Making the Most of Collaborative Working

Dorset Charities Conference – June 206





Vision

Our vision is of a world where people with autism are active citizens enjoying maximum independence and a good quality of life

Values

Relationships of integrity and respect Individual development, empowerment and quality of life High quality, professional and needs led services Equal Opportunity & Diversity Value for Money



- Early Childhood Autism late 50s /' early 60s
- Parents mutual support and information exchange
- Context of 'medical' society response and no state obligation to special education
- Driver of seeking educational and therapeutic response
- Formed Wessex Society for Autistic Children 1968
- Provided informal home-based education



- 1970 Opened Portfield School
- By 1990 Grown into 3 properties in Christchurch. 36 Students
- 1985 Opened residential care home for 8 adults in west Dorset
- 1995 Appointed General Manager
- 2001 Appointed Fundraiser
- 2002 First phase of 'New' Portfield School
- Investment and collaboration around adult residential care services
- Pursuit of virtuous cycle growth, investment, improvement, growth



- Three service areas:
- Portfield School
 - Up to 70 places at main campus in west Parley and Life Skills centre in Christchurch
- Community Wessex
 - Children's homes. 24 'Full Time' places in 5 homes + respite.
 - 33 adults in 10 residential care homes
 - Circa 3,000 hours supported living each week
- Information, Advice and Advocacy Services
 - Manager, 2 x Information & Advice Officers, Volunteer Coordinator
 - Parent Training Programmes, Adult Drop In Groups, Parent Support Groups, Dorset 'Alert Card', Autism Database, awareness raising, Engagement in local policy scene



- Portfield School and Community Wessex services provided under contract – LAs and CCGs
- Information, Advice and Advocacy services supported through voluntary income streams
- Business Services:
 - Finance
 - HR (to include Staff Development and Clinical Support)
 - Fundraising
 - Marketing
 - Data and IT
 - Facilities & Procurement



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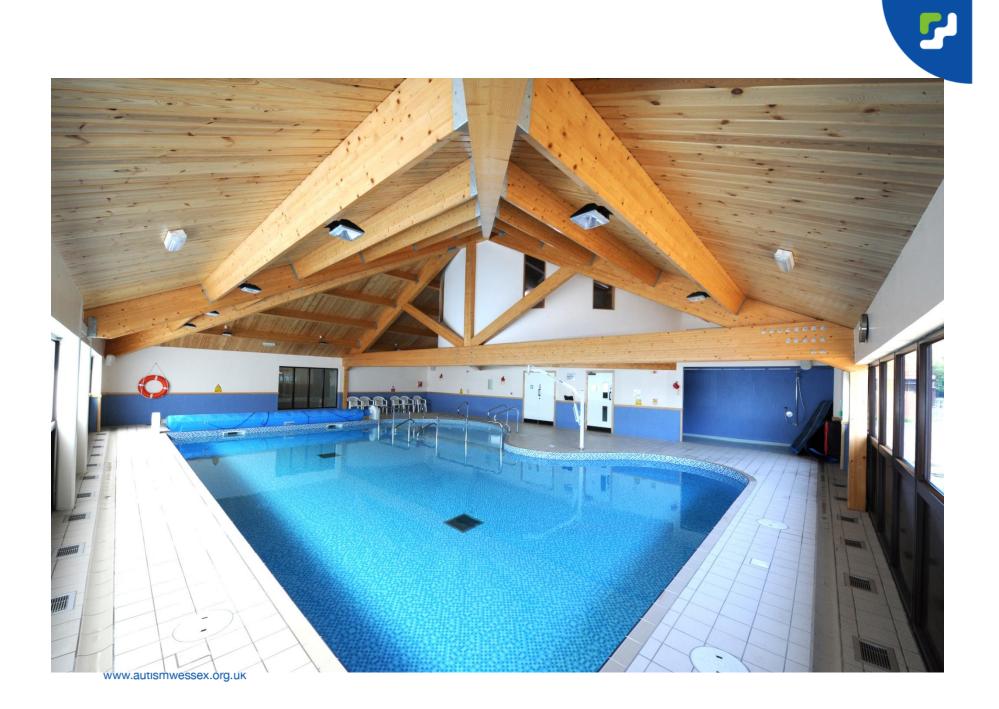




























www.autismwessex.org.uk



About Autism Wessex – Some Numbers

- 60 school students
- 20 children in care
- 25 families using respite care
- 33 adults in residential care
- 3,000 hours/week supported living to circa 300 people
- 1,700 information and advice enquiries
- 45 drop in group attendees
- 100 parents trained
- Circa 500 FTE employees
- Turnover £11.6M
- Fixed Assets £14M
- Net Assets £12.5M



Key Success Factors

- Staying true to values and vision
- In recognising competitive arena
 - Pursuit of competitive advantage (quality and price)
 - Demonstrating impact and value added
- Securing a financial return
- Readiness to take risk
- Readiness to diversify if supportive of objects and vision
- Investment in assets building a strong balance sheet
- Building and maintaining stakeholder trust and confidence
- In it for the long-term



Key Collaborations

- Our people
 - Competitive place in the employment market
 - Investing in their personal development
 - Aligned to the vision and values
- Customer statutory bodies
 - Good quality
 - Good price values driven
 - Constructive engagement
 - No surprises
 - In it for the long term
- Donors and Grant Makers
 - Fulfilling the promise
 - Demonstrable impact
 - Constructive engagement



Key Collaborations

- Nat West Bank (who went out their way to support construction of the school)
 - Sound business model
 - Effectively managed (most of the time)
 - Meeting our obligations
 - No surprises
- Housing providers
- Statutory Services
 - NHS
 - Local authorities
- Wider Autism Sector
 - Learning and support
 - Macro policy and advocacy
 - National initiatives



Key Collaborations

- Regulators
 - CQC
 - Ofsted
 - Charity Commission
- Local Suppliers of Goods and Services
 - We are important part of local economy
 - Spend locally where we can
 - Pursue mutually beneficial relationships



Thank you

Any questions?

To learn more about how you can support us or benefit from our services visit:

www.autismwessex.org.uk







Charity Accounting and Tax Update Jen Richardson ACA FCCA DChA





- New SORP
- Risk management
- Gift Aid
- Charity finance resources



New SORP

<u>http://www.charitiessorp.org/</u>

- The Charities SORP(FRSSE) will not apply from 2016
- Transition to FRS102 SORP a single reporting framework for all charities.



Key changes under FRS102 SORP

- Changes to Trustee Report
- SOFA format
- Income recognition
- Property and Investment property valuations
- Lease commitments
- Remuneration disclosures



Risk management

- Definition of risk: 'something that might or might not happen but if it does could stop you achieving your objectives'.
- Risk management: 'any activity taken to identify and then control the level of risk'.



