ROMSEY MILL TRUST

REPORT AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

ROMSEY MILL TRUST

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

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Principal Address and Registered Office:	Romsey Mill Centre Hemingford Road Cambridge CB1 3BZ
Auditors:	Prentis & Co LLP Chartered Accountants & Statutory Auditors 115c Milton Road Cambridge CB4 1XE
Solicitors:	Matthew, Winter and Bullock 168 Mill Road Cambridge CB1 3LP
Registered Charity Number:	1069905
Registered Company Number:	03556721

BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31ST MARCH 2018

The trustees are pleased to present their annual Board of Management Report together with the financial statements of the charity for the year ending 31st March 2018 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and 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 2015).

BACKGROUND
Romsey Mill was established in 1980 as a Cambridge City based community organisation by representatives from local churches and other groups as well as individual supporters. Its main purpose then was to run a community centre and provide activities with young people and families as an expression of Christian faith in action. In 1998 Romsey Mill Trust was constituted as a charitable company. Today, Romsey Mill is creating a wide range of opportunities that include: practical and emotional support; learning and skills development; positive activities and mentoring. Working across Cambridge city, other parts of Cambridgeshire, and Peterborough, we are alongside families with pre-school children, teenage mothers and young fathers, children and young people overcoming challenges, other community groups and organisations.

DIRECTORS/TRUSTEES
The directors of the charitable company (the charity) are its trustees and are collectively referred to as the Board of Management (the Board). The members of the board of management during the year were as follows:

OBJECTIVES, ACTIVITIES AND PUBLIC BENEFIT
Romsey Mill's Vision, Mission and Objects
Romsey Mill's vision is of a transformed society in which all young people, children, and families fully belong, positively contribute and thrive.

Working to make this vision a reality, the mission and intent of Romsey Mill is to create opportunities with young people and families to overcome disadvantage, promote inclusion and develop personal, social and spiritual wellbeing.

The focus of our charitable work is with children, young people and young families living, primarily, in the County of Cambridgeshire, including Peterborough.

Romsey Mill's mission, values and hope for young people and families is inspired by Christian faith. We work openly and inclusively with people of any faith and of none. Romsey Mill's Charitable Objects are set out in our Memorandum of Association and can be summarised as follows:

(a) To advance education;

(b) To promote good citizenship for the public benefit with the commitment to promote equal opportunities for those individuals and groups who encounter discrimination;

(c) To advance the Christian faith;

(d) To provide help, advice and positive support to those in economic or other need or hardship;

(e) To promote and fulfil such other charitable purposes as the trustees may from time to time think fit.

Projects, Programmes and Services:
In pursuance of our charitable objectives and to achieve our strategic outcomes Romsey Mill invests in growing strong relationships across communities and creating places as local hubs of welcome, belonging and purpose. We employ diverse and flexible ways of engaging with participants including: learning through play; 1:1 support; home visits; open access youth clubs; life-skills & vocational courses; outreach into schools; detached youth work; mentoring & wellbeing groups; interest-based activities including arts, music, music technology, sports; the provision of primary and secondary alternative education sessions; trips and outdoor residential experiences.

Romsey Mill creates opportunities with young people, children and families in Cambridgeshire and Peterborough, particularly with those experiencing significant disadvantage and/or challenges, through a long-term relational approach. We give holistic and flexible care, recognising that effective support comes in different shapes and sizes. Our programmes are co-created and continually developed with young people and families as full participants. Over the 2017-18 year that this report relates to the work has been managed, coordinated and delivered under the following programme areas:

- *Children's Centre* – providing a range of centre-based and outreach services to support children and their families from pre-birth to age five. We managed two Centres where our Family Workers & Children's Centre Workers (in cooperation with health professionals, social care and other services) nurtured well-being, healthy living and effective parenting, to give children the best possible start in life and to grow family resilience. As a result of the decision by the County Council to reconfigure Children's Centre services across Cambridgeshire, at the end of this year our Children's Centre contract came to an end and was not renewed.
- *Pre-School* – growing community and offering structured play and learning sessions for children from the term after their second birthday to when they start nursery or reception class at primary school. Operating from two Ofsted registered sites, children are left in the care of experienced, qualified staff. Learning happens through creative play and shared activities within the areas of communication and language; physical development; personal, social and emotional development; literacy; mathematics; understanding the world; expressive arts and design.
- *Aspire* – proving support, social activities, learning opportunities and mentoring with young people (9-16 years of age) on the autistic spectrum. As well as the positive youth group activities that are specially developed to be of interest to young people with autism, the Aspire team of staff and volunteers model and teach practical life-skills that help the young people to prepare for and progress as well as possible into adulthood. Our staff members mediate with schools, offer families support, and sign-post families to other sources of information and advice.

- *Youth Development* – growing supportive relationships with 13-25 year-olds at risk, including those not in education or employment, and co-creating positive activities, advice and guidance, skills development and assistance into employment. Our Youth Development Team work integrates community-based activities and young-person led projects; Transitions support; Alternative Education in partnership with schools; personal & spiritual development initiatives in partnership with local churches; Post-16 and post-19 mentoring and progressions support/guidance.
- *Young Parents* – leading the provision of support, in Cambridge and South Cambs, for young parents (first-time mums 19 and under, dads up to 25). We provide expert personal, educational, health and parenting assistance - including advice on about housing, finances, training and employment - equipping young parents and their children for a positive future.

Some of our work is delivered from Romsey Mill Centre located in Cambridge city (this community hub also offers hireable meeting rooms, training space, and halls to local groups and organisations). We also work from various other community buildings and facilities across Cambridge & the South Cambridgeshire district and in Hampton, Peterborough. Our work is financially resourced through individual and group/organisation donations, grant making trusts, statutory grants & contracts and Romsey Mill's own 'enterprise-earned' income - including a charity shop that provides volunteering opportunities and affordable goods to those in need. For the most part our services are free to participants but, where there is a charge for some specific activities, concessions are made for people in financial need.

Romsey Mill engages in cross-sector partnerships with a broad range of public bodies, private companies, other voluntary organisations, churches and educational establishments in order to engage young people, children and families as effectively as possible and grow community capacity and resilience.

Staff and Volunteers:
As at 31st March 2018 the Romsey Mill staff team comprised 47 employees: 19 full-time; 20 part-time; 8 occasional with a full-time-equivalent of 29.52 staff members. Volunteers play a vital role in the life of Romsey Mill, being involved in many areas of our programme activities and operations. In 2017/18 our work benefited from the commitment and skill of 95 regular volunteers; additionally we were supported by 68 volunteers at one-off events or activities. Students on Youth Work and Children & Family Work courses undertook placements with Romsey Mill as part of their learning. Romsey Mill's Trustees are all volunteers and accept no payment. Likewise, our patrons give their time and talent in 'championing' Romsey Mill's activities and outcomes.

