

REGISTERED COMPANY NUMBER: 02646487 (England and Wales)
REGISTERED CHARITY NUMBER: 1004490
CHARITY REGISTRATION NUMBER (SCOTLAND): SC040578

Report of the Trustees and
Financial Statements for the Year Ended 31 March 2018
for
Churches' Child Protection
Advisory Service

KM
1st Floor, Block C
The Wharf
Manchester Road
Burnley
Lancashire
BB11 1JG

Churches' Child Protection
Advisory Service

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for the Year Ended 31 March 2018

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Churches' Child Protection
Advisory Service

Reference and Administrative Details
for the Year Ended 31 March 2018

TRUSTEES

Mr D Pearson
Mr C Anderson (resigned 25.4.17)
Mr P Dicken (resigned 1.5.18)
Mrs J Dowdell
Mr J Foy
Mr M Howard (resigned 17.11.17)
Mr J H Price (resigned 22.6.17)
Mrs F Riley
Mr A Pierce (appointed 1.5.18)
Mrs B Robb (appointed 1.5.18)

COMPANY SECRETARY

Mr D Pearson

CHIEF EXECUTIVE OFFICERS

Mr J Humphreys (Safeguarding)
Mr S Ball (Operations)

REGISTERED OFFICE

2 Rosedale Nursery Offices
College Road
Hextable
Kent
BR8 7LT

REGISTERED COMPANY NUMBER

02646487 (England and Wales) SC040578 (Scotland)

REGISTERED CHARITY NUMBER

1004490

SENIOR STATUTORY AUDITOR

Mark Heaton FCCA DChA

AUDITORS

KM
1st Floor, Block C
The Wharf
Manchester Road
Burnley
Lancashire
BB11 1JG

Churches' Child Protection
Advisory Service

Reference and Administrative Details
for the Year Ended 31 March 2018

SOLICITORS AND BANKERS

Solicitors

Wellers Solicitors
Tenison House
45 Tweedy Road
Bromley
Kent
BR1 3NF

Bankers

Barclays Bank plc
8 - 14 Darwen Street
Blackburn
Lancashire
BB2 2BZ

Kingdom Bank Ltd
Mere Way
Ruddington
Nottingham
NG11 6NZ

INVESTMENT ADVISERS

Rathbone Brothers Plc
8 Finsbury Circus
London
EC2M 7AZ

Churches' Child Protection
Advisory Service

Report of the Trustees
for the Year Ended 31 March 2018

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 2018. 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 2015).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The purposes of CCPAS are as set out in the Objects contained in the Company's Memorandum of Association as follows:

- i) The provision of education and resources primarily, but not exclusively, for safeguarding children, vulnerable adults and those affected by abuse;
- ii) The furtherance of the charitable work of the charity by the advancement of such other charitable purposes as the Trustees shall from time to time decide.
- iii) Help for leaders of churches, other places of worship and other faith communities, organisations and families, primarily within the United Kingdom, to create a safe environment for children and vulnerable adults to live without fear of any kind of abuse and to appropriately respond to the needs of individuals who may have been abused. This is achieved through direct help, guidance and support to individuals, including children, affected by abuse.

OBJECTIVES AND ACTIVITIES

Policies in Relation to the Objectives

Mission and Values:

During the year a review was undertaken of our key policies, beginning with a programme of work led by a trustee in relation to our mission and values. This particular task was finalised following a half day's conference of CCPAS workers (staff and freelance) and Board members in June 2016 when the following statement was agreed:

Our Mission

To Educate and Inform the Christian community and wider society about the imperative to provide safe, sensitive, responsive and caring environments for children or adults at risk so they are protected from the possibility of harm or abuse and for people to understand the wider impact of abuse.

To Equip and Inspire the Christian community and wider society to create safer places, establish preventative practices and provide appropriate responses to all those who are vulnerable and needing help, to all those who may have experienced harm or abuse or have been affected by abuse.

To Empower and Influence the Christian community, wider society and Government to stand against harm and abuse, to be a voice for those who are not heard, and to fight oppression and exploitation - with a focus on the development and implementation of legislation and the raising of standards in safeguarding practice.

Our Vision is to see the Christian community, in all its expressions and traditions, creating safer places, responding appropriately and being proactive in promoting the needs and rights of children and vulnerable adults.

Our Ambition is for CCPAS to be seen by the Christian community, statutory agencies and Government as the leading independent authority in setting and maintaining high standards in safeguarding across the Christian faith community.

Our Values

CCPAS is a Christian organisation that applies Christian concern and values to all the work we undertake and we work to a Biblical mandate to care for vulnerable people.

CCPAS will be respectful of and values **all people** who provide or use our services.

CCPAS will seek to apply our understanding of God's heart for vulnerable and disadvantaged people to the best of our ability and maintain our primary focus on the needs and rights of the individual.

CCPAS will work with integrity and honesty in all that we do and will be transparent and open for the benefit of those we serve, while preserving appropriate confidentiality.

CCPAS will work with all people who share our value base, including other faith groups, statutory and voluntary agencies and other organisations.

Strategic Plan

Based on the above, the Board's Strategic Plan details the areas of our work where we will focus our energy, finance and resources in order to achieve our legal objectives. The following 10 strategic priorities (in no order of priority) are clustered under three high-level objectives that underpin the activities of each department and are monitored and measured through the annual planning cycle:

Organisation & Workforce

An organisation that reflects Christian values and is fit for purpose and sustainable in pursuing our mission to create safer places for all.

To maintain and develop CCPAS as an efficient and effective organisation that values and supports its workforce.

To ensure that CCPAS works actively to be the leading voice influencing policy and change for safeguarding within Christian faith contexts

To develop strategic partnerships that enhance the profile of CCPAS in the Christian and wider communities as a leading change agent for safer practices.

OBJECTIVES AND ACTIVITIES

Policies in Relation to the Objectives

Mainstream Services

An organisation that understands the needs of our members, supporters and service-users in providing a range of high quality, professional services and support to create safer places for all.

To maintain our position of being the leading provider of DBS checks within the Christian community, by ensuring a highly professional service that ensures best value for money.

To develop and expand CCPAS range of training programmes and ensure they are research and evidence-based, accessible, and responsive to the range of needs of diverse user groups.

To provide and develop professional, responsive, accessible and inclusive policies which support CCPAS' service delivery including an accessible helpline.

To provide highly professional and credible consultancy services which are responsive to the complex and changing needs of commissioning agencies.

To further develop and expand our relationships and services to member organisations, ensuring best value for money and comprehensive safeguarding support.