Steps to managing risk

- 1. Be clear about what you are trying to achieve
- 2. Identify, analyse and assess the risks
- 3. Decide how to manage the risks
- 4. Monitor and review the risks
- 5. Communicate and report to the right people



Gift Aid

'A donation qualifies for Gift Aid if it's a gift consisting of 'a sum of money' by an individual who's paid, or will pay UK tax, to a charity and satisfies relevant conditions'



Gift Aid – qualifying donations

A sum of money (an actual cash transaction) and NOT

- Subject to any repayment conditions
- A waiver of a debt
- A payment for goods or services
- Given under the payroll giving scheme
- Not deductible from income for tax purposes
- A 'disqualified' overseas gift
- Charity cards or vouchers
- Membership fees of CASCs
- In excess of donor benefit rules
- Made before registration as a charity or CASC



Gift Aid - donors

- Must have paid sufficient UK income or capital gains tax
- Complete a valid gift aid declaration form
- Including name, address, name of charity, agreement for gift aid, declaration of sufficient tax paid.
- See HMRC template examples <u>https://www.gov.uk/gift-aid-declarations-claiming-tax-back-on-donations</u>
- Made aware of personal tax consequences
- No additional benefit for basic rate tax payers
- Oral declarations need to contain the same information as written declarations



Gift Aid Small Donation Scheme

- Can only apply to cash donations
- Limit is £20 per donation
- Can claim with no gift aid declaration
- Cannot apply to membership fees
- Maximum amount in one year now £8,000 or ten times the amount claimed through gift aid
- Charity must have made a gift aid declaration in year
- Charity must have claimed gift aid in two of the last four years
- GASDS claim is not allowable if a gift aid penalty has been received in the last two years
- Connected charities share the limit



Additional resources

ICAEW Volunteers

Email: <u>icaewvolunteers@icaew.com</u>

Phone 020 7920 3538

• Fraud Advisory Panel

www.fraudadvisorypanel.org

• Trustees Unlimited

www.trustees-unlimited.co.uk



Jen Richardson BA (Hons) ACA FCCA DChA Head of Charities

T: 01202 875 900 F: 01202 876 288 E: Jen.Richardson@wardgoodman.co.uk A: 4 Cedar Park, Cobham Road, Ferndown Industrial Estate, Wimborne, Dorset, BH21 7SF





Charities – Legal Update

Geoff Trobridge - Partner

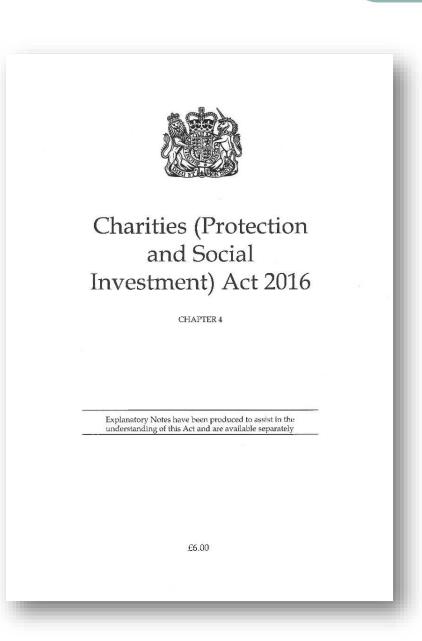
June 2016





CHARITY





Charities (Protection and Social Investment) Act 2016

- → Warnings
- Suspension of trustees after an inquiry has been opened or interim manager appointed.
- Operation Operatio Operation Operation Operation Operation Operation Ope
- Ommission can remove trustees if both misconduct/ mismanagement AND necessary to protect property.
- \bigcirc Disqualification
 - \bigcirc Range of offences leading to automatic disqualification widened
 - \bigcirc CC can remove a disqualified trustee
 - \odot CC can disqualify anyone from acting whether or not currently a trustee
 - \bigcirc Includes trustees, employees and officers

Control of Fundraising

Ommercial Fundraising Agreements:

Or Must specify any voluntary scheme or standard by which fundraiser or commercial participator agrees to be bound

 \bigcirc How vulnerable people will be protected

 \bigcirc Arrangements for charity to monitor compliance

O Annual reports − statements about fundraising

Social Investment

- \bigcirc Directly furthering the charity's purposes
- \bigcirc Achieving a financial return for the charity
- \odot Any financial return that is better than spending the money on the purposes
- \bigcirc Trustees' duties in relation to social investment

Register of Persons with Significant Control

 \bigcirc All charities set up as a company

 \bigcirc All trading subsidiaries

Ompulsory even if there is no-one with Significant Control

Action Points

- \bigcirc Do not ignore problems and take early advice
- O Review trustees' declarations
- \bigcirc Review governing document to allow removal of trustees
- \bigcirc Review fundraising agreements
- \bigcirc Record and justify decisions

How this man caused a problem with the Charity Commission



Geoff Trobridge | Partner

Geoff advises charities, social enterprises and voluntary organisations, clubs or associations on all aspects of charity and company law. Geoff can support you from the outset, with setting up your organisation to ensure it has the optimised legal structure alongside the right governing document.