Public Benefit Statement:
The Board considers how planned activities will contribute to the charitable objects, mission and strategic priorities of Romsey Mill through a strategic planning process. The Board also reviews the strategic priorities of the charity from time to time to ensure that they meet current needs and remain focused on the charity's stated purposes. In doing this the Board confirms that it has due regard to the Charity Commission's general guidance on public benefit. Summarised below in the 'Achievements and Performance' section of this report are some examples of Romsey Mill's activities that the Trustees consider have provided benefit to a broad range of people.

Specific Objectives set for 2017-18 year were:
- Progress work in developing hubs / physical spaces in Cambridge city and in other geographical locations where young people know they can find Romsey Mill youth workers from across programmes.
- Increase provision of courses with accredited outcomes for participants across Children's Centre, YPP, Aspire, and Youth Development.
- Commence Youth Investment Fund project to grow our youth development work sustainably across Cambridge and establish new Romsey Mill work in Peterborough.
- Develop a framework that we can use to swiftly and consistently assess emerging opportunities for new projects and programme activity enabling Romsey Mill to be more adaptive, creative & resilient.
- Participate in consultation on future of Children's Centre services in Cambridgeshire.
- Review and rearticulate statements of Romsey Mill's Vision, Mission and Values.
- Commence a positioning and rebranding process for Romsey Mill.

- Develop and begin implementation of a Legacy fundraising plan.
- Commence development of a Digital Fundraising Strategy to be completed with 18 months.
- Undertake further work to diversify income streams and increase levels of unrestricted trust and community income.
- Agree plans to grow Romsey Mill social enterprise related income.

ACHIEVEMENTS AND PERFORMANCE

Throughout 2017-18, the exacting environment of reducing public sector resources and growing need remained unchanged; Romsey Mill continued to provide our core range of programmes and services though at the end of the financial year the Children's Centre contracts ended as a result of major cuts to this area of Cambridgeshire County Council's service offer.

With reference to our charitable objects the following achievements have been realised in 2017-18:

Advancing education:
Across all of our Programmes, in a range of ways, informal learning opportunities are accessible and in some areas accredited learning opportunities were also created. The content of our learning activities, experiences and courses are developed with the young people and families we are alongside. These learning opportunities enable participants to grow in self-efficacy and become equipped with new skills. In a significant number of cases, older young people progress on into further training and/or employment.

In the 2017-18 year our *Youth Development Team* created many informal learning groups. In addition, 29 young people participated in alternative education sessions to complement their existing mainstream education. The young people achieved a range of vocational qualifications, including; 8 x Level 1 and 3 x Level 2 Awards in Home Cooking Skills; 5x Level 1 Award in Developing Enterprise Skills; and 2x Level 1 Arts Award. The number of accredited courses we were able to offer young people within our youth development team was lower than in the previous year (2016-17: 39) as schools reduced their commissioning of these activities.

Within our *Young Parents Programme*, during this year 18 young mothers (2016-17: 23) and 14 (2016-17: 13) young fathers accessed education courses delivered by Romsey Mill. These courses create an opportunity for young parents to re-engage with learning, improve confidence, gain qualifications and become familiar with using childcare (which is provided on-site). Courses that teenage and other young mums participated on were: *Introduction to Maths*, the *Shine* self-efficacy and confidence building course, a *Paediatric 1st Aid Course*, and the *Eating Well on a Budget* cooking course. Transport, food and lots of one-to-one support are provided in order to encourage young parents to attend. Fathers engaged on a *Paediatric 1st Aid Course*, a *Healthy Minds Healthy Bodies Course*, and *Boxing Training Sessions*. Having gained confidence in learning on a short course in a supportive environment, many young parents choose to continue with learning or training opportunities by starting a full-time/ part-time college course or work.

Young People with Autism Spectrum Conditions (ASCs), including Asperger's Syndrome, can find it much more challenging to make friends and develop social skills because these complex brain development disorders affect people in the way they communicate, relate to others and make sense of the world around them. In 2017/18, our *Aspire* team of staff and volunteers supported an increased number of young people. Across 11 distinct groups we engaged with 92 young people (2016-17: 88) who participated in positive activities and one-to-one mentoring sessions that helped them grow in self-efficacy and confidence and improve vital communication and other social skills.

Across our two *Pre-School* care and education settings 70 children attended sessions (2016-17: 98), including 33 higher need 2-year-olds (2016-17: 43); for 26 English was an additional language (2016-17: 35). Engaging lower numbers of children and families than in the previous year was partly as a result of lack of information being available to us about new families living in our area eligible for 2-year-old funding. Additionally our Pre-School team found that more time was needed to support specific children and their families with complex needs.

From our *Children's Centre*, which supported families across the Romsey and Cherry Hinton local reach areas, a total of 185 families (2016-17: 141 families) completed courses from a range of learning opportunities which included English for Speakers of Other Languages (ESOL), 3 Sewing Courses, Memory Quilt Making, Functional Skills English, School Readiness, Creative Play, Building resilience, Creative Arts, First Aid and Parenting Courses.

Promoting good citizenship for the public benefit with the commitment to promote equal opportunities for those individuals and groups who encounter discrimination:

Within our *Pre-School and Children's Centre*, volunteers were involved in a range of ways. We benefitted from the involvement of 10 volunteers within our Pre-School settings. Parents also helped as volunteers within our Pre-School sessions as needed.

Aspire has had 35 volunteers and placement students helping us run our groups in 2017/18. Four of these volunteers are young people who have ASCs themselves and previously benefited from being part of an Aspire group.

Our *Youth Development* Workers engage with young people in the local community through a variety of positive activities – including sport, music, film making, art – and then tailor their support to respond to individual needs. In 2017/18 985 young people (2016-17: 769) have been regularly involved in Romsey Mill activities. We believe in a virtuous cycle of transformation; inspiring young people to positively influence peers and investing in young leaders. We also look to make the most of opportunities for young people to grow and develop good character traits and leadership skills through trips, adventurous activities and residentials. In 2017-18 we increased the number of adventurous activity and extended learning trips to 38 and provided 5 substantive outdoor group residential experiences. In 2017/18 we had 11 young leaders participating in the development and delivery of our activities.

Across all of our programmes and activities, Romsey Mill creates opportunities with young people and families from a diverse range of ethnic backgrounds, particularly working towards ensuring that groups and individuals who may encounter discrimination are engaged and supported. For example, within our *Pre-School* English was an additional language for 37% of families.

Romsey Mill's work is made possible through the time given by individuals and teams of volunteers. It is important that our volunteering community is representative of the diverse communities within which we work. The volunteering opportunities not only enhance Romsey Mill's Programmes, but also form part of our work by enhancing the skills and wellbeing of the volunteers themselves. Most volunteers are from the local communities where we work.

Advancing the Christian faith:
The Christian faith inspires us to treat every individual as a unique and valuable person. Romsey Mill works inclusively with people of any faith and of none.

Romsey Mill principally realises the charitable objective of advancing the Christian faith through activities that promote inclusion, and contribute towards a better society by improving social cohesion and social capital.