Service Development

An organisation that learns from its interactions and work with others and is able to develop services that meet emerging needs in creating safer places for all.

To develop and maintain a credible, pro-active research strategy that underpins the delivery of training and improvement of practice and supports the work of CCPAS as a learning organisation.

To adapt and develop services to support safeguarding for UK-based Christian organisations and individuals working internationally.

For these objectives and priorities, goals have been set for each year, with associated monitoring measures for each department. Monitoring takes place through regular meetings of the Departmental Management Team who in turn report on performance to the Board through quarterly written reports and through the Chief Executive Officers at Board and Executive Committee meetings. The Strategic Plan is reviewed each year at the November Board meeting. It is then used as a basis for setting individual staff objectives and goals through a detailed appraisal system, beginning in December each year with the Board's appraisal of the two Chief Executive Officers, and then cascaded through the organisation. These systems enable the Board to effectively monitor the implementation of the objectives and to modify the plan in the light of changing circumstances.

The strategic plan has been devised in such a way that not only do both CEO's and each Head of Department have clear objectives and expectations moving forward, but this flows through to all CCPAS staff - giving real ownership of the mission and vision. The process has been both positive and empowering.

CCPAS has an on-going commitment to equality and diversity in every area of its activities, seeking to provide equality of opportunity in our workplace and treating equally everyone with whom the charity comes into contact. Our diversity vision is that CCPAS should act inclusively, upholding equality law, treating everyone fairly, and seeking to provide and promote a culture which delivers the best outcomes for the diverse individuals and groups served.

As a Christian organisation, this means in practice that CCPAS seeks to understand and respect all who contact the organisation and to respond in ways that are sensitive to their needs, backgrounds and cultures. CCPAS values people as individuals seeking to respond appropriately and competently to all.

CCPAS achieves this by providing:

i) practical help to leaders of churches, other places of worship and other faith and non-faith organisations as well as individuals who contact us on safeguarding issues (as above).

OBJECTIVES AND ACTIVITIES

Policies in Relation to the Objectives

- ii) model policies and safe practice procedures for working with children and vulnerable adults.
- iii) training, including our popular Facing the Unthinkable seminars.
- iv) a 24 hour helpline.
- v) Disclosure checks (CCPAS is an approved Umbrella Body for the Disclosure and Barring Service)
- vi) up-to-date information on child and adult safeguarding legislation and best practice for individuals families, places of worship and statutory, voluntary and other non-governmental organisations.
- vii) direct help, advice, guidance, support and training to organisations and individuals who are affected by abuse.

Public benefit

In preparing this Annual Report, the trustees have borne in mind their statutory duty to report (within Charity Commission guidelines) the public benefit provided by CCPAS. The trustees believe that this Report gives ample evidence that this criterion is being achieved.

Specifically, attention is drawn to the facts that:

- i) The 24/7 CCPAS Helpline, our 'flag-ship' and highly valued service, provides safeguarding advice and support free of charge to the general public.
- ii) Some CCPAS training, literature and resources are available to members of the general public, places of worship, statutory and voluntary agencies and organisations.
- iii) Some services, such as training, specialist services, most resources, membership and criminal records disclosures, are subject to a charge. However, CCPAS's policies mean that no-one in genuine need is ever turned away because they cannot pay (though disclosure checks are always paid for).
- iv) The CCPAS Disclosure Service is only available to our members. This is to ensure organisations see disclosures as only part of the safeguarding process. It is a fundamental principle of CCPAS that our Disclosure Service does not merely function as an administrative process. The annual membership subscription is designed so that some organisations, may contribute less than the suggested amount.
- v) Members of CCPAS comprise, of those wishing to access our range of services, including Disclosure; our regular Updates; policies and procedures; training; and resources - together with the CCPAS' on-line Safe & Secure safeguarding manual.

Volunteers

Whilst we do not formally recruit volunteers, much of our work involves resourcing churches and charitable organisations, together with their paid and volunteer workers. In turn, CCPAS relies significantly on volunteers in member organisations as conduits for our safeguarding and disclosure services and in organising training and other events in locations across the UK. This volunteer involvement is not possible to measure.

ACHIEVEMENT AND PERFORMANCE

During the past year CCPAS has continued to expand and deliver its core safeguarding services, throughout the UK, to major Christian denominations, churches, faith-based organisations, as well as to those with no religious affiliation and individual people who contact us.

During this year CCPAS has continued to build on the solid structure and culture laid down after the restructure in 2016 and is in a much stronger position to support our existing and develop new areas of work.

CCPAS are well on the way to fulfilling a complete rebrand led by the Head of Marketing and Communications together with EPLS Branding Agency. This initially started with workshops involving Trustees and CCPAS workers (staff and Associates) and has culminated in an exciting and cause-driven new working name and focus. This has been a huge undertaking throughout the last year and the planned launch date is 31st August 2018.

All the services detailed below are designed to fulfil the charitable objective to help leaders of churches, other places of worship and other faith communities, organisations and families create safer places.

Success in meeting our objectives in all areas of our work are measured through performance reports, (including the results of any relevant consumer surveys and other feedback on the service) which are reported to the Board quarterly and actively monitored in senior staff and Board meetings.

Criminal Records Disclosure Service

Obtaining criminal records data is important as part of the safer recruitment of many who work with children and adults in churches and organisations.

Access to this service is for CCPAS member organisations (see 'Membership' below) only. This enables user organisations to draw on the wider recruitment and safeguarding advisory services and material, so that organisations don't use DBS checks in isolation. CCPAS are also responsible to the Disclosure and Barring Service (DBS) for auditing the organisations for whom checks are processed to ensure legal compliance and good practice. This can be more easily achieved through a membership system based on clear expectations.

The service continued to grow throughout 2017/18, and the number of disclosure checks CCPAS have processed through the DBS totalled 63,769 in the year. This is our highest ever and up from 55,300 in the previous year. Almost all checks (98%) are now completed online, through the robust and highly-regarded 'E-bulk' system.

Our strategic objective for the service is 'to maintain our position of being the leading provider of DBS checks within the Christian community, by ensuring a highly professional service that ensures best value for money'.

Training Services

CCPAS has remained fully focused on providing safeguarding training - throughout the UK. These include all training under the Facing the Unthinkable brand and other bespoke training programmes.

Our mainstream courses are offered at three different levels (Basic, Foundation and Advanced) and cover a wide range of safeguarding-related subjects (e.g. Safeguarding Introduction, Core Safeguarding, Managing Those Who May Pose A Risk, Safer Recruitment, Designated Safeguarding Leads). Our full range of training courses continues to be well used by a wide range of individuals and organisations. A total of 214 separate training events were held during the financial year (up from 193 last year).