Lester Aldridge







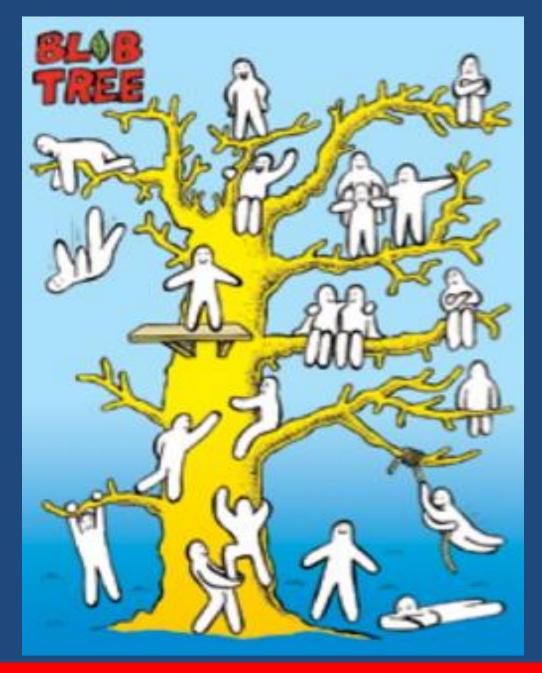
Charity Insurance



Here to help



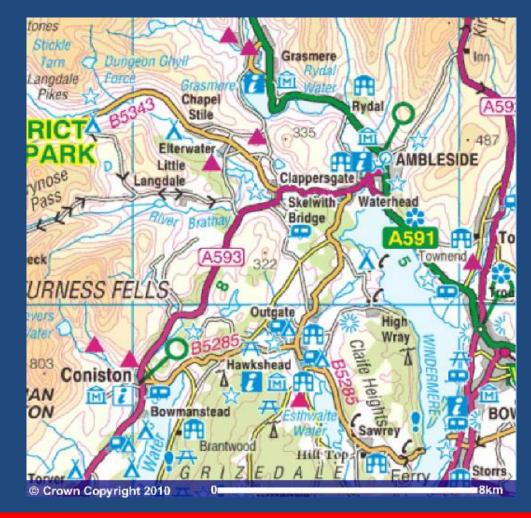






A new map













Insurance Act 2015



The Insurance Act 2015 requires customers to make a 'fair presentation' of the risk. This requires the policyholder to undertake a reasonable search of the information available to them and defines what a policyholder knows or ought to know.



Knowledge of:-

- Senior Management
- Other decision makers
- Your insurance team
- Changes mid-term







Warranties









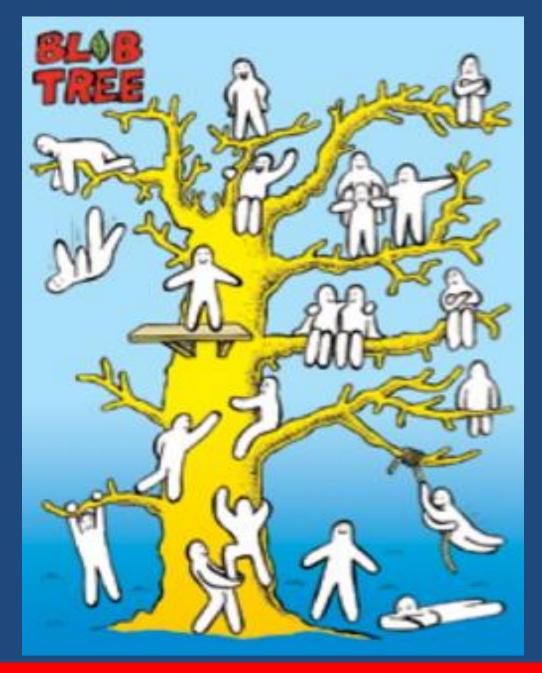






- Involving management
- Recording decisions made internally
- Recording broker correspondence
- Quality of advice essential!
- If in doubt, disclose it anyway!















Socially Responsible and Impact Investing

Presented by Alex Foster



What is socially responsible investment and Impact investing?

- Socially responsible investment, which can often be interchangeable with green, sustainable or ethical investing, looks to consider the nature of the business that a company chooses to engage in.
- Impact investing, has been used for several years, with the terms being coined around 2007. This investment strategy is focused more on the Corporate Social Responsibility of a company.



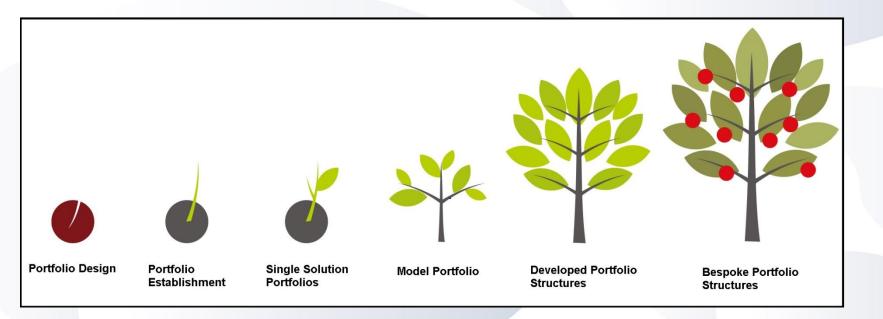
Why use socially responsible investment and Impact investing strategies?

- 'We want to avoid companies that harm social or environmental practices'
- 'We want to reflect the principles of our organisation in the investments that we hold'
- 'Our investments should have positive benefit to issues that are important to us'



How to invest in socially responsible and Impact investments.

- Direct with Fund Managers
- Via a Stockbroker
- Specialist Financial Planners





Summary

- Ward Goodman are here to provide comprehensive solutions through our integrated and modern thinking.
- Cash holding and portfolio reviews are essential, whichever advisers you use!





Making Documents Efficient

Ben Summerfield, Director, Copyrite Business Solutions



Agenda

- Who are Copyrite Business Solutions
- Business challenges
- How do we address them

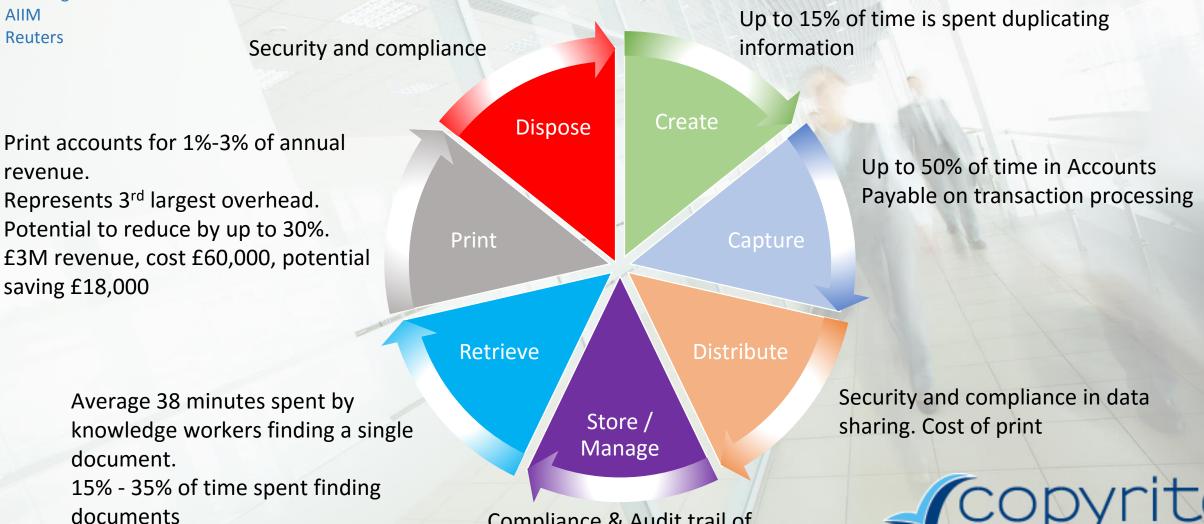




Sources: IDC Gartner Working Council of CIO's AIIM **Reuters**

revenue.