Certain aspects of our work are made possible because of our partnership with and support from local churches. An example of this is the *Deeper* residential that we organised again this year. In August 2017, 20 young people, who expressed interest in finding out more about the Christian faith, participated on the four day/three nights residential. It offered the informal opportunity for a group of young people to spend an extended period of time together enjoying positive outdoor activities and exploring questions of life and belief. This is an excellent example of partnership with local churches as they provided volunteers and funding for this initiative.

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During the year Romsey Mill participated in *Cambridge Youth Work Collective* – training and resourcing network for Christian Youth workers across Cambridge city and surrounding areas. Romsey Mill has a member of staff on the steering group for this partnership. During the year Romsey Mill staff members delivered a key training event to youth workers.

In 2017-18 Romsey Mill and Christ the Servant King (Church of England) commenced a partnership jointly funding a youth worker to create opportunities and support young people both within the church and wider community.

Providing help, advice and positive support to those in economic or other need or hardship:
A common emphasis across all of Romsey Mill's programmes and services is the commitment to provide advice and assistance to young people and families at risk or facing particular challenges.

The *Children's Centres* managed by Romsey Mill links families with preventative services for children, from pre-birth up to the age of 5 years old. These support services are provided either directly by Romsey Mill or through other agencies. Services include parenting and family support; help and guidance for parents to enable them to progress into training and employment; access to wider services including health advice, with support from health visitors and midwives; and services to support children with additional needs early in a child's life. The number of families that we had sustained contact with during the year was 887 (2016-17: 956). The reason numbers were lower than in the previous year was because of the cuts to funding and reduction in staff time to provide support for families in the final months of the year prior to services closing.

In our *Young Parents Programme* 118 young mothers (2016-17: 120) and 100 young fathers (2016-17: 90) were supported across the year. Of the total number of mothers engaged, 82 were under nineteen years-of-age. 65 young mothers and 44 fathers received one-to-one or home visiting support by a Romsey Mill worker. The Young Parents Programme team have offered progressions support and advice helping to enable 14 young mothers and 7 young fathers to move into education, volunteering or work.

We continued to support families eligible for two-year-old funded childcare places within our local Early Years provision. 33 families were supported to access this funding enabling their children to attend childcare places at Romsey Mill Pre-School. Our Pre-School also supported 3 children with Social Care involvement and 10 children from families receiving Early Support from Family Workers. Romsey Mill's Pre-School team completed EHAs for 4 children directly, a higher number than in the previous year. One child was diagnosed with Autism/complex needs and received SENIF funding enabling us to employ a 1-1 staff member for her.

In total, across the year, workers from our *Youth Development* and *Aspire* teams supported 1082 young people at risk (2016-17: 855), offering a combination of informal and formal advice and guidance. Of these young people 59 (41 *Youth Development* – 18 *Aspire*) received one-to-one mentoring support by a Romsey Mill team member.

Romsey Mill liaised with various community organisations (e.g. Foodbanks, Female Welfare Fund, Cambridge Central Aid Society, Ebyon Trust, Cambridge Besom) that offer financial and practical support to families and young people facing economic needs and other hardships. Romsey Mill staff applied for emergency funding and other support on behalf of these families. Additionally, over 55 individual Christmas hampers were donated to Romsey Mill by local churches for our families in need.

Performance of material fundraising activities against the fundraising objectives set:
During the 2017-18 year, we had three members of staff working within our Fundraising & Communications team (1.0 Manager, 1.0 Community Fundraiser and 0.4 Trust Fundraiser).

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The income and expenditure budgets adopted for 2017-18 were set to achieve a break-even end-of-year position. We budgeted for a 17.5% higher level of expenditure than the previous year's actual expenditure to take account of new Youth Development Team work in Cambridgeshire and Peterborough (funded through the Youth Investment Fund) as well as cost of living increases. Fundraising targets were set for our main income areas (Trusts; Statutory; Trading; Community) with a significantly higher target for Trusts fundraising (up £220K on 2016-17 EOY position) which included anticipated Youth Investment Fund income, and an anticipated drop in Statutory funding replaced by increases in Trading and Community Fundraising.

At the end of the 2017-18 financial year overall expenditure was significantly lower than budgeted (£133.8k). This was largely due to delays in appointments of staff and deferred capital spends, linked to our Youth Investment Fund work. Our income from Trusts was correspondingly lower as we did not draw down all YIF funding in 2017-18). Our actuals for Trading and Community fundraising were lower than targets, but we knew that we had set ambitious figures. We reached our target for Statutory fundraising. We were still able to achieve a slightly better than break-even outcome at the year-end because actual expenditure was lower than the original budget figure.

Performance against other specific objectives set for 2017/18:

Objectives set	Outcomes achieved
Progress work in developing hubs / physical spaces in Cambridge city and in other geographical locations where young people know they can find Romsey Mill youth workers from across programmes.	In developing partnership work with a church in Hampton, Peterborough (CSK), we were able to create an office space for the team and use rooms within the church building for meetings/activities with young people. Over the medium term we would still want to secure a bigger space for activities with young people. We are still working on a social enterprise project to open a Coffee Shop in Shelford which will offer a space where we can meet with young people during the day. Plans for the development of new youth facility in Cambourne were progressed by a project group including representatives from Romsey Mill. During the year DTA architects were appointed and new building drawings were submitted to South Cambs District Council for planning approval.
Increase provision of courses with accredited outcomes for participants across Children's Centre, YPP, Aspire, and Youth Development.	Whilst we continued to offer a range of courses to participants engaging with us across our Programmes, the number of courses we were able to offer with accredited outcomes was lower than in the previous year, mainly due to the fact that less provision was commissioned by schools.
Commence Youth Investment Fund project to grow our youth development work sustainably across Cambridge and establish new Romsey Mill work in Peterborough.	Eleven months into the Youth Investment Fund project, we had appointed all staff for the first year and established an immediate presence and positive impact in Peterborough (engaging 100+ young people providing Friday night football, detached sessions, Skate Jam, one-to-one mentoring) alongside growing existing work in Cambourne and Shelford.