The strategic objective for the service is 'to develop and expand our range of training programmes and ensure they are research and evidence-based, accessible, and responsive to the range of needs of our diverse user groups'.

Membership

The primary purpose of the CCPAS membership system is to encourage organisations to use our wide range of safeguarding services consistently and to ensure they keep up to date in the measures they take to protect vulnerable groups.

ACHIEVEMENT AND PERFORMANCE

In March 2018 CCPAS had a membership of 9,606 - an increase of 914 from a year earlier. Some are para-church organisations and a few are individuals, but the vast majority are local churches, spread widely across the UK. These churches range right across the Christian spectrum, from established denominations to independent churches and groups including many black and ethnic minority churches.

Members continue to receive monthly CCPAS Updates, by email, which provide information about changes to safeguarding legislation and best practice. This complements our 'Safe & Secure' practice guidance material. Whenever significant changes to Disclosure and Barring Service (DBS) are announced, we issue news promptly.

During March/April 2017 a members' survey was commissioned to obtain members' feedback on the services that we provide, which informed future membership developments into 2017/18 as we look to enhance what we provide and ensure that we continue to give excellent value for money.

The strategic objective for the service is 'to further develop and expand our relationships and services to member organisations, ensuring best value for money and comprehensive safeguarding support'.

Consultancy Services

Consultancy Services enable us to provide expert assistance in more complex areas of work or where specific expertise is required to address challenging situations or those where a higher level of risk has been identified. This service is provided by our professional team, all of whom bring lengthy experience from multi-disciplinary backgrounds. A key benefit of using CCPAS in such cases is that we fully understand the faith sector, which many other organisations do not. Generally CCPAS are commissioned by charities and other organisations; on occasions, where there have been serious concerns, at the suggestion or with the encouragement of statutory safeguarding agencies and the Charity Commission. Some of the cases have been in the national media spotlight.

The service continued to grow and develop during the year, which has also been noteworthy for the wide range of activities undertaken. These have included reviews of ongoing complex safeguarding cases; management investigations; risk assessments; independent complaints investigations; past cases reviews; safeguarding audits and the development of bespoke safeguarding policies and delivery of bespoke safeguarding training. We anticipate this aspect of CCPAS work will continue to grow strongly over the next few years.

The strategic objective for the service is 'to provide a highly professional and credible consultancy service that is responsive to the complex and changing needs of commissioning agencies'.

Helpline Service

An important aspect of our services, in meeting CCPAS charitable objectives, is readily accessible advice and support on the range of safeguarding matters, available to any organisation or member of the public. The free, 24 hour (office hours plus out-of-hours cover) Helpline service, continues to prove invaluable to its users. Clients sought advice on issues ranging from dealing with allegations of abuse, to policy development and good working practice, to advising and supporting those affected by abuse. The Helpline is staffed by professionals, all of whom have extensive experience in dealing with safeguarding issues.

A key initiative identified for 2016/17 was to improve the Helpline Service by developing a new triage system to enable people to get through for advice more efficiently. The triage system was introduced in 2016/17 and has now been fully implemented with clear positive results being seen throughout 2017-18. This has been really successful and has meant that CCPAS are able to take more calls - and therefore assist more people. Our call volumes have increased month-on-month and year-on-year and are expected to increase into the future also.

All Helpline referrals are securely recorded and confirmed in writing via an auto-generated email (where contact details are provided). Referrals are also audited regularly through a routine quality-assurance process to ensure consistency, clarity and accuracy of advice. Service-user evaluation data consistently shows a very high level of customer satisfaction.

CCPAS strategic objective for the service is 'to provide and develop a professional, responsive, accessible and inclusive policy and support service including an accessible helpline'.

ACHIEVEMENT AND PERFORMANCE

Information

Our in-house magazine, Caring, continues to be published four times each year. Each edition is available as an electronic PDF version and two of these were available in hard copy. Each edition of Caring was distributed to more than 24,000 email recipients, keeping its readers well-informed on current news, safeguarding issues and changes in legislation as well as informative articles and papers on a wide variety of relevant topics. Caring is available free to anyone requesting the magazine.

Our range of Help... leaflets continue to grow and continued to be available to anybody to download free of charge from our website and selected versions are available to purchase as a hard copy. In addition, our Practice Guides explore specific areas of safeguarding in much more detail from a practitioner's point of view and are available via the members area of our website.

Partnership & Relationship

CCPAS continues to work alongside a range of organisations and agencies from a broad spectrum of interest, including amongst others: CEOP (part of the National Crime Agency); Assemblies of God; Youth for Christ; Soul Survivor, Christian Helplines Association, Redeeming Our Communities, Urban Saints, Church of England, Big Church Day Out, Compassion UK, Trussell Trust (Food Banks), Oasis, Restored, Home for Good, World Vision UK, Scripture Union, Christian Aid, Global Connections, CreationFest, Bournemouth University and many denominations, bodies and networks from across the Christian traditions.

International / Missions

Though CCPAS primarily operates within the UK, we have long been committed to serving UK-based third sector organisations working overseas. CCPAS has forged strong working relationships with a number of individual mission agencies, International Non-Governmental Organisations (iNGOs), international schools and umbrella mission organisations (e.g. Global Connections). In recent times, significant attention has been directed towards the International Development Community and the safeguarding arrangements for the protection of vulnerable groups in a variety of challenging and life-threatening contexts. We have continued to provide support to a range of organisations concerned with safeguarding in such contexts and expect this to be an area of continued involvement and growth in the years ahead.

The strategic objective in relation to this activity is: 'to support safeguarding for UK-based Christian organisations and individuals working internationally'.

Research

In the past year CCPAS has been increasing our research activities and published the findings of an important study with Manchester Metropolitan University (MMU), exploring the understanding of Child Abuse Linked to Faith or Belief.

In January 2018, we also published the findings of our latest research study in partnership with Bournemouth University, addressing the understanding of Spiritual Abuse in Christian Communities. Justin Humphreys (CEO), has continued his role as a Visiting Fellow of the National Centre for Post-qualifying Social Work and Professional Practice at Bournemouth University, which has facilitated the research partnership. In the year ahead, CCPAS plan to continue further research under our new research strategy that will include other key areas of concern, including safeguarding children in international work and mission.

The strategic objective in relation to this activity is: 'to develop and maintain a credible, pro-active research strategy that underpins the delivery of training and improvement of practice and supports the work of CCPAS as a learning organisation'.