Document Lifecycle



Compliance & Audit trail of information our businesses retain

Top 5 Tips for going Paper-Light

- 1. Map processes prior to digitisation
- 2. Look to digitise paper as early in the process as possible
- 3. Use electronic workflows
- 4. Use print management
- 5. Implement document retention policy



Thank you







Trustees under pressure: governance responsibilities of Chairs and trustees in challenging times

Dorset Charities Conference June 13 2016

John Williams Vice Chair, Association of Chairs

@ChiswickJohn

www.associationofchairs.org.uk



About the Association of Chairs

- Launched October 2013
- 4 aims:
 - Support, challenge and networking
 - Develop knowledge and resources
 - > Offer professional development and standards
 - Create a voice for Chairs



A Chair's Compass - the 4 C's



Constructive relationships



A year of bad headlines





But some important lessons....

What lessons do you think 2015 offers?

What have you done differently in your organisations as a result?



Why it matters - the new normal

Tighter regulation

Tighter money

Tighter scrutiny



One clear lesson so far....

The buck stops with trustees.....

and especially the Chair....

Good governance really really matters



Revised guidance from the Charity Commission: The Essential Trustee



Seven deadly sins of bad governance

- No formal board evaluation
- Lack of finite terms/poor governing document
- Not enough attention on sustainability and risk
- Skimping on trustee recruitment
- Lack of engagement between meetings
- Lack of respect, especially for SMT
- No investment in induction and training



Closing the Governance Gap



What is governance?

from the chief executive of **CCLA**, Michael Quicke:

"the mechanism by which the organisation controls the energy driving it forward"



Building better governance

Compliance, culture and commitment

22 small steps to big differences











For every trustee

- Take governance seriously
- Ensure you understand the expectations: a social contract
- A deep induction; and training as default?
- Compulsory attendance
- Read the papers!
- Get involved: under the skin; engage the beneficiaries, staff and volunteers
- Support your Chair



for Chairs and the board...1

- Ensure effective challenge Chair sets the tone
- Right agenda, good papers, prioritise, open debate
- Keep risk and sustainability under constant review, internal and external
- Don't delegate financial responsibility
- Get the right board skills mix: recruit conscientiously
- Invest in their training and development
- Give trustees off-board roles, opportunities to bond



for Chairs and the board...2

- Ensure turnover of trustees: stick to terms
- Ensure your governing document is fit for purpose
- Create a Vice Chair or SID
- Identify a governance trustee
- Regular (formal) board review and appraisals
- Listen to expert voices, peers and mentors
- Measure, measure, measure (and report)
- Engage, listen to and respect the CEO and their executive



From Five S's to Five C's

Contract

Commitment

Curiosity

Comprehension

Challenge



Trustees under pressure: governance responsibilities of Chairs and trustees in challenging times

Dorset Charities Conference June 13 2016

John Williams Vice Chair, Association of Chairs

@ChiswickJohn

www.associationofchairs.org.uk







heritage Iottery fund



National Lottery Funding

Arts Council England

BIG Lottery fund

Heritage Lottery Fund

Sport England





National Lottery Funding

- Since 1994, more than £32 billion has been raised for good causes, funding over 450,000 projects
- Heritage Lottery Fund has awarded £7.1billion to over 40,000 projects since 1994
- £430 million to invest this year





Impacts of 20 years of Heritage Lottery Funding

- 50% increase in visitors to key heritage attractions
- Over 3,000 people have undertaken work-based training in heritage skills
- Millions of people engaging with heritage, including 234,000 volunteers
- Over 17,000 historic buildings and monuments restored
- The revitalisation of over 700 public parks







What is Heritage?

Heritage Lottery Fund takes a broad view of the UK's heritage.....

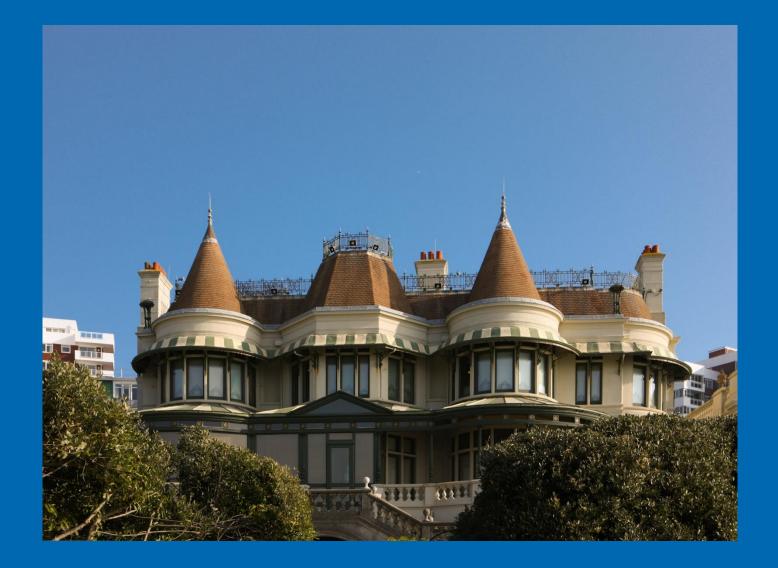
.... It is anything from the past that we value enough to hand on to future generations





Historic Buildings and Sites





Museums, Collections and Archives





Industrial, Transport and Maritime





Countryside and Nature





Cultures and memories



First World War



- HLF are actively seeking projects to commemorate the First World War through our open programmes
- With our funding, we want to help create a deeper understanding of the First World War and to create a legacy for future generations



Priority Development Areas 2013-2018

Bournemouth Christchurch East Dorset Poole

2002-2012 27 grants awarded £3,062,400



Funding in Priority Development Areas 2013 - present

30 grants awarded £6,658,290

including grants to:

- Highcliffe Castle, Christchurch
- RSPB
- Poole Museum
- St Peter's church, Bournemouth
- Hengistbury Head





Key Target Groups



HLF is actively looking to support projects which engage hard to reach groups of people who don't normally engage with heritage, including:

- Equalities groups
- Disabilities groups
- Young people (aged 11-24)
- People living in areas of social and economic deprivation



Who can apply?

