

REGISTERED COMPANY NUMBER: SC500182 (Scotland)
REGISTERED CHARITY NUMBER: SC045482

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
ST JOSEPH'S SERVICES**

ST JOSEPH'S SERVICES

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FOR THE YEAR ENDED 31 MARCH 2021**

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**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

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 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

Mission Statement:

St. Joseph's Services is a Vincentian Organisation within the Christian tradition. Our mission is to support people with a learning disability through their life's journey, by meeting individual aspirations and needs so that lives are valued and transformed.

Vision:

We have a vision where opportunity and inclusion is open for all people with a learning disability, so that they may contribute their gifts to society and live the life they dream of in today's world.

Values:

Respect Choice Trust Friendship Inclusion Skills Hope

Our values are in keeping with our Vincentian spirit and ethos.

St. Joseph's Services welcome all people and is an equal opportunities provider who values diversity and the richness of life it brings.

Our Services promises:

- " We walk alongside people"
- " When people need support we will be there"
- " When people need space we will respect this"
- " When good things happen in people's lives we will celebrate"
- " When bad things happen we will care, support and advise"
- " We will walk with people in hope"

Significant activities

Providing Care and Support to Adults with a Learning Disability

St. Joseph's Services is structured into 4 Circles of Best Practice placing each person at the heart and the centre of all that we undertake and ensuring that all we do focuses on connection, relationships, inclusion and a sense of belonging. We have developed a rolling programme of Formal Induction and Refresher Induction to ensure staff understand their roles, responsibilities and accountability as-well as Person Centred practices.

Currently we support 79 people with learning disabilities through Person Centred Planning and Service delivery in a variety of locations. The services consist of a Registered Care Home for 8 adults with a learning disability, there are currently 5 people living in the Care Home. All of the other services across the remaining properties are registered as Housing Support/Care at home services for the other 74 people. St Joseph's Service employs a workforce of 231 to support and care for the people and an additional 19 people to administer the charity.

Support is provided based upon Person Centred working and the individual care package, which is reviewed with the person we support using talking points on a quarterly basis. Relevant input from guardians, advocates and social workers is also sought to ensure the best possible outcomes are achieved for all individuals. This approach enables everyone using St Joseph's Services to achieve positive outcomes, live independently and have full and inclusive lives within their own home and as part of the wider community.

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ACHIEVEMENT AND PERFORMANCE

Charitable activities

Throughout 2020 and 2021 St Joseph's Services have successfully fulfilled the primary aim of the organisation - to support adults with a learning disability to live independently in their own homes and be citizens within their community. Everybody who uses St Joseph's Services has different outcomes and things that they want to achieve. Throughout the previous financial year everybody St Joseph's Services has supported has achieved positive outcomes - this has been more challenging than in previous years due to the restrictions that all of society has faced because of Covid19.

Marketing

St Joseph's Services launched our new logo in December 2020, this was delayed due to Covid-19 and had to be done remotely by video link. The launch of our new logo and strapline - 'where the person matters' was very successful and the logo has been well received by the people we support, staff, families, stakeholders and the public. To embed our new logo we incorporated it into our Christmas cards and distributed it with an explanation about the development of our logo. We believe that the logo represents St Joseph's Services and our Vincentian Values.

Covid-19

As with the rest of the world and society the Covid-19 pandemic continued to dominate St Joseph's Services throughout 2020 - 2021. It is impossible in this report to describe the impact of Covid19 on St Joseph's Services and the challenges that we have had to face and overcome. It is important that we recognise the dedication, commitment and sacrifice made by our staff teams. Never before in the history of Social Care have we asked so much of our staff and our teams have contributed more to the people we support than we could have possibly asked or expected. Our staff teams have lived our values and put the people we support first and foremost ensuring that despite the restrictions people continued to lead good and fulfilled lives. All staff within St Joseph's Services have worked tirelessly over the last year - our managers often had to make hard decisions and try to lead their teams whilst adapting to a new way of working. The finance and administration teams worked hard to ensure that the support mechanisms were in place for the staff teams and people we support. The Pastoral team led the efforts to ensure there was engagement and high moral within each house.