Develop a framework that we can use to swiftly and consistently assess emerging opportunities for new projects and programme activity enabling Romsey Mill to be more adaptive, creative & resilient.	A group made up of Romsey Mill Trustees and Leadership & Management Team staff met several times during the year and produced a tool to enable assessment of emerging opportunities against a set of criteria to determine potential strength and best fit and guide good decisions about which project to take forward.
Participate in consultation on future of Children's Centre services in Cambridgeshire.	A formal consultation was launched by Cambridgeshire County Council in June 2017 with events across the county for professionals and partners outlining proposals. The Public consultation ran from 17th July -22nd September. Romsey Mill supported parents and staff to engage fully in the process and used networks and media to raise awareness of the impact the proposed reconfiguration of Children Centre services would have. Despite a strong majority of parents across the County not supporting the proposed changes, the controlling political party in the Council voted through the reconfiguration plans with only minor changes. The decision resulted in a further reduction of £900k from the Council's budget for Children's Centre services and the closure of Children's Centres across the county including the two Centres managed by Romsey Mill.
Review and rearticulate statements of Romsey Mill's Vision, Mission and Values.	At the beginning of the year a group of Romsey Mill's Trustees and some staff members had a day away to consider our current Vision & Mission and how we communicate this to a diverse range of stakeholders. Romsey Mill's Leadership and Management team undertook work during the year to review our existing Vision, Mission and Values Statements. It was recognised that this objective/work stream related closely to the ident/rebranding process and matters of strategic development. It was determined that work in these areas would need to be progressed before revised Vision, Mission & Values statements could be discussed and agreed by Trustees.
Commence a positioning and rebranding process for Romsey Mill.	During the year Romsey Mill's Leadership and Management team carried out work to scope the parameters of an identity and rebranding project for Romsey Mill. We agreed that *Visual identity* – all of the graphical elements that make up our communication e.g. type, photos, logo, colours; *Verbal identity* – the way we talk and write including key phrases or words, grammatical rules, copywriting and editing; and *Behavioural identity* – the way we manage the representation of your brand including our staff, advocates, supporters all need to be considered. Work is set to continue through 2018-19.

Develop and begin implementation of a Legacy fundraising plan.	Research has started to gain clearer understanding of what needs to be included in a Legacy Fundraising plan but this objective was not progressed any further in the 2017-18 year.
Commence development of a Digital Fundraising Strategy to be completed with 18 months.	Work commenced on the development of a Digital Fundraising Strategy with a review of our current website and Relationships Management System. We identified that any new Digital Fundraising Strategy would need to be established on the foundation of a robust and effective database/relationships management system that would need to connect more intelligently with website and social media platforms. This work will continue in 2018-19.
Undertake further work to diversify income streams and increase levels of unrestricted trust and community income.	Romsey Mill completed work to diversify income streams by securing the opportunity to continue to partner with another local charity in the Bridge the Gap Charity Walk – a significant event in the Cambridge Calendar raising £40K per year. We also continued to grow our calendar of other fundraising events and identified new Trust funds able to support core costs and make unrestricted donations.
Agree plans to grow Romsey Mill social enterprise related income.	Following the establishing of relationships and partnership working with Great Shelford Free Church, Romsey Mill Trustees agreed plans to open a Coffee Shop in the village of Shelford, South Cambs (using premises owned by the church) as a social enterprise to raise awareness of and unrestricted income for the youth and family work undertaken by Romsey Mill. We also began to investigate other opportunities for raising social enterprise income, including the potential to manage other community facilities and diversifying Romsey Mill's Charity Shop sales through on-line sites such as Ebay.

FINANCIAL REVIEW
Sources of income and Expenditure in 2017/18:

We are very appreciative of the people and partners who play a part in carrying out our vision and mission through funding and resourcing Romsey Mill's charitable activities.

Overall income for the year was £1,229,832 (2016-17: £1,044,339). Romsey Mill generated income from a number of sources:

- £305,843 (2016-17: £243,156) of our total income came from our social enterprise activities and community fundraising.
- Support from grant making trusts contributed 29% of Romsey Mill's income totalling £352,052 (2016-17: £184,105).

- 44% of our income equalling £542,525 (2016-2017: £548,882) came from statutory grants and contracts - mainly in relation to Children's Centre services we managed and delivered but also towards expenditure within Romsey Mill's Young Parents Programme, Aspire.

- Earned income of £29,412 for charitable services, principally relating to our pre-school and alternative education provision, amounted to 2% of total revenue (2016-17: £68,196).

Full expenditure for the year was £1,095,665 (2016-17: £1,045,309). This was £138,812 lower than our budget figure set at the start of the year; this difference was due, in the main to delays in appointments of staff and deferred capital spends, linked to our Youth Investment Fund work. 90% of our expenditure was incurred in support of our charitable work with children, young people and families; supplementary expenditure was in the areas of unrestricted fundraising and governance. Direct employment costs continued to be the main item of expenditure and remained constant as percentage of overall spend at 73% (2017-2018: 73%). This reflects the relational emphasis of our work, as team members supported young people and families experiencing a complex range of challenges.

Romsey Mill faces further economic challenge due to the ending of our Children's Centre contract, though the impact of this in the 2018-19 has been lessened by an effective urgent appeal in December 2017. Our Young Parents Service contract has been extended by another year from April 2018, but without a new multi-year contract longer term planning for this service is made much more difficult.

Romsey Mill's budgets for 2018/19 are based on challenging targets for income generation and reflect the requirement for us to replace reduced Statutory income with Trusts income, following the closure of Children's Centre services, and to maintain an appropriate level of unrestricted reserves. Income through the Youth Investment Fund (from the Department for Digital, Culture, Media & Sports and The Big Lottery) starting May 2017 resulted in a significant increase to our Youth Development Team's work and accounts for a large part of increase expenditure in the 2017/18 year.

Value for Money:
Romsey Mill's approach to Value for Money is designed to ensure that:

- What we do is relevant and leads to benefits for young people (spend wisely)
- How we work is efficient and effective so we don't waste time or money (spend less)
- We get a good return from what we spend and make wise choices (spend well)

We achieved this during the year by monitoring and reviewing the outcomes and benefits of our work with young people and families, by retendering certain utilities and service contracts, by carrying out regular reviews of other costs, by bringing in additional funding to improve services.

Reserves Policy:
Romsey Mill's Trustees recognise that in order to provide for unforeseen circumstances resulting in reduced income or additional expenditure and to guard against any negative impact that may have on our work, it is good practice to designate a level of funds as reserves.

Having a clearly defined Reserves Policy with a realistic level of designated funds enables Romsey Mill to:

- absorb setbacks and take advantage of change and opportunity

- demonstrate that we are effectively managing our resources and have thought through how we might secure our viability beyond the immediate future and provide reliable services over the longer term

Based on these considerations, the Trustees' current policy is to maintain free reserves of between three and six months of the following year's projected expenditure. At 31st March 2018 Romsey Mill held General Reserves of £352,413 which equates to 3.78 months of budgeted expenditure in 2018/19 set at £1,118,584.

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Part of Romsey Mill unrestricted funds have been designated for particular uses over the next year. This will be reviewed by the Trustees at the end of each financial year and revised if the Trustees decide that Romsey Mill should not or does not need to continue with the use for which they were designated.

Financial procedures:
Quarterly management accounts are produced, along with other relevant financial reports as required and presented to the Finance Committee who report on to the Full Board of Trustees.

In the day-to-day accounting procedures all income and expenditure transactions are recorded in the SAGE accounts system with bank reconciliations twice monthly.

Two signatories are required for all cheques or payments through online banking and if the amount is above £2,000 one signatory must be the CEO or a Trustee.

Trustees oversee annual salary review and approve changes as well as passing the creation of any new posts. Trustee approval is also required for any major capital projects or other undertaking that will have a significant short or long term financial impact.