Public and Not-for-profit organisations

- Community or voluntary groups
- Charities or trusts
- Youth clubs or organisations
- Parish councils
- Local authorities
- Other public sector organisations



horitago

Grants Awarded in Dorset 2015/2016

- Boscombe CIC
- Russell-Cotes Art Gallery and Museum
- Christchurch History Society
- RSPB South West
- Red House Museum
- Christchurch Culture and Learning Arena
- Radio Wimborne
- Wareham Development Trust
- Dorset Castles Research group
- Dorset Natural History and Archaeological Society
- Somerset and Dorset Railway Trust



Main Funding Programmes

- Sharing Heritage
- First World War: Then & Now
- Young Roots
- Our Heritage
- Heritage Grants

£3,000 to £10,000 £3,000 to £10,000 £10,000 to £50,000 £10,000 to £100,000 over £100,000





Outcomes

We want applicants to focus on the <u>outcomes</u> of the project.

The outcomes are the <u>difference</u> that will be made with Lottery money.

To help applicants, we have created a menu of outcomes:

- heritage
- people
- communities



What is the difference between an outcome and an output?

- Lots of funders talk about outcomes and outputs
- An output is essentially something that is done or created; an outcome is the difference made
- So, an output may be a new interpretation display for a museum, the outcome is that people can now learn about heritage.





HLF Outcomes

Heritage will be ...

- Better interpreted and explained
- In better condition / better managed
- Identified/recorded

People will have ...

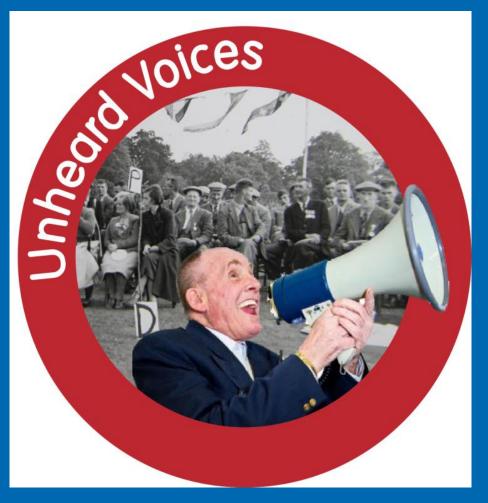
- Changed their attitudes and/or behaviour
- Developed skills / volunteered time
- Learnt about heritage / had an enjoyable experience

Community ...

 More people and wider range of people engage with heritage



Unheard Voices



Applicant: Bournemouth People First

- 2 year project to record memories, feelings and experiences of people with a learning disability
- Employed learning disabled person as project trainee
- Provided workshops for education and public sector workers



Wimborne History Festival

Applicant: Christchurch and East Dorset Councils

Working with 19 partner organisations to deliver a programme of public engagement events including:

Wimborne Minster Dorset History Society Priest's House Museum Wimborne Model Town National Trust, Kingston Lacy





HLF Funding

- Heritage focussed projects achieving outcomes for Heritage, People and Communities
- Not-for-profit and public organisations can apply
- Project funding not for ongoing work or current staff
- Grants from £3,000
- Can fund 100% of project costs
- Open programmes, apply when you are ready
- 8 -12 week assessment period
- Online enquiry service and online application process







Heritage Lottery Fund, 3rd Floor, Balliol House, Southernhay Gardens Exeter, Devon, EX1 1NP

southwest@hlf.org.uk

www.hlf.org.uk







NAVIGATING CHANGE AN ANALYSIS OF FINANCIAL TRENDS FOR SMALL AND MEDIUM-SIZED CHARITIES

Jennifer Crees Senior Research Officer, NCVO June 2016



Background

- Lloyds Bank Foundation commissioned report
- Anecdotal evidence of 'squeezed middle' of charities
- Tougher commissioning environment, reduction in grants
- Aim was to investigate whether evidence from financial accounts supported this
- Partner publication by IPPR North: qualitative review of value of small and medium-sized charities





Definition of small and medium charities

Charity Commission income bands	NCVO Category			
Zero income	Micro			
£1 - £10,000	IVIICIO			
£10,001 - £25,000	Small			
£25,001 - £100,000				
£100,001 - £500,000	Medium			
£500,001 - £1,000,000	Medium			
£1,000,001 - £10,000,000	Large			
£10,000,001 - £100,000,000	Major			
Over £100,000,000	Super-major			



Our approach and data

- 1. High level overview of the voluntary sector: numbers and key characteristics (CC data)
- Detailed aggregate financial statistics on income and spending between 2008/09 and 2012/13 (Almanac data & methodology)
- New 'typology' based on trajectory of organisational income between 2008/09 and 2013/14: facilitate comparison (CC data).
- 4. Analysis of text from charity accounts.



SMALL AND MEDIUM-SIZED CHARITIES OVERVIEW

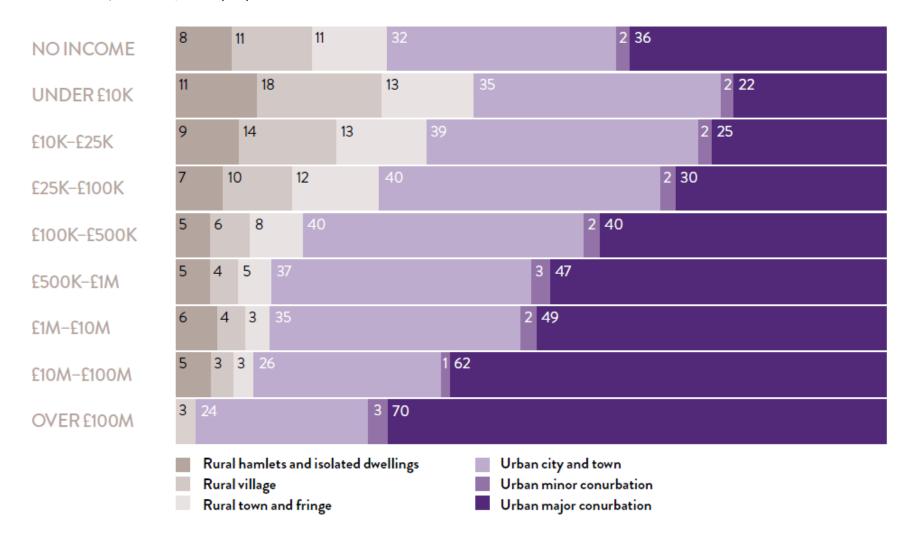


The voluntary sector's economy is dominated by large charities, but most organisations are small:

Income band	Number of organisations	Annual income
Zero income	14792	£0bn
£1-£10,000	49891	£0.2bn
£10,001 -£25,000	22318	£0.4bn
£25,001 -£100,000	23801	£1.2bn
£100,001 - £500,000	15052	£3.3bn
£500,001 - £1,000,000	3115	£2.1bn
£1,000,001 - £10,000,000	3854	£10.3bn
£10,000,001 - £100,000,000	494	£11.5bn
Over £100,000,000	38	£7.6bn



