	19,703
Industrial Therapy Organisation	-	-	-	-	-
Change Grow Live	-	10,178	-	(10,178)	-
	<b>5,814</b>	<b>10,178</b>	<b>45,889</b>	<b>(10,178)</b>	<b>51,703</b>

## Community Activities Project Ealing (CAPE)

### Notes to the financial statements for the year ended 31 March 2023: continued

#### 10 Movement in Funds - Continued

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted Funds</b>	8,506	(2,788)	5,718
<b>Restricted Funds</b>	35,084	(9,338)	25,746
<b>Total Funds</b>	<b>43,590</b>	<b>(12,126)</b>	<b>31,464</b>

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

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

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

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
<b>Unrestricted Funds</b>	8,506	81,887	(45,582)	44,811
<b>Restricted Funds</b>	35,084	(28,963)	45,582	51,703
<b>Total Funds</b>	<b>43,590</b>	<b>52,924</b>	-	<b>96,514</b>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted Funds</b>	134,113	(52,226)	81,887
<b>Restricted Funds</b>	724,378	(753,341)	(28,963)
<b>Total Funds</b>	<b>858,491</b>	<b>(805,567)</b>	<b>52,924</b>

## Community Activities Project Ealing (CAPE)

### Notes to the financial statements for the year ended 31 March 2023: continued

#### 10 Movement in Funds - Continued

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

The restricted funds comprise of:

a) the mental health contract and grant for the provision of personal social care services for people suffering from mental health problems in the London Borough of Ealing.

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

#### 11 Related party disclosures

During the year the charity received a donation of £29,725 (2022: £7,000) from Cape Shops Limited.

The charity charged CAPE Shops Ltd a management charge of £6,000 during the year (2022: £5,000).

#### 12 Liability of Members

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

#### 13 Controlling party

There is no controlling party.

## Community Activities Project Ealing (CAPE)

### Detailed Statement of Financial Activities (including Income and Expenditure Account) For the year ended 31 March 2023

	2023 £	2022 £
<b>Income</b>		
<b>Donations and fundraising</b>	109,848	24,265
<b>Charitable activities</b>		
Contract with London Borough of Ealing	171,397	167,715
Grant from London Borough of Ealing	96,100	55,000
Industrial Therapy Organisation (Thames) Ltd Grant	26,431	69,017
Independent Age	-	-
Change Grow Live	40,712	36,923
National Lottery	-	-
Lloyds Bank Foundation	36,083	25,000
	<b>370,723</b>	<b>353,655</b>
<b>Total incoming resources</b>	<b>480,571</b>	<b>377,920</b>
<b>Expenditure:</b>		
<b>Charitable activities</b>		
Salaries	247,311	272,169
Social security costs	18,076	19,931
Pension contributions	18,393	23,244
Contract staff hire	12,642	13,749
Light, heat and water	13,015	4,052
Telephone	5,244	4,777
Postage and stationery	7,697	5,859
Travelling	2,437	430
Insurance	4,533	4,296
Office and kitchen cleaning	3,904	6,395
Activities	2,706	91
Repairs	3,894	351
Recruitment and Training	5,311	4,304
Payroll bureau fees	597	624
Bank charges	226	172
Rent	44,838	10,400
Subscriptions	3,886	3,688
Sundries	6,418	4,948
Carried forward	<b>401,128</b>	<b>379,479</b>

## Community Activities Project Ealing (CAPE)

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

	2023 £	2022 £
<b>Charitable activities</b>		
Brought forward	401,128	379,479
Improvements to property	364	824
Depreciation of fixtures and fittings	3,447	3,307
Depreciation of computer equipment	64	3,556
	<b>405,003</b>	<b>387,166</b>
<b>Support costs</b>		
<b>Governance costs</b>		
Legal Fees	6,859	-
Auditors' remuneration	2,760	2,880
Other Accountancy Fees	900	-
	<b>10,519</b>	<b>2,880</b>
<b>Total resources expended</b>	<b>415,522</b>	<b>390,046</b>
<b>Net Income/(expenditure)</b>	<b>65,049</b>	<b>(12,126)</b>