Every community and person felt disconnected and socially isolated from each other throughout Covid-19, even after lockdown measures had been reduced - there were still restrictions and anxiety. The staff members worked tirelessly to reduce the impact of this on the lives of the people we support. One of the key challenges we faced was how to maintain contact between the people we support and their families and friends whilst visiting was restricted. The people we support have embraced technology and used it as a means of keeping in touch with their families, friends and people who are important in their lives.

Keeping moral high for the people we support and our staff members was paramount, the Pastoral team introduced a number of activities and these were embraced across the organisation - we had zoom bakes, desert island discs, parties, quizzes, activities and crafting, singalongs and coffee mornings to name just a few. If you'd like to see examples of our work and activities over the last year please visit our Facebook page. As things have begun to open up we have carried on with our online activities as well as being able to see each other in person, it is a fantastic way of keeping connected and being able to spend time with each other.

Ensuring the right staffing was in place in St Joseph's was challenging at points during 2020/2021, particularly during the first lockdown when there was little or no access to testing so staff were required to self-isolate as they were unsure if they or a household member was positive for Covid-19. At times we had a high proportion of staff absent and teams pulled together to ensure that every service had cover and was safe. We also had staff who came to us on a short term basis during Covid-19 who recognised the shortage of social care workers and helped us maintain a quality service to the people we support.

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Throughout 2020 and 2021 the guidance for the population, housing support care at home and care homes was constantly changing and evolving and a significant effort was made to ensure we were always following the latest guidance and best practice. Our Quality Assurance Leader worked exceptionally hard on our new infection and control policy and guidance for staff members - producing a significant volume of information that was broken down into simple and understandable actions. A significant change in the guidance was around use of PPE - at the start of Covid PPE was only deemed essential in services where there were suspected or confirmed cases of Covid and over the next few months it evolved into staff wearing full PPE at all times. We were fortunate at St Joseph's Services to always have adequate and appropriate PPE stocks and supply lines and our Senior Administrator should be commended for securing such a regular supply of PPE. The staff teams worked quickly and effectively to limit the impact of the virus on the people we support. With the roll out of the vaccine, the increased speed of access to a PCR test and lateral flow testing have had a very positive impact and helped keep our services Covid free.

As reported last year between March and April 2020 we were unable to prevent Covid19 from entering 2 of our services, however, from the end of April 2020 to the 31st March 2021 we did not have any additional outbreaks. Given the prevalence of Covid-19 in Midlothian at points over the last year not having any further outbreaks is testimony to our robust policies, appropriate PPE resources and commitment of our staff members who did everything that they could to prevent Covid entering the services.

St Joseph's would like to thank the Government for extending the furlough scheme to cover shielders who worked in Social Care - this scheme protected our vulnerable staff who were unable to attend work during the height of the restrictions and gave them financial security during this time. We would also like to thank the Scottish Government for the £500 thank you payment that all of our staff members who were employed during the qualifying period received. We would like to especially recognise and thank Midlothian Council and the Learning Disability Team for all that they have done to support St Joseph's and all local providers throughout the last year, they could not have been more helpful or supportive - there was always support with any problem that we experienced and we were offered guidance and advice.

Robert Jahoda Chief Executive of St Joseph's Services:

"The Trustees and I would like to convey our heartfelt and sincere thanks to every staff member and person involved in St Joseph's Services during the pandemic, the last year has been an incredibly hard journey both personally and professionally but we have come through it together. We have seen our values being lived and the people we support being put first and foremost - being kept safe, well and happy during the most challenging time that any of us have experienced. The difference that we can see in the organisation is staggering - we are 'Covid Ready' with the right infrastructure, systems, policies and experience to overcome any outbreak. Although Covid19 may continue to impact all of our lives for the foreseeable future we are also learning how to live with it - so that it is a part of our lives and not dominating them. I am proud of each and every person involved in St Joseph's and together we will continue to meet and overcome any challenges that we may face. Our new strapline is 'Where the person matters' and never has that been more evident than the last year."

Self-Directed Support Funded Package Of Care

St Joseph's Services have continued to provide the package of care funded by Self-Directed support that commenced at the start of 2020, the support is going very well. We were also approached by another family to provide some self-funded Social support.