Smaller charities are more likely to be registered in rural areas than larger charities: Proportion of charities in rural and urban areas by income band, 2013/14 (%)



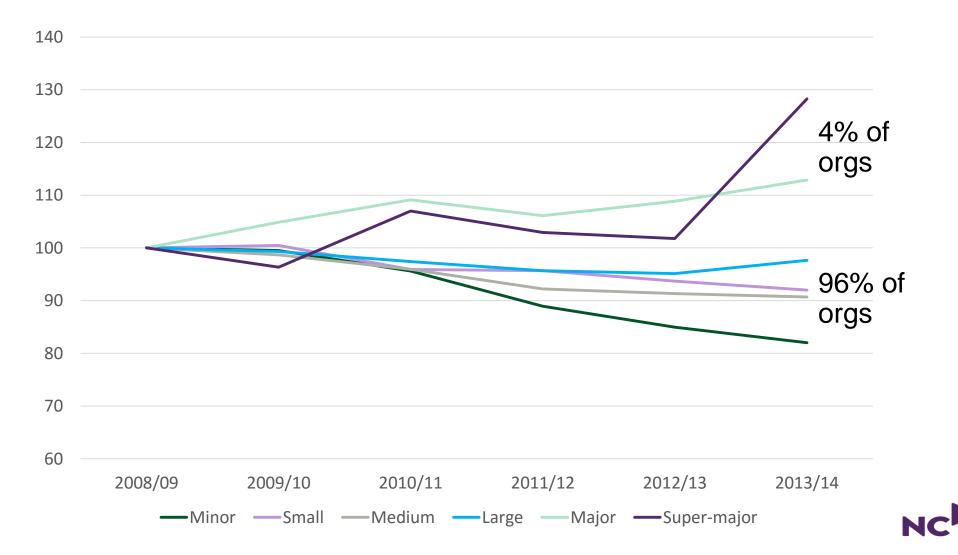


FINANCIAL TRENDS FOR SMALL AND MEDIUM-SIZED CHARITIES



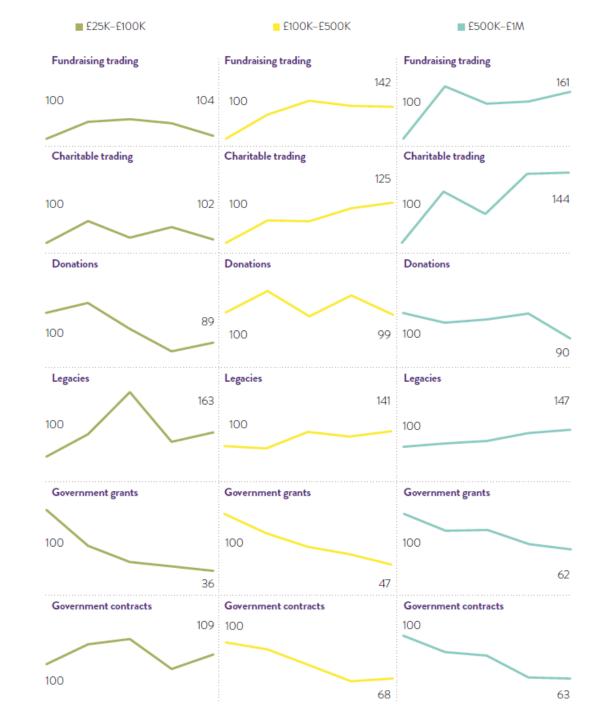
The rise of super-major charities

Overall income by income band, cumulative change, 2008/09 to 2013/14 (2008/09 = 100) Source: NCVO, TSRC, Charity Commission



MP/ON/NG

Income mix shift: Sources of income for charities in the income band £25k-£1m, cumulative change, 2008/09 to 2012/13

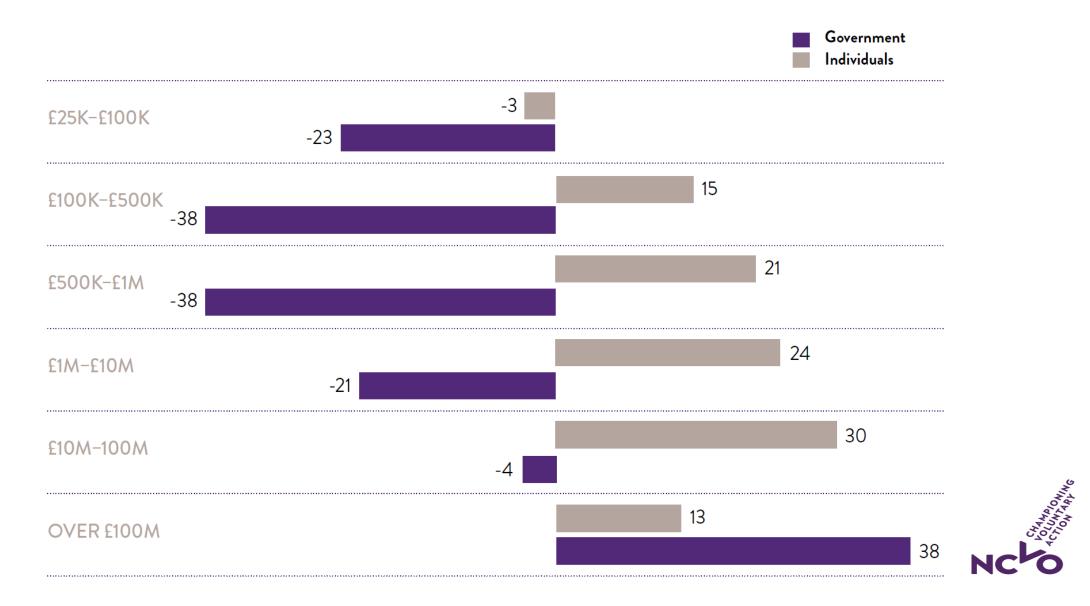




HOW DO THESE TRENDS COMPARE WITH CHARITIES OVER £1M?