<b><u>N/C</u></b>	<b><u>Name</u></b>
0020	Computer Equipment
0021	Computer Depreciation
0040	Furniture and Fixtures
0041	Furniture/Fixture Depreciation
0042	Building Works
0043	Building Works Depreciation
0100	Shares in Cape Shops Ltd
1100	Debtors Control Account
1102	CSL Intercompany Balance
1103	Prepayments
1200	Treasurers Account
1230	Petty Cash (Office)
2100	Creditors Control Account
2109	Accruals
3003	Restricted Funds ITO grant
3008	Lloyds bank Foundation
3010	Restricted Fund National Lottery
3011	Restricted fund Independent Age
3200	Unrestricted Funds
4000	London Borough of Ealing Contract
4001	London Borough of Ealing Grant
4002	Industrial Therapy Organisation (Thames) Ltd Grant
4004	CGL Funding
4008	Lloyds Bank Foundation
4011	CAPE Shops Ltd
4013	Cape Shops Management Charges
4014	Private therapists
4018	Awards for all
4200	Fundraising
4201	Just Giving Income
4300	Gifts
5900	Salaries LBE Contract
5901	Employers NI LBE Contract
5902	Pensions LBE Contract
5903	Salaries LBE Grant
5904	Employers NI LBE Grant
5905	Pensions LBE Grant
5906	Salaries ITO Grant
5907	Employers NI ITO Grant
5908	Pensions ITO Grant
5912	Salaries CGL
5913	Employers NI CGL
5914	Pensions CGL
5918	Salaries General
5919	Employers NI General
5920	Pensions General
5921	Salaries Lloyds
5922	Employers NI Lloyds
5923	Pensions Lloyds
6000	Contract Staff Hire
6001	Volunteers Expenses
6002	Recruitment
6003	Client Training
6004	Staff Training

6024	Fundraising Expenses
7000	Rent CAPE Recovery
7001	Rent Montpelier Avenue
7002	Water Rates
7003	General Rates
7100	Light and Heat
7102	Water Cooler
7200	Travel and subsistence
7300	Printing, postage and stationary
7301	Skedda Services
7350	Telephone and Internet
7400	Equipment Hire
7401	Garden Maintenance
7500	Repairs and Renewals
7501	Cleaning
7600	Health and Safety
7602	Payroll Bureau Fees
7603	Meeting Costs
7604	Insurance
7605	Subscriptions
7606	Sundry Expenses
7607	Peninsula HR support costs
7610	National Autistic Society
7701	Bank Charges
7900	Legal Fees
7901	Audit Fees
7902	Accountancy Fees
8001	Computer Equipment Depreciation
8003	Fixtures and fittings Depreciation
8004	Building Works Depreciation

<u>Debit</u>	<u>Credit</u>
14500.16	
	13888.81
25799.70	
	16327.02
4602.00	
	4602.00
1.00	
22624.81	
27.84	
3250.00	
72687.70	
117.68	
	8533.45
	3745.58
	6277.77
	18351.04
	1117.37
	0.00
	5718.72
	217647.00
	64100.00
	26430.64
	40712.00
	36083.33
	29725.00
	6000.00
	52323.15
	37.50
	7649.79
	5897.29
	8215.10
99772.18	
9135.08	
7725.66	
23142.03	
1484.50	
1314.74	
29924.64	
3025.85	
2700.00	
11250.00	
1104.10	
405.00	
62369.44	
1416.13	
5258.73	
20852.47	
1910.49	
989.16	
12641.50	
172.00	
2630.30	
2534.38	
2681.09	

866.00  
5228.49  
39609.51  
248.92  
5324.8  
7171.04  
270.00  
2437.06  
7696.62  
321.76  
5244.06  
174.50  
31.35  
3688.63  
3903.68  
2697.95  
597.00  
583.76  
4533.47  
866.40  
2958.77  
2010.72  
14248.00  
226.04  
6858.50  
2760.00  
900.00  
63.91  
3446.97  
364.29

Note 2 rounding moved to Sundry Exps

573382.56

573382.56

Pensions  
**18393.29**

	<b>CAPE</b>	<b>CSL</b>
April	1524.09	0
May	1395.89	0
June	1395.89	0
July	1577.39	181.5
Aug	1768	181.5
Sept	1768	181.5
Oct	2100.75	181.5
Nov	2100.75	181.5
Dec	1898.25	181.5
Jan	1472.84	155.08
Feb	1472.84	155.08
Mar	1448.29	130.53

19922.98 1529.69 Net  
**18393.29**

Salaries  
**247310.76**

**Payroll totals**

April	17498.44
May	17477.13
June	19257.03
July	21995.78
Aug	21995.78
Sept	21995.78
Oct	21933.2
Nov	21933.2
Dec	19683.2
Jan	20156.49
Feb	19767.01
Mar	23617.74
	<b>247310.78</b>