Health and Safety

Over the last year our Quality Assurance Leader, Health and Safety Co-ordinator and Health and Safety advisors have played a pivotal role supporting St Joseph's review the Covid19 guidance and introduce robust Infection and Control policies and Procedures. Our Services would not have been able to operate in such a safe and effective way throughout Covid without this support and we are extremely grateful for all of the advice and support that we received. The work undertaken by this department and the support we have received has validated our decision to increase our investment in Health and Safety within St Joseph's over the last couple of years and we can evidence that we have a robust system and structure embedded.

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Business Plan

2018/2019 saw the launch of the new business plan and operational plan for St Joseph's, these ambitious documents set out our plans for the next three years and beyond - providing focus and momentum with a clear strategic direction. We have continued to review and update the operational plan and work towards achieving the strategic outcomes set out within the plan. At our development day in November we took the opportunity to review our achievements over the plan and to begin the process of developing our new business plan.

Inclusion and involvement in strategy and operations

St Joseph's Service values all of the input and involvement of the people we support in contributing to the strategic future of the organisation and their work translating the strategy and policies into easy read, accessible documents.

The Board of Advisors of St Joseph's Services meet on a monthly basis, this has been harder to achieve over 2020 with the restrictions in place but the Board of Advisors remains a key part of our organisational structure. The Board of Advisors had to find a new way of working and were able to meet over zoom, although this came with its challenges. There are currently 8 members of the Board of Advisors who give up a significant periods of time to discuss and contribute to the development of the organisation. During Covid-19 the Board of Trustees met on zoom, initially this was on a monthly basis to receive accurate and regular updates on the services, as things settled we moved back into our Quarterly Trustee Meetings. When we began our quarterly meetings again representatives of the Board of Advisors attended the Trustee Meetings to update the trustees on strategic developments and suggestions, policy progression and achievements and activities. The Board of Advisors co-ordinates, feeds into and supports the work of the other working groups run by the people we support - the working together Group, the Values Group and Our Voices. This range of groups with a huge diversity of membership ensures that all of the people we support are represented at a strategic level and have an opportunity to shape and develop the future direction of the organisation. All of our forums have struggled to meet during the Covid restrictions but as things have been easing have really enjoyed coming back together.

The people we support are involved in recruitment throughout St Joseph's Services and participate in all interviews - this was initially suspended during the lockdowns but has been able to recommence. The induction process for staff members includes a session from people we support specifying what makes a good support worker.

St Joseph's Services are committed to the National Involvement Network (NIN) Charter for Involvement. Representatives from St Joseph's Services attend the NIN meetings and contribute to the further development of the charter. One of the people we support was elected as chair of the NIN in 2018.

Accredited Living Wage Employer

St Joseph's Services has remained as a Living Wage Employer and increased salaries in April 2020 to meet the increase in the Living Wage.

Staffing

St Joseph's Services achieves a high retention rate of staff members. This ensures continuity and consistency for the people we support. Staff members have celebrated 25 years and 30 years service with the organisation. As with all many sections of society we have found it more challenging to fill our vacancies - over the next 12 months we will continue to review our recruitment strategy to ensure we have the right staffing in place.

Learning and Development

St Joseph's Services are committed to the continual training and development of the workforce. There is a well-established training programme which has been designed to ensure that all training requirements are met throughout the year. All staff are provided with the opportunity to continually develop their skills and practise and are offered ongoing supervision and support from their line manager. This ensures that not only regulatory requirements from the SSSC and the Care Inspectorate are achieved but we continue to uphold our values and the continued improvement of quality delivery.

The partnership with IM training and other providers continues to enhance the quality of training provided within St Joseph's Services as we move towards providing accredited training.

10 candidates successfully achieved their SVQ 2/3 award in 2020/2021 and 9 people are working towards their qualification. Two Team Leaders completed their PDA award and one Team Leader completed their SVQ Level 4 and a further Team Leader is currently working towards their level 4 qualification.

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Following the Covid-19 lockdown all classroom based training had to be cancelled - we introduced e-learning and zoom/ computer based training. As St Joseph's has been able to reopen we have adopted a blended approach to training - with the reintroduction of some classroom based training whilst also continuing with e-learning and zoom/ computer based training.