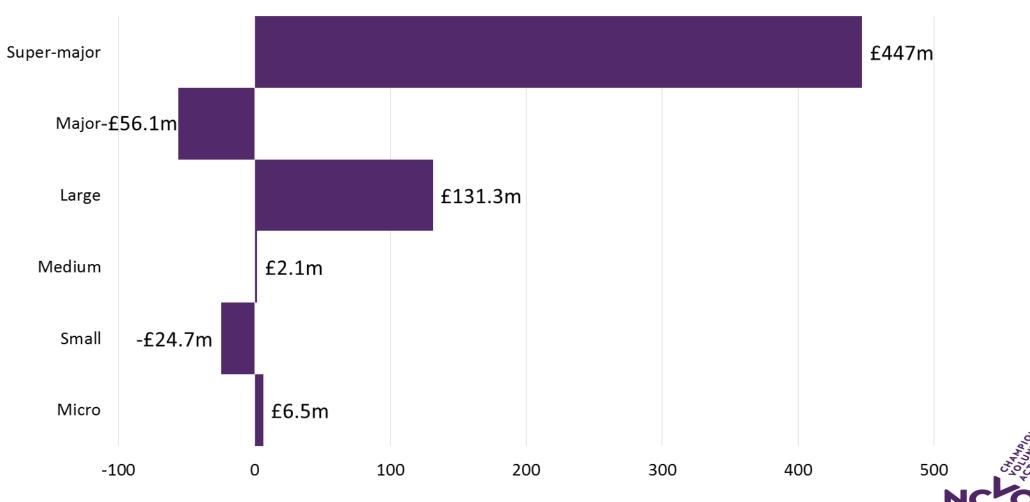


More lost from government, less gained from individuals: Change in income from government and individuals (% change)

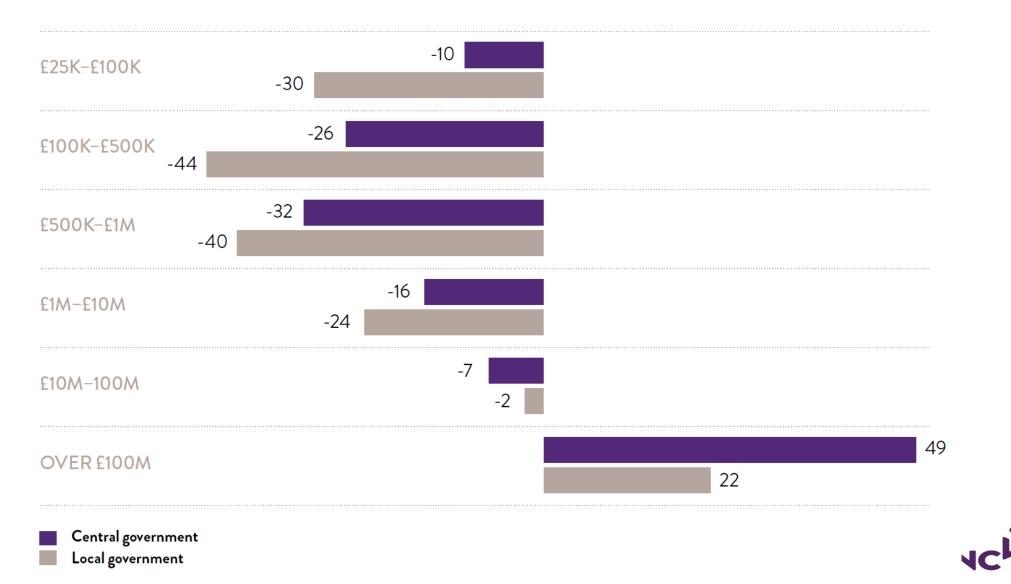


Government income predominantly increased in the super-major category

Change in government income by income band, 2012/13 to 2013/14 (fm, 2013/14 prices)

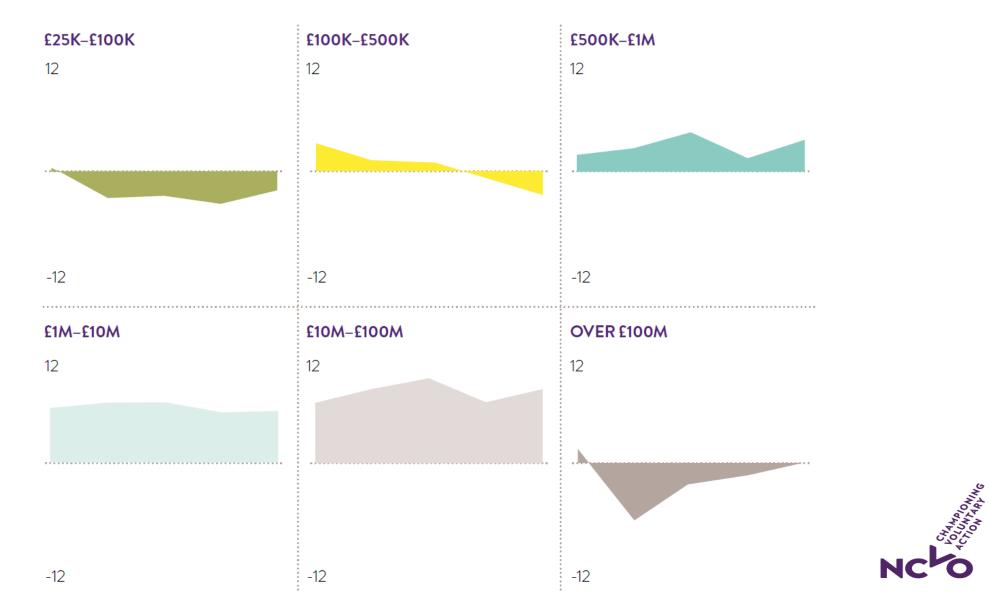


Bigger losses from both central and local government: Change in income from central and local government (% change)



4 C 1 UN 4 4 WG

Smaller charities more likely to run a deficit: Annual surplus or deficit as a proportion of annual income , 2008/09 to 2012/13 (%)



A 'TYPOLOGY' OF INCOME TRAJECTORIES OVER TIME



Income of smaller charities is more unstable: Proportion of charities within typology categories (%)

NOINCOME	100								
UNDER £10K	24		10	9	9	19	12	9	8
£10K-£25K	12	8 1	0 1.	4	27		15	8	7
£25K-£100K	15	6	11	12	26		18	7	6
£100K-£500K	17	4	12	12	27		16	6	6
£500K-£1M	14	3 10	14		29		18	6	4
£1M-£10M	11	2 11	11	33			22	6	4
£10M-£100M	6 2 1	7	8	37			21	5	6 4
OVER £100M	57					35		4	4 4
	Missing Up the Big fall	n down		Little Ticklin Little	ng along		Big rise Down then up From nothing		