PLANS FOR THE NEXT 12 MONTHS
Romsey Mill's board of Trustees have a five year strategic plan for the charity. The plans set out our strategic aims for the period through to March 2021 with corresponding objective for the next 3 years.

Strategic Aims over the next five years:

- *What we aim to achieve with young people, children and families:*

  1. We will continue developing the heart of our work in Cambridge and surround area, focussing on depth of relationships and sustainable presence over time.

  2. We will create new opportunities for Romsey Mill's work to be proven beyond Cambridgeshire.

- *How we will work and develop as an organisation to support these aims:*

  3. We will strengthen awareness and communication of who Romsey Mill is and what we do.

  4. We will enhance understanding of how we make the biggest difference and better demonstrate the impact of our work.

  5. We will improve our methods of generating effective business models for growing programme work.

  6. We will consider how to convey Romsey Mill's Christian Ethos most effectively and extend collaborative opportunities with local churches and other groups.

  7. We will advance our fundraising work and grow the wider community contribution to our activities.

In the April 2018-March 2019 year our objectives are to:

- Grow new opportunities with families to provide groups, learning opportunities and one-to-one support that address challenges families are experiencing and strengthen community resilience, following closure of Children's Centres.
- Continue implementation of *Youth Investment Fund* project and the delivery of sustainable work across Cambridge and Peterborough including appointment of new Lead Youth Development Worker in Trumpington Ward of Cambridge City.
- Undertake promotional activities and awareness raising initiatives to increase numbers of families accessing Romsey Mill's Pre-School Provision.
- Raise income for Aspire Programme from a range of sources, enabling expansion of team to increase support available for young people and families.
- Build effective partnership relationships with new Young Parents Support Contract Manager and Commissioners to strengthen provision and aid future development.

- Continue to develop partnership opportunities that enable us create hubs / physical spaces where young people can connect with Romsey Mill youth workers and other team members.
- Continue Romsey Mill identity and rebranding project work including work to better define Romsey Mill's value proposition to funders, supporters and delivery partners.
- Continue development of a Digital Fundraising Strategy including procurement of new CRM system and website.
- Create additional opportunities, in partnership with local churches, which help young people to explore and experience Christian faith in an open way.
- Carry forward activities to continue diversifying income streams and increasing levels of unrestricted trust and community income through additional community events, individual supporter program and Legacy fundraising plan.
- Implement plans to grow Romsey Mill social enterprise related income through opening a Coffee Shop social enterprise and managing additional Community Facilities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

Romsey Mill Trust is constituted as a charitable company, registered with the Charity Commission in May 1998 (charity number 1069905). Romsey Mill is a Company Limited by Guarantee, incorporated and registered in England and Wales on 1st May 1998 (company number 3556721). Romsey Mill is governed by its Memorandum and Articles of Association, first published 1st May 1998 and revised 10th April 2013.

Organisational structure:

The directors of Romsey Mill form the Board of Trustees/Management Committee. The directors/Trustees (hereafter referred to as trustees) have overall control of a charity and are responsible for making sure Romsey Mill is doing what it was set up to do. Company membership is only open to the Trustees. Romsey Mill's Trustees give their time freely and receive no remuneration or other financial benefits.

To assist with the efficient and effective running of the charity, the Trustees have set up a number of committees which have delegated responsibility for specific areas of work. Committees currently in operation during the 2017/18 year were: Finance, Programme, Children's Centre Advisory Group, Fundraising & Communications, and Personnel.

The day-to-day leadership and management of Romsey Mill is delegated to the organisation's Chief Executive Officer (CEO). The CEO directs a staff 'Leadership and Management' Team which in 2017/18 comprised of Programme Manager, Finance Officer, Operations & Resources Manager, and Fundraising & Communications Manager. The CEO is appointed by the Trustees and s/he is responsible to them for the leadership and management required to fulfil the charity's aims and objectives.

Recruitment and appointment of Trustees:

The Board of Trustees has a minimum of three and a maximum of twelve members. In an effort to reflect a broad mix of skills, backgrounds and cultures, the existing Trustees, led by the Chair of Trustees, consider regularly any areas not represented on the Board and seek individuals able to provide specific skills and experience to become Trustees. To carry out all its duties efficiently and effectively, the Board of Trustees requires breadth and depth of skills, relevant knowledge and experience, a reasonable balance of age and gender, and the ability to actively promote the work of Romsey Mill.

As set out in Romsey Mill's Articles of Association, new members of the Board of Trustees are appointed by existing Trustees. Existing Trustees and Romsey Mill's CEO have paid careful attention to the Charity Commission and the National Council for Voluntary Organisations' guidance on recruiting and appointing and equipping Trustees. Prospective Trustees are either suggested by existing Trustees, staff, supporters and users, or may come forward following selective advertising. Romsey Mill also looks to identify potential Trustees from among our programme participants (service users) where possible. This process allows due consideration of the person's eligibility, personal competence, specialist knowledge and skills.

Trustees serve for a period of no longer than five years from the date of their appointment. On the expiration of their term they will be eligible for reappointment by majority decision of the remaining Trustees.

Induction and training of Trustees:
Following appointment, further induction of new Trustees is the responsibility of the Chair of Trustees supported by the Chief Executive Officer. The induction process for new Trustees is intended to familiarise them with the work of Romsey Mill, the context in which it operates, and their responsibilities as Board members. New Trustees go through the 'Trustee Pack' with the Chair of Trustees and/or CEO and also receive other general publications from the Charity Commission and the NCVO. New Trustees will typically be invited to become involved in one of the committees and asked to assist with particular activities and projects. Board members can attend relevant and appropriate external training events and conferences.

General Management:
Romsey Mill's Trustees convene a full Board meeting at least every quarter. They approve the strategic and business plans, annual budgets and end of year accounts. Trustees receive management accounts (Profit and Loss Account and Balance Sheet) and quarterly financial summaries, enabling them to monitor actual income and expenditure against budgets. Major capital projects need to be approved by the Trustees as do the creation of any new staff posts which constitute a significant financial commitment.

All of the committees that the Trustees have set up, with delegated responsibility for specific areas of work, are chaired by a Trustee. Other people, including Romsey Mill employees, with relevant skills and experience participate in these meetings as required and at the invitation of the Trustees. Trustees also welcome involvement of our programme participants (service users) where appropriate. The committees usually meet four times a year and report to the full Trustee Board meeting. These committees take an active interest in operational management and organisation development. The committees also undertake reviews of policies linked to their areas of work, approving new policies to be adopted by the full Board of Trustees where required. The Personnel Committee's responsibilities include reviewing staff salaries, with new salary levels being recommended by the Finance Committee before being adopted by the Board of Trustees.

At the invitation of the Trustees, the CEO and other members of Romsey Mill's Leadership & Management Team normally attend all full Board meetings, though there is always a 'restricted business' agenda item so that Trustees may discuss matters without employees present as required. Other members of Romsey Mill's staff team attend Trustee meetings by invitation on an occasional basis. All Leadership and Management Team attend and actively support specific committees (referred to previously) relevant to their job roles.