Communication

Communication is central to St Joseph's Services and we have worked hard to ensure we communicate effectively with the People we Support, families, staff members and stakeholders. We have continued to explore new ways of communicating through the use of Social Media and via the website. There continues to be a very positive response to 'Joe's Journal' the organisational newsletter. The various meeting forums also facilitate communication. Staff members have continued to access their emails. Everyone having email access has proved to be invaluable throughout the Covid-19 pandemic - not only were we able to share news and guidance updates but also emails of support and thanks for all that was being undertaken.

Throughout 2020 and 2021 we have continued to increase our social media presence - there has been a very positive response from people we support, staff members and family members as well as the wider community. The organisation has over 530 likes and 560 followers on Facebook- The video of our logo launch posted on Facebook amassed over 4,500 views. Social Media has been an essential platform to share news about the organisation and the People We Support during the Covid-19 pandemic and has kept families and friends up to date with what has been happening in the services and the activities and events we have had.

As part of the marketing review of St Joseph's Services, it was widely recognised by the Trustees and the Board of Advisors that the organisational website is very outdated - we have commissioned a new website which we are in the process of rewriting, we aim to launch the website in 2021.

St Joseph's Services has continued to embrace the video calling and conference facility offered by Zoom - the ability to continue to meet during lockdown and communicate directly with colleagues, teams and the People We Support kept the organisation connected and functioning effectively throughout all of the challenges raised during the Covid-19 pandemic.

Networking

St Joseph's Services continues to work in partnership and is networking with a number of organisations to achieve its goals. We have established strong working relationships with many agencies across Midlothian and Edinburgh including Midlothian Council, Edinburgh City Council, ARC Scotland, NHS Lothian, the Community Learning Disabilities Team, Rosewell Development Trust, Castle Rock Edinvar, Midlothian Community Health Partnership, Melville Housing as well as a range of community organisations and charities across the local authorities.

HR and Rota Management System

St Joseph's Services has completed the implementation of the HR and Rota management system Easylog and now use this electronic system for the purposes of payroll and production of all rotas. All staff members across the services use the electronic logging in and out system and have access to an app which allows them to remotely view their rotas. This system is very helpful in understanding and reviewing staffing levels across the services particularly during high levels of self-isolation or sickness and has replaced our paper based systems.

Office Extension

Following the purchase of Sycamore House in 2019 St Joseph's Services commissioned an architect to design an extension to our training facilities and review the accessibility of the office and our facilities. These plans were submitted to the Midlothian planning department and were granted in March 2021. As Covid has changed how we work, deliver training and hold meetings, coupled with the opening of the Rosewell Community Hub - we are currently deciding whether to continue with our planned extension in its original format or whether to proceed with only some or none of the planned project.

Subsidiary Company/ Charity

ST JOSEPH'S SERVICES (REGISTERED NUMBER: SC500182)

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2021

St Joseph's Homes is a registered charity (charity number: SC050125) and registered with OSCR on 30th April 2020 and is also a Private Limited Company (Company Number SC659936) incorporated on the 27th April 2020. St Joseph's Homes exists to purchase properties for adults with a learning disability. We believe that everyone has a right to have a home, over recent years it has been increasingly difficult for St Joseph's Services to access accommodation that met the needs of the people they support through traditional methods - local authority housing, housing association properties and private lets. In order to meet this challenge St Joseph's Services formed and invested in St Joseph's Homes, an independent charity and company with its own governance structure specifically focusing on purchasing suitable and adaptable properties.

St Joseph's Homes is a values based organisation, upholding the Christian and Vincentian tradition in which we have been established. As a newly formed charity St Joseph's Homes are establishing the infrastructure to be able to purchase and manage properties. St Joseph's Homes have had an initial investment from St Joseph's Services to enable St Joseph's Homes to meet their charitable objectives. St Joseph's Homes is a small entity that we hope will have a big impact in the lives of adults with a learning disability for years to come.