Survivors

CCPAS continued to work alongside a number of survivor groups during the year, as well as directly with individual survivors, through the Helpline and by providing a listener service to a number of Anglican dioceses.

ACHIEVEMENT AND PERFORMANCE

National Working Group on Child Abuse Linked to Faith or Belief

CCPAS are members of the National Working Group on Child Abuse Linked to Faith or Belief. This group, initiated by the government, comprises representatives from the Police; The Department for Education, Academia, professional bodies and various charities and other organisations working in this area. During the past year, CCPAS published the findings of its research study conducted with Manchester Metropolitan University and the Victoria Climbié Foundation to better inform practitioners about these issues.

Christian Forum for Safeguarding (CFS)

We continue to be involved with the work of this group of professionals, comprising the national safeguarding leads for a wide range of Christian denominations and groups that meet quarterly to discuss and collaborate on issues of national importance. Justin Humphreys, our CEO (Safeguarding) is part-way through a three year term as Chair of this forum.

Scotland

Our child protection and adults at risk activities extend across the UK, so it is also registered as a charity in Scotland. In accordance with responsibilities to the Scottish Charity Regulator, this section of the Report relates to our services and finances in Scotland.

Our entire range of resources and services are available equally to places of worship, voluntary organisations, statutory agencies and members of the public throughout the UK. Our reference material, guidance, 24 hour helpline service, training and publications relate to current legislation and guidance in all four nations.

In addition, Our Safe and Secure manual and training programmes provide information, guidance and model safeguarding policies which are fully in accordance with the latest Scottish legislation and statutory guidance. Similarly, Monthly Updates advise our Scottish members of changes in all national legislation, guidance and information relevant to them.

We are committed to ensuring that information continues to be four nations specific where possible - which is demonstrated in our strategic plan - and developments have started in order to achieve this better throughout all of our services.

As the service is UK-wide it is difficult to quantify precisely the resources we expend in Scotland, both practically and in specific monetary terms. However, 178 Scottish places of worship and other organisations are either members or receive our child protection and adults at risk material. This figure does not include the many hundreds who receive our information by email; the requests for advice made to our Helpline, or those attending training events, as it has not been our practice to record this information by country.

CCPAS also provides information about services every year to NHS 24 - the Scottish Support Services Directory of service information.

CCPAS does not keep separate financial records in relation to our Scottish activities, though it is known that Scottish member churches and organisations donated about £21,000 (derived from membership subscriptions plus training events).

ACHIEVEMENT AND PERFORMANCE

Fundraising

In accordance with the requirements in the Charities (Protection and Social Investment) Act 2016, the Board confirm that the charity's fundraising is compliant with the recognised standards of fundraising (set out in the Code of Fundraising Practice) as well as under charity and wider law.

CCPAS have not been involved in proactive fundraising as such. Apart from £16,032.40 received in grants/donations, all our income has come from organisations we serve by way of general or membership subscriptions and fees (for training and services). The Board can confirm that neither CCPAS, nor any person or organisation on behalf of the charity, is involved in any fund-raising activity. As a consequence we can also report that we have not received any complaints about fundraising.

In the future the Board may consider some minimal form of fundraising; in that event we would ensure that any scheme was fully compliant with the Fundraising Regulator's expectations.

Investment performance

Some years ago the Board decided to accumulate funds in order to fund the purchase of new offices as we lacked adequate accommodation from which to operate. In the event, the opportunity to lease premises arose and it was decided to invest the funds designated for purchase, with an income target of covering our office rents current and into the future. Performance on investments has continued to be better than expected for this financial year and in the past has more than covered yearly rental, though with a planned deficit budget over four years to expand our operation and the consequent reduced investments, this may no longer be the case going forward.

FINANCIAL REVIEW

Financial position

CCPAS are grateful to all those members and supporters who have continued to support the work. Membership subscriptions show an increase on the previous year and continue to be one of our principal funding sources along with contributions for services. CCPAS is encouraged by the generosity and the value users put on services that are enabling the continued extension and development of service provision.

The investment in restructuring has clearly had a financial impact on the organisation and we will be carrying a planned deficit budget over the next two to three years. CCPAS continue to develop plans to increase income streams from new and existing services which we are confident will see us return to a balanced budget within this time frame.

The financial statements show net current liabilities of £53,816. This includes deferred income amounting to £328,922 of subscriptions received in the year relating to the following financial year.

Investment policy and objectives

The investment account managed by Rathbones was opened on the 5th April 2011. The amount held for the investment purposes at 31st March 2018 totals £1,560,446.

Aside from retaining a prudent amount in reserves each year, the policy of the Trustees has been to keep a property, No 60 Claremont Road, Hextable, which acts as accommodation for staff and others visiting the Swanley office. The need for staff overnight accommodation has increased significantly as CCPAS has expanded. The market value of the property was professionally estimated on the 16th May 2017 to be £500,000. The property was originally purchased for £334,000 in March 2005.

FINANCIAL REVIEW

Reserves policy

The annual review of the Reserves Policy took place at the May 2017 Board meeting. At this meeting the Board considered the January 2015 Charity Commission guidance on reserves which stress that any target set by Trustees for the level of reserves to be held, or decision that there is no need for reserves, should reflect the particular circumstances of the individual charity and be explained in the policy.

In previous annual reviews of our reserves policy, the Trustees have decided that reserves should be set at 3 months' expenditure, though for some years now the actual amount has been in excess of this figure. It was decided to continue this policy. Based on the 2018 accounts this equates to approximately £560,000. Actual reserves are £1,506,630. Over the next 2-3 years the deficit budget will have a significant impact on our finances and is likely to reduce the income from the reserves CCPAS has held. We continue to monitor closely government policy in relation to criminal record checks as major changes in relation to the use of umbrella bodies or other requirements would likely have a significant financial impact on the organisation.

FUTURE PLANS

With an excellent staff team and detailed, accountable financial planning CCPAS remains well-placed to meet the challenges ahead.

The continuing growth of CCPAS in size and influence over the last year has meant a higher profile locally, regionally and nationally. Over the years we have earned the respect and co-operation of national and local government and key organisations throughout the UK and this trend continues. We plan to build on this work in future years.

Our commitment is to continue to explore new ways of delivering the safeguarding message to as wide an audience as possible, in the most accessible ways, in order to achieve the purposes for which the charity was established.

It is a particularly exciting time for the charity as we near the relaunch during 2018-19. This has given us opportunity to examine the core of why we do what we do and how we can best do that. Our new working name is a reflection of that cause.