Behind the data: dependence on few resources

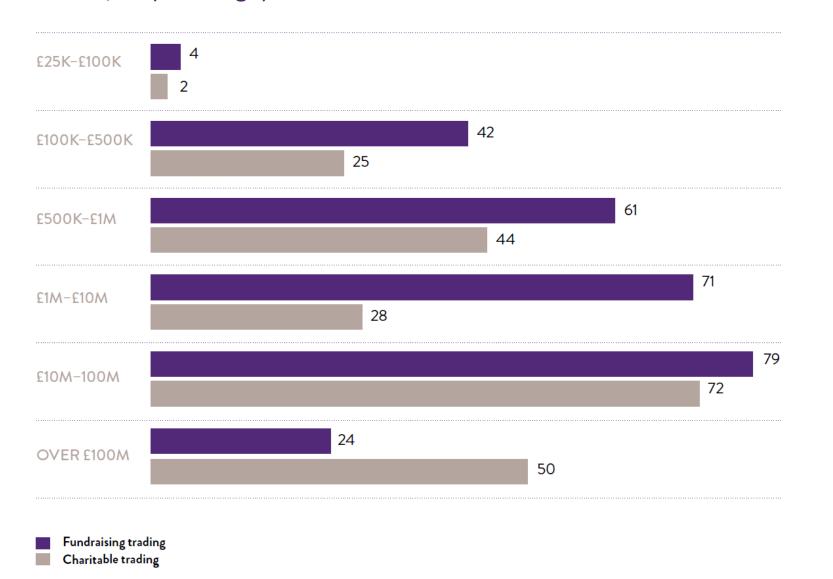
- One mental health charity in south London experienced a 'big rise' in income as a result of one successful bid from a local clinical commissioning group.
- A heritage trust in the West Midlands experienced a 'big rise' in income as a result of a single legacy donation and one successful lottery bid.
- A penal reform charity in London experienced fluctuation in income due to the end of a Big Lottery Fund grant which accounted for over 40% of its income.



HOW ARE SMALL AND MEDIUM-SIZED CHARITIES COPING?



Increase in earned income, particularly fundraising trading: Change in earned income from fundraising trading and charitable trading, 2008/09 to 2012/13 (% change)



4C7/04/2000

Behind the data: increasing earned income

CHARITABLE TRADING

'Developing partnerships with larger organisations that wish to subcontract our services'.

Social Impact Bonds 'enabled [it] to expand in a climate of public-sector cuts'.

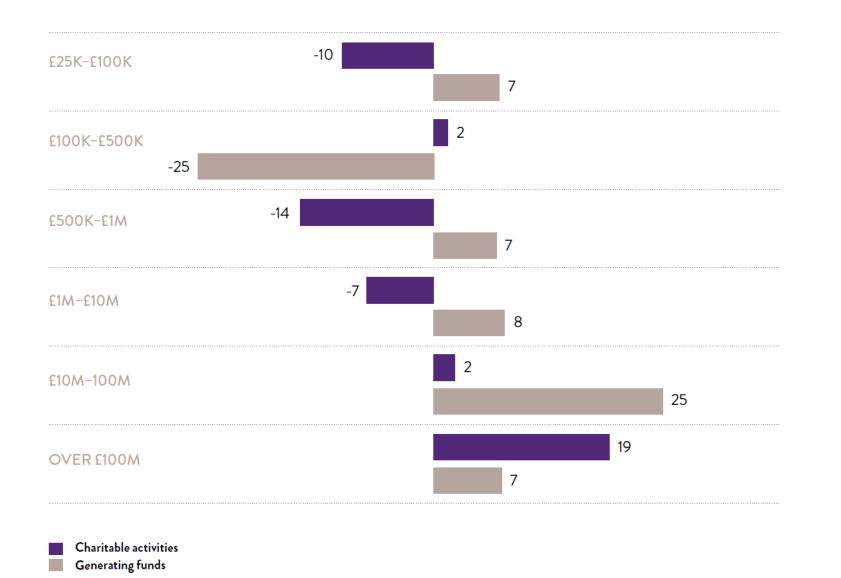
FUNDRAISING TRADING

'the Social Enterprise sector is a key driver in strengthening an inclusive and growing economy'.

'[we] identified the need to invest in maintaining and establishing constructive and positive relationships with cross sector agencies' resulted in securing extra revenue as a subcontractor.

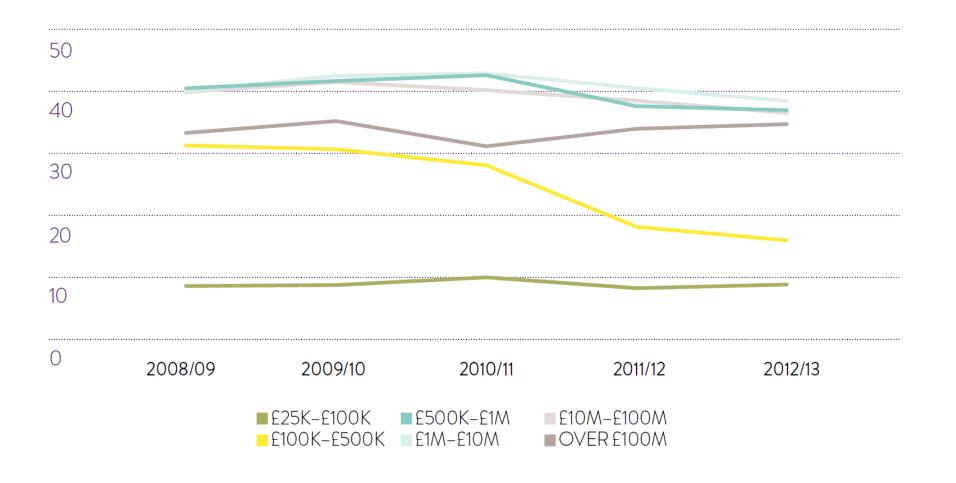


Increased spending on generating funds: Change in proportion of spending on charitable activities and generating funds, 2008/09 to 2012/13 (% change)





Decreased spending on staff costs (£100k-£500k income band): Change in proportion of spending on charitable activities and generating funds, 2008/09 to 2012/13 (% change)





Summary research findings

- Smaller charities experience more 'churn', less resilient to volatile funding scenarios.
- Implications for funding environment eg longer-term grant funding?
- Whilst individual charities are weathering the storm and even finding opportunities in the new environment, the overall picture is one where small and medium-sized charities are losing out in comparison to larger organisations.
- Small and medium-sized charities have employed a diverse set of strategies to cope with funding changes but many will require further support.



NCVO champions the voluntary sector and volunteer movement to create a better society.

We connect, represent and support over 12,000 voluntary sector member organisations, from the smallest community groups to the largest charities.

This helps our members and their millions of volunteers make the biggest difference to the causes they believe in.

- Search for NCVO membership
- Visit www.ncvo.org.uk/join
- Email membership@ncvo.org.uk
- jennifer.crees@ncvo.org.uk; research@ncvo.org.uk
- data.ncvo.org.uk









CharityOffice.org

mark@charityoffice.org 07771 528192