Risk Management:
Romsey Mill's Leadership & Management team undertake an annual organisational risk assessment on behalf of Trustees, identifying the major risks by area and assessing degrees of exposure and the steps necessary to manage these. From this assessment the Trustees update the Risk Register which the Leadership and Management Team then keep under review. This helps towards ensuring that we are paying due attention to the stability of our operations and to our duty of care for both our staff and programme participants. This process also helps to ensure that systems and procedures are in place to manage the risks identified. Appropriate Disclosure and Barring Service (DBS) checks are made for all staff members and volunteers who work directly with children, young people and vulnerable adults across our programmes. Financial systems and processes are approved by Trustees and scrutinised both by Trustees and our auditors. Romsey Mill's IT systems are secure and data is regularly backed-up remotely. Suitable public liability, professional indemnity and buildings & content insurance cover are in place for Romsey Mill.

BOARD OF MANAGEMENT REPORT
FOR THE YEAR ENDED 31ST MARCH 2018

STATEMENT OF BOARD OF MANAGEMENT RESPONSIBILITIES

The Board of Management are required by company law to prepare financial statements each financial year which give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that year. In preparing those financial statements the Board of Management are required to:

(a) Select suitable accounting policies and then apply them consistently;
(b) Make judgements and estimates that are reasonable and prudent;
(c) Prepare the financial statements on a going concern basis unless it is inappropriate to assume that the Charity will continue in operation;
(d) State whether the policies adopted are in accordance with the Companies Act 2006 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements;
(e) Observe the methods and principals of the Charities SORP.

The Board of Management are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006.

The Board of Management are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Board of Management confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities.

STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS

In the case of each of the persons who are on the Board of Management at the time when the Board of Management report is approved;

(a) So far as the Board of Management are aware, there is no relevant audit information (information needed by the Charity's auditors in connection with preparing their report) of which the Charity's auditors are unaware, and
(b) Each member of the Board of Management has taken all the steps they ought to have taken to make themselves aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Amounts are presented within items in the statement of financial activities and balance sheet in accordance with generally accepted accounting principles or practice, the Board of Management Members having had regard to the substance of the reported transaction or arrangement.

The Auditors, Prentis & Co LLP, will be proposed for re-appointment in accordance with Section 485 of the Companies Act 2016

APPROVAL

This report was approved by the Board of Management and signed on its behalf, on 19th December 2018

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T Phipps (Chair)

INDEPENDENT AUDITORS REPORT TO THE BOARD OF MANAGEMENT OF ROMSEY MILL TRUST

FOR THE YEAR ENDED 31ST MARCH 2018

Opinion
We have audited the financial statements of Romsey Mill Trust for the year ended 31st March 2018, which comprise Statement of Financial Activities, Balance Sheet, Cash Flow Statements 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, including Financial Reporting Standards 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

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

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

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

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

Other Information
The trustees are responsible for other information. The other information comprises the information included in the annual report other than the financial statements and our Auditor's report therein. 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 there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006
In our opinion, based on the work undertaken in the course of the audit:

- the information given in the annual report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the annual report has been prepared in accordance with applicable legal requirements.

INDEPENDENT AUDITORS REPORT TO THE BOARD OF MANAGEMENT OF ROMSEY MILL TRUST

FOR THE YEAR ENDED 31ST MARCH 2018

Matters on which we are required to report by exception
In the light of the knowledge and understanding of the Charity and it environment obtained in the course of the audit, we have not identified material misstatements in the Annual Report.

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

- adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us;
- the financial statements are not in agreement with the accounting records and returns;
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the Trustees
As explained more fully in the trustees' responsibilities statement set out on page 14 the trustees 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 they 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 Charity'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 Charity or to cease operations, or have no realistic alternative but to do so.

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

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

Use of our Report
This report is made solely to the Charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the Charity's members those matters, we are required to state to them in a Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Charity's members as a body, for our audit work, for this report, or for the opinions we have formed.

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Ian Shipley FCCA, Senior Statutory Auditor
for and on behalf of Prentis & Co LLP, Chartered Accountants and Statutory Auditors

115c Milton Road
Cambridge
CB4 1XE

19th December 2018

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2018

	Note	Unrestricted Funds £	Restricted Funds Romsey Mill Centre Funds £	Restricted Funds Other Restricted Funds £	Total 2018 £	Total 2017 £
Income						
Donations and legacies	2a	132,720	-	-	132,720	117,220
Other trading activities	2b	105,834	-	-	105,834	115,260
Investment income		1,478	-	-	1,478	984
Charitable activities:						
Youth Development and Alternative Education		92,969	-	313,569	406,538	234,283
Aspire		86,993	-	20,783	107,776	88,116
Young Parents Programme		120,745	-	961	121,706	102,566
Children's Centres		256,220	-	2,610	258,830	268,473
Pre-Schools		93,400	-	-	93,400	116,499
Community activities		1,550	-	-	1,550	938
TOTAL INCOME		891,909	-	337,923	1,229,832	1,044,339
Expenditure						
Expenditure on raising funds:						
Cost of generating voluntary income		53,773	-	-	53,773	39,308
Cost of activities for generating funds		61,411	3,007	-	64,418	68,036
Charitable activities:	3					
Youth Development and Alternative Education		177,877	-	230,071	407,948	317,232
Aspire		90,808	-	1,700	92,508	98,526
Young Parents Programme		141,015	-	773	141,788	156,543
Children's Centres		223,625	-	3,308	226,933	234,080
Pre-Schools		104,570	-	601	105,171	119,964
Community activities		3,126	-	-	3,126	11,620
TOTAL EXPENDITURE		856,205	3,007	236,453	1,095,665	1,045,309
Net income/(expenditure) before transfers between funds		35,704	(3,007)	101,470	134,167	(970)
Transfers between funds		(6,000)	-	6,000	-	-
Net movement in funds	6	29,704	(3,007)	107,470	134,167	(970)
Reconciliation of funds						
Total funds brought forward		346,497	884,388	45,592	1,276,477	1,277,447
Total funds carried forward		376,201	881,381	153,062	1,410,644	1,276,477

BALANCE SHEET
AS AT 31ST MARCH 2018

	Note	2018 £	2018 £	2017 £	2017 £
FIXED ASSETS					
Tangible fixed assets	8		892,584		901,557
CURRENT ASSETS					
Stock		446		-	
Debtors and prepayments	9	105,789		135,365	
Deposit accounts		248,000		197,656	
Cash at bank and in hand		266,302		137,823	
		620,537		470,844	
LIABILITIES					
Creditors: falling due within one year	10	102,477		95,924	
NET CURRENT ASSETS			518,060		374,920
NET ASSETS			1,410,644		1,276,477
THE FUNDS OF THE CHARITY					
Unrestricted funds:					
General funds		352,413		310,227	
Designated funds	13	23,788		36,270	
			376,201		346,497
Restricted funds:					
Other restricted funds	11	153,062		45,592	
Romsey Mill Centre funds	12	881,381		884,388	
			1,034,443		929,980
TOTAL CHARITY FUNDS			1,410,644		1,276,477