There is much work still to do in order to continue to be a lead safeguarding voice within the faith sector and we remain excited with our staff as we look to the future.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Churches' Child Protection Advisory Service (CCPAS) is a registered charity and a Company limited by guarantee, without share capital. It is governed by its Trustees (the Directors). The governing document is its Memorandum and Articles of Association. The charity is registered with the Charity Commission in England and Wales, and the Scottish Charities Regulator.

The Company Secretary is a trustee. The Treasurer is not a Trustee, but acts in an advisory capacity to the Board. The charity's main administrative office and headquarters is based in Hextable near Swanley, in Kent. The Head of Finance and finance staff are based in Blackburn, Lancashire. In November 2017 a decision was taken to relocate the Blackburn office to Kent by the end of 2018, for reasons of efficiency. None of the Finance staff chose to relocate and have opted to take a redundancy package. At the time of preparing this report, we are in the process of recruiting shadow finance staff to ensure a smooth handover. CCPAS also has a number of home-based workers across the country. A trustee acts as Honorary Treasurer. The Company Secretary is also a trustee.

The Board of Trustees

The Board consists of a maximum of 9 Trustees, dependent on recruitment of suitable candidates.

In April 2017 Carver Anderson resigned from the Board having been appointed in June 2000. His work in Birmingham with issues associated with gangs, violence and youth crime and health issues meant that he could no longer attend the Board meetings. It was with sadness too that in June 2017 John Price (our Chair for many years) resigned for both personal reasons and the fact that he felt that he had completed the work he set out to do at CCPAS. In November 2017 Mark Howard resigned as a trustee having come to the end of his term of office, but agreed to stay on as Treasurer in an advisory capacity. Beyond the reporting period, but relevant to this Report, Paul Dicken resigned his trusteeship in May 2018, having served for several years and in particular as founder Chair of the Research Committee, the work in which he had a particular interest

New trustees are recruited as vacancies arise by following a CCPAS safer recruitment process, which includes candidates, recommended for appointment by the Executive Committee, being invited to participate in two Board meetings before a final decision on appointment is reached by the full Board. In May 2018 we appointed two new trustees, Bridget Robb and Andrew Pierce who were recruited on this basis. Trustees' tenure is for a period of 3 years. Members can stand for re-election by the Board.

The Board annually considers the mix of skills, knowledge and experience it needs to govern, lead and deliver the charity's purposes effectively. It endeavours to reflect this mix in its trustee appointments, balancing the need for continuity with the need to refresh the Board. Trustees receive an appropriately resourced induction when they join the Board. This includes meetings with senior management and covers all areas of the charity's work. Trustees are given the opportunity to have ongoing learning and development.

Trustees have continued to play an active role in the services of the charity. We have a very skilled Board in terms of our safeguarding mission, with trustees who have held senior positions in local authority social care, health and the police and a Chair who is a Local Authority Designated Officer.

The Board's performance review in the first part of 2018 (see below) identified diversity on the Board as one of the main areas for improvement. As a UK wide organisation, attracting people to travel long distance for two day quarterly meetings has proved difficult. The Board are exploring various ways of overcoming these difficulties.

During the year the Trustees met as a full Board on four occasions (February, April, June and November). The June Board meeting was held over 24 hours in Swanley and involved a session with all our staff and self-employed Associates. A presentation was made to Pauline Pearson who was retiring from the staff at seventy years of age having commenced with CCPAS in 1988, initially as a volunteer. The April 2017 Board Performance Review was held at our Blackburn Offices.

In addition to full Board meetings, the Executive Committee, comprising the Chair and the Secretary, met four times. There were also three meetings of the Performance, Risk, Audit and Review (PRAR) Committee and the Research Committee.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Board Performance Review

The Board are committed to regularly evaluating with our staff the impact of CCPAS by measuring and assessing results, outputs and outcomes. During the year we also agreed to implement a policy of reviewing our own performance and that of individual trustees, including the chair, every year and implementing an external evaluation periodically.

During 2016 the Board decided to review the code of practice for CCPAS trustees; in particular the associated 'Responsibility, Authority and Accountability' policy. It wasn't possible to undertake any significant work on this for a period, in part because of changes in the composition of the Board and also because of necessary time devoted to rebranding and other key developments. In early 2018 the Board began to address the issues more specifically and it was agreed to make this the focus of the May annual performance meeting, which was held in three sessions over 2 days as part of a residential retreat with senior staff. The review has included consideration of key charity governance documents published by the Charity Commission, the National Council for Voluntary Organisations (NCVO) and other bodies, including the Charity Governance Code for larger charities. The review is based on the Code's seven principles of leadership; integrity; decision making, risk and control; board effectiveness; diversity; openness and accountability, all of which underpin our organisational purpose. We are grateful to Dan Francis, NCVO's governance consultant, one of the Code's authors, for his assistance and for providing the 'governance wheel' tool, which has helped trustees achieve a consensus on key issues and themes and agree actions. Work is ongoing and we expect to conclude the review in July 2018.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Management and structure

CCPAS has a dual-executive model of leadership. Justin Humphreys CEO (Safeguarding) is responsible for service delivery, outward-facing roles and representation. Steve Ball, CEO (Operations) is responsible for the internal-focused activities to support service delivery and overall operations of the charity. The staff team are structured under seven Departmental Heads: Finance and Business, Disclosures, Consultancy, Policy and Support, Training, Marketing and Communications, and IT.

Both CEOs report directly to the Board and are supervised on their behalf by the Chair through (approximately) monthly meetings. The Chair and another Board member appraise the CEOs annually (with mid-point review meetings). The CEOs also attend the Executive Committee and Board meetings (with the exception of board-only' sections). One or both CEOs and Heads of Department as appropriate also attend our Research Committee and Performance, Review, Audit & Risk Committee.

Heads of Department are line-managed by the respective CEO (Safeguarding or Operations) and are provided with ongoing supervision and support through this and regular meetings of the Departmental Management Team (DMT), where all relevant operational and strategic decision-making takes place. Each Head of Department will provide appropriate line management and support for their teams and will meet periodically to consider relevant operational matters.

During the year a considerable amount of work has been undertaken by our staff with the expert support of externally-commissioned brand consultants (EPLS) towards the rebranding of CCPAS later in 2018.

With these significant developments, CCPAS remains in a strong position to continue to move forward in our mission and vision.

Internal controls and delegation

The Board's Internal Controls and Scheme of Delegation policy is reviewed in February each year. It is designed to assist the Trustees in:

meeting their legal duties under charity and company law and good practice guidance to safeguard the charity's assets;

administering the charity's finances and assets in a way that identifies and manages risk;

ensuring the quality of financial reporting, by keeping adequate accounting records and preparing timely and relevant financial information.