In 2020/2021 St Joseph's Services supported St Joseph's Homes to recruit a Trustee Committee, Robert Jahoda has been appointed as CEO of St Joseph's Homes, with Sandra Ashton and Clare Thomson also offering support in Finance and Administration. All of the required infrastructure has been established - setting up bank accounts etc. We have also purchased the portfolio of properties owned by the Daughters of Charity that are currently used by St Joseph's Services and we have put everything in place to operate as a private landlord in Scotland. Maintenance and Asset management will be supported and administered by St Joseph's Services.

Quality and compliance

St Joseph's Services are continuing to work towards achieving a chartermark.

Pastoral Care

Pastoral care for people we support, staff members and families has remained at the heart of pastoral care practise. We have strengthened the pastoral team through recruitment and introduction of volunteers and St Joseph's Services have been involved in the wider development of pastoral care within the Vincentian family. St Joseph's Services has worked to develop the understanding amongst the staff teams of the pastoral responsibility of everyone within the organisation. The Pastoral team have worked tirelessly throughout Covid-19 to raise staff moral and co-ordinate and support meaningful activity for the people we support and staff. During these difficult and challenging times the Pastoral team have provided exemplary support and guidance to our staff, the people we support and families.

St Joseph's Services are actively involved in Vincentian Values Today (VIVAT) aimed at ensuring that subsidiaries of the Parent Company Daughters of Charity of St Vincent De Paul Services (DCSVP Services) sustain the Vincentian values in all areas of practise that have always been embedded across the organisation. St Joseph's Services are committed to the further development and expansion of VIVAT and we have had seminars and workshops delivered to the staff to ensure that our values remain at the heart of the services.

Regulatory Information

St Joseph's Services is regulated by the Care Inspectorate. The organisation was last inspected in 2019 and achieved the following inspection results:

Circle 1: Achieved Grade 5 for Quality of Staffing and Grade 6 for Care and Support

Circle 2: Achieved Grade 5 for Quality of Staffing and Grade 6 for Care and Support

Circle 3: Achieved Grade 5 for Quality of Staffing and Grade 6 for Care and Support

New Lodge Care Home - Grade 5's in all areas

Due to Covid19 no inspection was undertaken within our services in 2020. We have worked hard to maintain our standards and we will continue to work towards achieving grade 6's in all areas at our next inspection.

SSSC

St Joseph's Services has continued to support all support staff members to register and maintain their registration with the SSSC.

Wider Community Benefits

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The primary role of St Joseph's Services is to support adults who have a learning disability to live independently and engage with their community. This promotes social integration and co-operation, providing diversity within the community and builds relationships between neighbours.

St Joseph's Services are a large and well established reputable Midlothian Third Sector Support Provider employing predominately local residents.

Organisationally St Joseph's uses local suppliers and tradesmen as much as is practically possible - ensuring investment within the community and supporting the local economy.

We are committed to securing a greener future - reviewing our use of non-recyclable materials, our carbon footprint and energy consumption - we are making significant progress with our desire to be paper-lite

The continued focus on St Joseph's Services systems and structure will provide a strong foundation for the organisation ensuring that we have long term security, viability and growth.

FINANCIAL REVIEW

Financial position

The financial activities of the charitable company are set out in the attached financial statements.

During the period under review, total incoming resources amounted to £6,101,872 (2020: £5,229,144) with total resources expended being £5,760,144 of which £4,614,867 is staff costs (2020: £4,986,462 of which £4,535,884 is staff costs) resulting in a surplus of £341,728 (2020: £242,682).

Reserves policy

The trustees and senior management of the charity have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, or otherwise committed. The trustees and senior management consider that, given the nature of the work undertaken at St Joseph's Services, the level of free reserves should be approximately equal to between 3 and 6 months' recurring expenditure.

Free unrestricted funds of the charity at 31 March 2021 totalled £2,742,306 of which £1,569,133 has been designated for planned projects or to represent funds tied up in fixed assets, leaving £1,173,173 free unrestricted reserves.

The trustees and senior management are of the opinion that the current level of reserves should provide sufficient flexibility to cover temporary shortfalls in incoming resources due, for example, to falls in occupancy level and support additional costs and activities.

Going concern

The charitable company has cash resources and has no requirement for external loans. The trustees consider detailed budget and management accounts to monitor the charity's activities. The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing these financial statements. There are no known material uncertainties regarding the charity's ability to continue as a going concern.