Approved by the Board of Management on 19th December 2018

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T ~~Phipps (Chair)~~

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31ST MARCH 2018

	Note	2018 £	2017 £
Net cash used in operating activities	16	177,889	(44,834)
Cash flows from investing activities:			
Interest received		1,478	984
Purchase of tangible fixed assets		(544)	-
Net cash used in investing activities		934	984
Change in cash and cash equivalents in the reporting period		178,824	(43,850)
Cash and cash equivalents at the beginning of the reporting period		335,478	379,328
Cash and cash equivalents at the end of the reporting period		514,302	335,478

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

1. ACCOUNTING POLICIES

a) Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these financial statements. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) issued on 16th July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Trust constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

b) Income Recognition

Income is recognised when the charity has entitlement to the funds, any conditions attached to the income have been met, it is probable that the income will be received and the amount can be measured reliably.

Income from government and other grants, whether 'capital' or 'revenue' grants, is recognised when the charity has entitlement to the funds, any conditions attached to the grants have been met, it is probable that the income will be received and the amount can be measured reliably and is not deferred.

c) Expenditure Recognition

Expenditure is recognised once there is a legal or constructive obligation to make a payment to a third party, it is probable that settlement will be required and the amount of obligation can be measured reliably.

Expenditure incurred on fundraising and publicity to generate unrestricted income to support direct charitable activities is included in costs of generating funds. That incurred to generate restricted income is included in support costs (see note 4 below).

d) Allocation of Support Costs

Support costs ae those functions that assist the work of the charity but do not directly undertake charitable activities. Supports costs include back office costs, finance, personnel, payroll and governance costs which support the charity's activities. These costs have been allocated between cost of raising funds and expenditure on charitable activities. The basis on which support costs have been allocated are set out in note 4.

e) Depreciation

Depreciation is not provided on the freehold building as any provision (annual or cumulative) would not be material due to its expected remaining useful economic life and because its expected residual value is not materially less than its carrying value. The Trust has a policy of regular structural inspection, repair and maintenance and the building is therefore unlikely to deteriorate or suffer from obsolescence. Floor coverings within the building are depreciated over 10 years on a straight line basis.

Depreciation on all other assets is provided at the following rates in order to write off each asset over its estimated useful life down to its residual value:
• Fixtures and fittings - 20% straight line
• Motor vehicles - 20% straight line
• Computer equipment - 33.33% straight line

f) Stock

Stock is included at the lower of cost and net realisable value. Donated items of stock are recognised at fair value which is the amount that the charity would have been willing to pay for the items on the open market.

g) Pension Costs

Romsey Mill contributes, on certain conditions, into employees' own pension schemes. Contributions payable are charged to the statement of financial activities in the period to which they relate.

h) Fund Accounting

Unrestricted funds are available to spend on activities which further any of the purposes of the charity. Designated funds are unrestricted funds which the trustees have decided at their discretion to set aside to use for a specific purposes. Restricted funds are for use solely as specified by the donor for particular areas of the charity's work.

2. INCOME

	Unrestricted Funds	Restricted Funds	Total Funds 2018	Total Funds 2017
a) Donations and legacies	£	£	£	£
Donations from businesses	18,794	-	18,794	4,470
Donations from individuals	82,064	-	82,064	48,064
Tax reclaimed (gift aid)	8,195	-	8,195	3,282
Donations from Churches and Chapels	9,556	-	9,556	8,903
Donations from Community Groups	2,298	-	2,298	4,026
Grants from Trusts	11,143	-	11,143	48,406
Other income	670	-	670	69
	132,720	-	132,720	117,220
b) Other trading activities				
Room hire	18,542	-	18,542	21,956
Charity shop	60,032	-	60,032	61,431
Rents received	1,653	-	1,653	2,969
Events	25,607	-	25,607	28,404
Social enterprise	-	-	-	500
	105,834	-	105,834	115,260

3. EXPENDITURE ON CHARITABLE ACTIVITIES

Activity	Activities undertaken directly £	Support costs (note 4) £	Total 2018 £	Total 2017 £
Youth Development and Alternative Education	318,648	89,300	407,948	317,232
Aspire	77,843	14,664	92,507	98,526
Young Parents Programme	107,522	34,266	141,788	156,543
Children's Centres	172,207	54,726	226,933	234,080
Pre-Schools	91,484	13,687	105,171	119,964
Community activities	987	2,139	3,126	11,620
	768,691	208,782	977,473	937,965

4. SUPPORT COSTS

	Administration £	Management £	Raising Restricted Funds £	Education & Awareness £	Total 2018 £	Total 2017 £
Youth Development and Alternative Education	53,421	7,971	24,109	3,799	89,300	69,673
Aspire	7,374	1,641	4,847	802	14,664	16,568
Young Parents Programme	12,811	12,372	7,699	1,383	34,265	37,771
Children's Centres	23,758	23,008	5,544	2,417	54,727	46,576
Pre-Schools	10,216	1,499	520	1,452	13,687	19,444
Community activities	1,305	809	-	25	2,139	5,639
	108,885	47,300	42,719	9,878	208,782	195,671

The Trust allocates its support costs as shown in the note above.

Administration is inclusive of general administration, office premises, finance and IT costs.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

5. STAFF COSTS

	2018	2017
	£	£
Wages and salaries	721,208	693,696
Social security costs	53,312	51,414
Pension costs	21,318	22,098
	795,838	767,208

There are 19 (2017: 19) full time and 20 (2017: 20) part time members of staff who are all involved in direct charitable activities. This equates to 29.52 full time equivalent staff at 31st March 2018. No employee received £50,000 or more in the year. The charity's trustees received no remuneration during the year.

The charity considers its key management to be its leadership and management team comprising the CEO and 4 senior managers. The aggregate remuneration of this team is £165,828.