All areas of authority have limits applied and all financial decisions are made within the confines of Board policies and departmental budgets (agreed by the Board) and managed by the budget holder. All budgets are monitored and reviewed on a monthly basis. Any inconsistencies or areas for concern are automatically escalated to the Board's Treasurer and to the Board through the Executive Committee, for any relevant action as appropriate.

Likewise, the Scheme of Delegation based on budget, levels of expenditure and (where related to safeguarding work contracts) assessed risk ensures:

the exercise of delegated powers and functions occur at the correct level of the corporate governance structure;

the process of delegating powers or functions is clear, open and transparent;

the lines of accountability for the exercise of powers or functions are clearly understood by those to whom functions have been delegated.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Related parties

The charity's constitution as set out in the Memorandum and Articles of Association commits CCPAS to putting the interest of children (and other vulnerable people) first in all aspects of the charity's work. This is fundamental to the cause of the charity. On occasions, it has been important for CCPAS to speak out publicly on behalf of the needs of children and adults where a church or organisation has, in our view, failed to act in a proper manner in relation to a current allegation or in relation to cases of historic abuse. In order to demonstrate this independence, CCPAS does not permit any person or organisation to speak on behalf of the charity or incorporate the views of CCPAS in any submission without the specific consent of either the CEO, Chair or Company Secretary of the charity. However, as amply demonstrated in this report, such requirements do not prevent CCPAS working closely and in partnership with a range of organisations in the charitable sector, church denominations, faith groups of all descriptions and central and local government where there is a common interest in safeguarding. In some circumstances, this involves membership of other bodies, for example, Children England and similar bodies in the other nations of the UK. CCPAS membership or association with any other organisation in no way restricts the activities and the independent voice of CCPAS.

Risk management

The Trustees annually review major risks which the charity faces in April/May. There is a continuous process of reviewing systems, procedures and practice in order to mitigate the risks the charity faces.

The elements of this risk assessment relating to adverse publicity and litigation arising from CCPAS safeguarding services is then shared as appropriate with our Insurance Company (Trustees' Indemnity Policy).

An important part of our risk management strategy is exercised through the 'Performance, Risk, Audit and Review (PRAR) Committee' of trustees with significant safeguarding experience at senior level in the public sector, meeting with senior staff. A major part of the Committee's work to date has been in relation to developing case management systems but the Committee is becoming increasingly involved in reviewing high risk casework in which the charity is involved as well as developing a framework for auditing (by dipping and thematic review) other services provided by the charity.

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 26 July 2018 and signed on its behalf by:

Mr D Pearson - Trustee

Churches' Child Protection
Advisory Service

Statement of Trustees Responsibilities
for the Year Ended 31 March 2018

The trustees (who are also the directors of Churches' Child Protection Advisory Service 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 the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the 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.

Opinion

We have audited the financial statements of Churches' Child Protection Advisory Service (the 'charitable company') for the year ended 31 March 2018 which comprise the Statement of Financial Activities, the Balance Sheet, the Cash Flow Statement and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006, and to the charitable company's trustees, as a body, in accordance with Section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charitable company's members and 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 members and trustees as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 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

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

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

Other information

The trustees are responsible for the other information. The other information comprises the information included in the 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 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, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinion on other 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 Report of the Trustees for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Trustees has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Trustees.

We have nothing to report in respect of the following matters where the Companies Act 2006 and the Charities Accounts (Scotland) Regulations 2006 (as amended) requires us to report to you if, in our opinion:

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

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

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.

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 Report of the Independent Auditors.

Mark Heaton FCCA DChA (Senior Statutory Auditor)

for and on behalf of KM

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006

1st Floor, Block C

The Wharf

Manchester Road

Burnley

Lancashire

BB11 1JG

26 July 2018

Churches' Child Protection
Advisory Service

Statement of Financial Activities
(Incorporating an Income and Expenditure Account)
for the Year Ended 31 March 2018

	Notes	31.3.18 Unrestricted funds £	31.3.17 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	2	606,707	533,291
Charitable activities	4		
Disclosure		1,017,626	920,843
Resources/Bookstall		8,920	14,424
Services		240,068	184,358
Investment income	3	37,650	37,969
Other income		<u>2,571</u>	<u>664</u>
Total		1,913,542	1,691,549
EXPENDITURE ON			
Raising funds	5	9,786	8,749
Charitable activities	6		
Resources/Bookstall		20,043	-
Child Protection Service		1,511,918	1,228,051
Disclosure Service		<u>694,343</u>	<u>765,971</u>
Total		2,236,090	2,002,771
Net (losses) gains on investments		<u>(4,389)</u>	<u>23,646</u>
NET EXPENDITURE		(326,937)	(287,576)
Other recognised gains			
Gains on revaluation of investments		<u>35,604</u>	<u>237,964</u>
Net movement in funds		(291,333)	(49,612)
RECONCILIATION OF FUNDS			
Total funds brought forward		2,124,149	2,173,761
TOTAL FUNDS CARRIED FORWARD		<u>1,832,816</u>	<u>2,124,149</u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

Churches' Child Protection
Advisory Service

Balance Sheet
At 31 March 2018

		31.3.18 Unrestricted funds £	31.3.17 Total funds £
FIXED ASSETS	Notes		
Tangible assets	16	326,186	326,880
Investments	17	<u>1,560,446</u>	<u>1,611,652</u>
		1,886,632	1,938,532
CURRENT ASSETS			
Debtors	18	176,469	161,826
Cash at bank		<u>211,238</u>	<u>385,802</u>
		387,707	547,628
CREDITORS			
Amounts falling due within one year	19	(441,523)	(362,011)
		<u>(441,523)</u>	<u>(362,011)</u>
NET CURRENT (LIABILITIES) ASSETS		<u>(53,816)</u>	<u>185,617</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>1,832,816</u>	<u>2,124,149</u>
NET ASSETS		<u>1,832,816</u>	<u>2,124,149</u>
FUNDS	21		
Unrestricted funds		<u>1,832,816</u>	<u>2,124,149</u>
TOTAL FUNDS		<u>1,832,816</u>	<u>2,124,149</u>

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

The financial statements were approved by the Board of Trustees on 26 July 2018 and were signed on its behalf by:

Mr J Foy -Trustee

Churches' Child Protection
Advisory Service

Cash Flow Statement
for the Year Ended 31 March 2018

	Notes	31.3.18 £	31.3.17 £
Cash flows from operating activities:			
Cash generated from operations	26	<u>(233,811)</u>	<u>(302,932)</u>
Net cash provided by (used in) operating activities		<u>(233,811)</u>	<u>(302,932)</u>
Cash flows from investing activities:			
Purchase of tangible fixed assets		(29,144)	(35,195)
Purchase of fixed asset investments		(9,105)	(277,312)
Sale of tangible fixed assets		5,900	-
Sale of fixed asset investments		91,526	275,105
Interest received		<u>70</u>	<u>1,983</u>
Net cash provided by (used in) investing activities		<u>59,247</u>	<u>(35,419)</u>
Change in cash and cash equivalents in the reporting period		<u>(174,564)</u>	<u>(338,351)</u>
Cash and cash equivalents at the beginning of the reporting period		<u>385,802</u>	<u>724,153</u>
Cash and cash equivalents at the end of the reporting period		<u>211,238</u>	<u>385,802</u>

The notes form part of these financial statements

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

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 2015)', 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, as modified by the revaluation of certain assets.

Income

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

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 and has been classified under headings that aggregate all cost 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.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

Allocation and apportionment of costs

Support costs include central functions and have been allocated to charity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

Tangible fixed assets

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

Freehold property	- 2% on cost
Fixtures and fittings	- at variable rates on reducing balance
Motor vehicles	- 25% on reducing balance

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.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Churches' Child Protection
Advisory Service

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

2. DONATIONS AND LEGACIES

	31.3.18	31.3.17
	£	£
Subscriptions	583,681	512,377
Donations	15,032	12,456
Gift aid	6,994	7,458
Grants	<u>1,000</u>	<u>1,000</u>
	<u>606,707</u>	<u>533,291</u>

3. INVESTMENT INCOME

	31.3.18	31.3.17
	£	£
Income from listed investments	37,580	35,986
Deposit account interest	<u>70</u>	<u>1,983</u>
	<u>37,650</u>	<u>37,969</u>

4. INCOME FROM CHARITABLE ACTIVITIES

		31.3.18	31.3.17
	Activity	£	£
CRB Disclosure	Disclosure	1,017,626	920,843
Resources/Bookstall	Resources/Bookstall	8,920	14,424
Services	Services	<u>240,068</u>	<u>184,358</u>
		<u>1,266,614</u>	<u>1,119,625</u>

5. RAISING FUNDS

Investment management costs

	31.3.18	31.3.17
	£	£
Portfolio management	<u>9,786</u>	<u>8,749</u>

6. CHARITABLE ACTIVITIES COSTS

	Direct costs	Grant funding of activities (See note 7)	Support costs (See note 8)	Totals
	£	£	£	£
Resources/Bookstall	20,043	-	-	20,043
Child Protection Service	1,421,235	5,500	85,183	1,511,918
Disclosure Service	<u>617,920</u>	<u>-</u>	<u>76,423</u>	<u>694,343</u>
	<u>2,059,198</u>	<u>5,500</u>	<u>161,606</u>	<u>2,226,304</u>

Churches' Child Protection
Advisory Service

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

7. GRANTS PAYABLE

	31.3.18	31.3.17
	£	£
Child Protection Service	<u>5,500</u>	<u>8,500</u>

The total grants paid to institutions during the year was as follows:

	31.3.18	31.3.17
	£	£
Home for Good	-	2,500
Sharon Youth Association	-	1,500
Parents Consortium	-	2,500
Nene Valley Christian Family Refuge	-	2,000
Sedbergh Methodist Church	1,500	-
Doncaster Children's Services Trust	<u>4,000</u>	<u>-</u>
	<u>5,500</u>	<u>8,500</u>

8. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Child Protection Service	66,578	18,605	85,183
Disclosure Service	<u>61,200</u>	<u>15,223</u>	<u>76,423</u>
	<u>127,778</u>	<u>33,828</u>	<u>161,606</u>

9. NET INCOME/(EXPENDITURE)

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

	31.3.18	31.3.17
	£	£
Depreciation - owned assets	26,509	23,041
Other operating leases	80,358	74,515
Surplus on disposal of fixed asset	<u>(2,571)</u>	<u>-</u>

10. AUDITORS' REMUNERATION

	31.3.18	31.3.17
	£	£
Fees payable to the charity's auditors for the audit of the charity's financial statements	7,800	8,900
Auditors' remuneration for non audit work	<u>1,800</u>	<u>2,900</u>

11. TRUSTEES' REMUNERATION AND BENEFITS

The following transactions took place in the year:

Mr D Pearson charged fees to the charity amounting to £26,334 (2017 - £39,563) and received reimbursed travelling expenses amounting to £871 (2017 - £959).

Trustees' expenses

Nine trustees received a total of £7,816 (2017 - £7,029) for re-imburement of expenses.

Trustees indemnity insurance was paid amounting to £2,032 (2017 - £1,392).

12. STAFF COSTS

	31.3.18	31.3.17
	£	£
Wages and salaries	991,197	806,837
Social security costs	72,827	64,236
Other pension costs	40,037	29,135
	<u>1,104,061</u>	<u>900,208</u>

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

	31.3.18	31.3.17
Child protection	13	12
Disclosure service	8	7
Finance department	5	4
Administration and support	12	13
	<u>38</u>	<u>36</u>

No employees received emoluments in excess of £60,000.

The total amount of employee benefits received by the key management personnel is £126,594 (2017 - £145,425).

13. EX GRATIA PAYMENTS

Wages and Salaries includes Redundancy Costs of £Nil (2017: £4,500).

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £
INCOME AND ENDOWMENTS FROM	
Donations and legacies	533,291
Charitable activities	
Disclosure	920,843
Resources/Bookstall	14,424
Services	184,358
Investment income	37,969
Other income	664
	£
Total	<u>1,691,549</u>
EXPENDITURE ON	
Raising funds	8,749
Charitable activities	
Child Protection Service	1,228,051
Disclosure Service	<u>765,971</u>
Total	2,002,771
Net gains/(losses) on investments	<u>23,646</u>
NET INCOME/(EXPENDITURE)	(287,576)
Other recognised gains/(losses)	
Gains/(losses) on revaluation of fixed assets	<u>237,964</u>
Net movement in funds	(49,612)
RECONCILIATION OF FUNDS	
Total funds brought forward	<u>2,173,761</u>
TOTAL FUNDS CARRIED FORWARD	<u><u>2,124,149</u></u>

15. TAXATION

The company is a registered charity and is, therefore, exempt from taxation.