6. NET EXPENDITURE FOR THE YEAR

	Total 2018	Total 2017
This is stated after charging:	£	£
Auditors' remuneration	3,744	3,582

7. TAXATION

As a registered charity, Romsey Mill Trust is generally exempt from Income Tax and Capital Gains Tax, but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

8. TANGIBLE FIXED ASSETS

	Land & Buildings	Motor Vehicles	Fixtures & Fittings	Total 2018
	£	£	£	£
Cost				
As at 1st April 2017	935,879	32,542	154,771	1,123,192
Additions	-	-	544	544
As at 31st March 2018	935,879	32,542	155,315	1,123,736
Depreciation				
As at 1st April 2017	51,491	32,372	137,772	221,635
Charge for the period	3,007	170	6,340	9,517
As at 31st March 2018	54,498	32,542	144,112	231,152
Net Book Value				
As at 31st March 2018	881,381	-	11,203	892,584
As at 31st March 2017	884,388	170	16,999	901,557

9. DEBTORS

	2018	2017
	£	£
Debtors	51,334	53,192
Prepayments and accrued income	54,455	82,173
	105,789	135,365

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

10. CREDITORS: FALLING DUE WITHIN ONE YEAR

	2018	2017
	£	£
Trade creditors	16,221	6,490
Other taxes and social security costs	13,770	13,023
Other creditors and accruals	72,486	76,411
	102,477	95,924

11. OTHER RESTRICTED FUNDS

	At 1st April 2017	Income	Expenditure	Transfer	At 31st March 2018
Youth Development and Alternative Education	£	£	£	£	£
A14 Community Application	-	10,470	(7,188)	-	3,282
Batterson Chivers	1,500	2,000	(1,500)	-	2,000
CCF Microsoft Research Fund	-	1,950	(1,000)	-	950
Children in Need	-	11,020	(2,254)	-	8,766
Christmas Appeal	-	57,728	-	-	57,728
Co-Op Minibus	-	2,052	-	-	2,052
Co-Op Sports Hall	-	8,146	-	-	8,146
D&J Lloyd Community First Fund	1,516	-	(1,516)	-	-
Earl of Fitzwilliam	-	2,400	(1,968)	-	432
Kingsgate Church	638	3,252	(3,702)	-	188
Police Crime Commissioners	-	5,000	(3,700)	-	1,300
Sawston Young People's Fund	475	344	(237)	-	582
Small/individual restricted donations	-	1,700	(635)	-	1,065
South Cambridgeshire District Council Detached Fund	268	-	(268)	-	-
Summer Appeal	-	250	-	-	250
Strategy Fund	-	8,000	-	-	8,000
The Horner Foundation	2,639	-	(2,639)		-
Youth Music 1	485	-	(448)	-	37
Youth Music 2	27,000	36,220	(45,359)	-	17,861
Cambridge United Charities - The Hobson and Crane Exhibition Fund	1,400	-	(1,400)	-	-
Youth Investment Fund	-	160,226	(153,057)	-	7,169
	35,921	310,758	(226,871)	-	119,808
Core Costs					
Broadcom Europe Ltd	6,010	-	(2,185)	-	3,825
Small/individual restricted donations	1,250	2,811	(1,015)	-	3,046
	7,260	2,811	(3,200)	-	6,871
Young Parents Programme					
Cambridge Female Welfare Fund	211	-	(211)	-	-
Cambridge Central Aid Society	12	550	(562)	-	-
Small/individual restricted donations	285	411	-	-	696
Young Parents Programme: Fathers					
Betty Lawes	-	-	-	6,000	6,000
	508	961	(773)	6,000	696

Note continued on page 24

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

11. OTHER RESTRICTED FUNDS ...../continued

	At 1st April 2017	Income £	Expenditure £	Transfer £	At 31st March 2018 £
Aspire					
Autistic Support	-	3,783	-	-	3,783
Betty Lawes	-	10,000	-	-	10,000
Eastern Counties Education Trust	-	5,000	(700)	-	4,300
The Pye Foundation	-	2,000	(1,000)	-	1,000
	-	20,783	(1,700)	-	19,083
Children's Centres					
Cambridge Central Aid Society	322	2,230	(2,552)	-	-
Cambridge Community Nursing Trust	376	380	(756)	-	-
	698	2,610	(3,308)	-	-
Pre-Schools					
Small/individual restricted donations	1,205	-	(601)	-	604
	1,205	-	(601)	-	604
	45,592	337,923	(236,453)	6,000	153,062

The restricted funds being carried forward at the end of the year generally represent grants received in advance for work to be carried out in the following year.

For information regarding the various activities outlined above, see page 1 of the accounts under 'Projects, Programmes and Services'.

12. ROMSEY MILL CENTRE FUND

	At 1st April 2017 £	Income £	Expenditure £	Transfers £	At 31st March 2018 £
Romsey Mill Centre	884,388	-	(3,007)	-	881,381

The purpose of the Fund is to represent the net book value of the building in Note 8.

13. DESIGNATED FUNDS

	At 1st April 2017 £	Income £	Expenditure £	Transfers £	At 31st March 2018 £
Vehicle Repairs Reserve	1,000	-	-	-	1,000
Building Maintenance Reserve	2,000	-	-	-	2,000
Mills & Reeve Progressions Hardship Fund	1,175	-	(87)	-	1,088
Staff Contingency Fund	2,500	2,500	-	-	5,000
Children's Centre Fees and Voucher Income	8,895	2,526	-	-	11,421
The Elizabeth Bennett Fund	3,200	79		-	3,279
The Enabling Activities Charitable Trust	7,500	-	(7,500)	-	-
The Betty Lawes Foundation	10,000	-	(4,000)	(6,000)	-
	36,270	5,105	(11,587)	(6,000)	23,788

Note continued on page 25

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

13. DESIGNATED FUNDS...../continued

Vehicle Repairs Reserve
This reserve is to ensure Romsey Mill Trust has funds to meet the costs of anticipated major repairs to the minibuses.

Building Maintenance Reserve
This reserve is to ensure Romsey Mill Trust has funds to meet the costs of unanticipated repairs to the building.

Mills & Reeve Progressions Hardship Fund
This fund, initially donated by Mills & Reeve, was created in order to support progression where all other funding options have been exhausted.

Staff Contingency Fund
This fund has been created in order to cover unplanned staff eventualities such as maternity/paternity leave, sickness, resignation etc.

The Elizabeth Bennett Fund
These funds have been designated for specific activities related to Spiritual Development in the next financial year.

The Enabling Activities Charitable Trust and The Betty Lawes Foundation
These are unrestricted funds that were set aside to be spent in the current financial year.

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds		Restricted funds		
	General funds	Designated funds	Romsey Mill Centre	Other Restricted funds	Total
	£	£	£	£	£
Fixed assets	7,153	-	881,381	4,050	892,584
Net current assets	345,260	23,788	-	149,012	518,060
	352,413	23,788	881,381	153,062	1,410,644

15. ULTIMATE CONTROLLING PARTY AND RELATED PARTIES

Throughout the year the charity was controlled jointly by the Board of Management.

No member of the board or any person connected to them received any fees or expenses from the charity during the year (2017: £nil).

One member of the board is also a trustee of Cambourne Youth Partnership, a charity which during the year was engaged in a contract with Romsey Mill Trust for the provision of a part time Youth Development Worker. This contract is operated on an arms length basis.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2018

16. RECONCILIATION OF EXPENDITURE TO NET CASH FLOWS FROM OPERATING ACTIVITIES

	2018	2017
	£	£
Net movement in funds	134,167	(970)
Adjustments for:		
Less donated assets	-	(6,556)
Less investment income	(1,478)	(984)
Add depreciation	9,517	9,727
Decrease/(increase) in stock	(446)	-
Increase/(decrease) in creditors	6,553	(14,125)
(Increase)/decrease in debtors	29576	(31,926)
Net cash used in operating activities	177,889	(44,834)