Churches' Child Protection
Advisory Service

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

16. TANGIBLE FIXED ASSETS

	Freehold property	Fixtures and fittings	Motor vehicles	Totals
	£	£	£	£
COST				
At 1 April 2017	340,343	130,941	36,917	508,201
Additions	-	4,463	24,681	29,144
Disposals	-	-	(15,170)	(15,170)
At 31 March 2018	<u>340,343</u>	<u>135,404</u>	<u>46,428</u>	<u>522,175</u>
DEPRECIATION				
At 1 April 2017	74,605	92,507	14,209	181,321
Charge for year	6,807	11,802	7,900	26,509
Eliminated on disposal	-	-	(11,841)	(11,841)
At 31 March 2018	<u>81,412</u>	<u>104,309</u>	<u>10,268</u>	<u>195,989</u>
NET BOOK VALUE				
At 31 March 2018	<u>258,931</u>	<u>31,095</u>	<u>36,160</u>	<u>326,186</u>
At 31 March 2017	<u>265,738</u>	<u>38,434</u>	<u>22,708</u>	<u>326,880</u>

17. FIXED ASSET INVESTMENTS

		31.3.18	31.3.17
		£	£
Shares		1,524,540	1,580,093
Other		<u>35,906</u>	<u>31,559</u>
		<u>1,560,446</u>	<u>1,611,652</u>

Additional information as follows:

		Listed investments £
MARKET VALUE		
At 1 April 2017		1,580,093
Additions		4,758
Disposals		(95,915)
Revaluations		<u>35,604</u>
At 31 March 2018		<u>1,524,540</u>
NET BOOK VALUE		
At 31 March 2018		<u>1,524,540</u>
At 31 March 2017		<u>1,580,093</u>

There were no investment assets outside the UK.

Churches' Child Protection
Advisory Service

Notes to the Financial Statements - continued
for the Year Ended 31 March 2018

17. FIXED ASSET INVESTMENTS - continued

Investments (neither listed nor unlisted) were as follows:

	31.3.18	31.3.17
	£	£
Cash Account for Investment	<u>35,906</u>	<u>31,559</u>

Listed investments

Investments having a net book value of £1,524,540 (2017 - £1,580,093) are listed on recognised stock exchange and had a market value of £1,524,540 at the end of the year (2017 - £1,580,093).

18. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18	31.3.17
	£	£
Trade debtors	140,059	100,683
Other debtors	689	27,998
Prepayments and accrued income	<u>35,721</u>	<u>33,145</u>
	<u>176,469</u>	<u>161,826</u>

19. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.18	31.3.17
	£	£
Trade creditors	34,846	31,763
Accruals and deferred income	<u>406,677</u>	<u>330,248</u>
	<u>441,523</u>	<u>362,011</u>

Deferred income: subscriptions received in advance.

20. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	31.3.18	31.3.17
	£	£
Between one and five years	<u>58,674</u>	<u>58,674</u>

21. MOVEMENT IN FUNDS

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
Unrestricted funds				
General fund	185,617	(267,395)	1,588,408	1,506,630
Fixed assets	326,880	(23,938)	23,244	326,186
Investments	<u>1,611,652</u>	<u>-</u>	<u>(1,611,652)</u>	<u>-</u>
	2,124,149	(291,333)	-	1,832,816
	<u>2,124,149</u>	<u>(291,333)</u>	<u>-</u>	<u>1,832,816</u>
TOTAL FUNDS	<u>2,124,149</u>	<u>(291,333)</u>	<u>-</u>	<u>1,832,816</u>

21. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,910,971	(2,209,581)	31,215	(267,395)
Fixed assets	<u>2,571</u>	<u>(26,509)</u>	<u>-</u>	<u>(23,938)</u>
	1,913,542	(2,236,090)	31,215	(291,333)
	<u>1,913,542</u>	<u>(2,236,090)</u>	<u>31,215</u>	<u>(291,333)</u>
TOTAL FUNDS	<u>1,913,542</u>	<u>(2,236,090)</u>	<u>31,215</u>	<u>(291,333)</u>

Comparatives for movement in funds

	At 1.4.16 £	Net movement in funds £	Transfers between funds £	At 31.3.17 £
Unrestricted Funds				
General fund	511,200	(315,418)	(10,165)	185,617
Fixed assets	314,726	(23,041)	35,195	326,880
Investments	<u>1,347,835</u>	<u>288,847</u>	<u>(25,030)</u>	<u>1,611,652</u>
	2,173,761	(49,612)	-	2,124,149
	<u>2,173,761</u>	<u>(49,612)</u>	<u>-</u>	<u>2,124,149</u>
TOTAL FUNDS	<u>2,173,761</u>	<u>(49,612)</u>	<u>-</u>	<u>2,124,149</u>

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

	Incoming resources £	Resources expended £	Gains and losses £	Movement in funds £
Unrestricted funds				
General fund	1,655,563	(1,970,981)	-	(315,418)
Investments	35,986	(8,749)	261,610	288,847
Fixed assets	<u>-</u>	<u>(23,041)</u>	<u>-</u>	<u>(23,041)</u>
	1,691,549	(2,002,771)	261,610	(49,612)
	<u>1,691,549</u>	<u>(2,002,771)</u>	<u>261,610</u>	<u>(49,612)</u>
TOTAL FUNDS	<u>1,691,549</u>	<u>(2,002,771)</u>	<u>261,610</u>	<u>(49,612)</u>

22. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2018 except those as disclosed in note 11 to the accounts.

23. ULTIMATE CONTROLLING PARTY

Controlling parties

The charity is controlled by the trustees who are all directors of the company.

24. MEMBERS' LIABILITY

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

25. DEFINED CONTRIBUTION PENSION SCHEME

The charity operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the charity to the scheme and amounted to £40,037 (2017 - £29,135).

There were no outstanding or prepaid contributions at either the beginning or end of the financial year.

26. RECONCILIATION OF NET INCOME/(EXPENDITURE) TO NET CASH FLOW FROM OPERATING ACTIVITIES

	31.3.18	31.3.17
	£	£
Net income/(expenditure) for the reporting period (as per the statement of financial activities)	(326,937)	(287,576)
Adjustments for:		
Depreciation charges	26,509	23,041
Losses/(gain) on investments	4,389	(23,646)
Profit on disposal of fixed assets	(2,571)	-
Interest received	(70)	(1,983)
Decrease in stocks	-	12,342
Increase in debtors	(14,643)	(31,110)
Increase in creditors	<u>79,512</u>	<u>6,000</u>
Net cash provided by (used in) operating activities	<u>(233,811)</u>	<u>(302,932)</u>