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FUTURE PLANS

The previous year has been one of change and consolidation following the internal restructure of our services. We aim to embed this structure over the coming year and consider opportunities for growth and development.

In 2021/2022 we will:

- Continue to provide high quality person centred support.
- Continue achieving the outcomes from the organisational business plan.
- Maintain our systems and processes for Covid-19 developing them in line with new guidance and prepare the organisation for any localised or national outbreaks.
- Achieve the deregistration of New Lodge Care Home and achieve its registration as a Housing Support / Care at Home service
- Launch the new website.
- Continue to support the operation of St Joseph's Homes.
- Explore the possibilities of establishing a specialised dementia service for adults with a Learning Disability.
- Recruit and appoint additional members to the board of trustees - expanding and diversifying the current skills and membership of the trustees.
- Achieve registration of Circle 4 with the Care Inspectorate.
- Achieve a chartermark.
- Contribute to the local and national consultations on the future of Care.
- Continue to implement a recruitment and retention strategy to grow, maintain and develop the staff within St Joseph's Services.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charitable company ("the charity") was incorporated as a company limited by guarantee on 11 March 2015 and commenced charitable activities on 1 April 2015. The charity is recognised by the Office of the Scottish Charity Regulator as a charity under Scottish Charity Number SC045482.

The charitable company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association.

Related organisations

St Joseph's Services is a wholly owned subsidiary of Daughters of Charity of St Vincent De Paul Services, a recognised charity and limited company, limited by guarantee. St Joseph's Services is also the parent company of St. Joseph's Homes which is also a recognised charity and limited company, limited by guarantee. Consolidated financial statements are not required as these are prepared by Daughters of Charity of St Vincent De Paul Services. All 3 charities have similar objectives centred around serving the needs of people of all beliefs and cultures.

Background and origins

St Joseph's Services was owned, maintained and administered by the Daughters of Charity of St Vincent De Paul founded to serve the needs of people of all beliefs and cultures. St Joseph's Services takes its name and inspiration from St Joseph who is the patron saint for families and workers and works in the spirit and legacy of St Vincent De Paul and St Louise de Marillac. They are two French Saints of the 17th century who devoted their lives to the service of people who were poor and disadvantaged. These saints co-founded the Daughters of Charity in 1633. The sisters are an International Community of women and serve in over 78 countries. They base their works and services on gospel values and the spirit of St Vincent and St Louise.

St Joseph's Services, as a project of the Daughters of Charity of St Vincent De Paul, was pioneered in 1924, initially as a Hospital service for people with a learning disability and from the closure of the hospital in 1999 it has developed its community based services. The activities of St Joseph's Services were transferred to this charitable company on 1 April 2015. The sole member of St Joseph's Services is the Daughters of Charity of St Vincent De Paul Services.

Recruitment and appointment of new trustees

The trustees recruit and recommend potential new trustees and these are reviewed and ratified by the parent charity. A minimum of two trustees are representatives of the charitable trust.

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STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The Chief Executive Officer, who is responsible for the strategic implementation and the day-to-day management of the Services, the people who use the Services and its staff, is accountable to the trustees. The Chief Executive Officer is supported by the, Head of Services and Senior Leadership Team covering Operations and Service Development. The trustees work with the Chief Executive Officer and his team, advising and assisting with strategic/operational matters.

Decision making

The trustees chair the Asset Management committee and are supported by members of the senior team and staff group in these committees.

Induction and training of new trustees

Trustees receive an induction pack on joining the Board and training is available for new trustees giving details of obligations and responsibilities of trustees and the structure and financial position of the charity. Ongoing training is provided to continuing trustees.

Key management remuneration

The trustees consider that the trustees, the Chief Executive Officer, Head of Services, The Finance Manager and the Practice Development Leaders are the Key Management team being those with the authority and responsibility to direct and control the charity. The remuneration policy for all employees is to match the skills, experience and qualifications of each position consistent with a framework allowing market levels in the locality of the employment base.

Related parties

None of the trustees receive any remuneration or expenses for their work as trustees. The charity's parent entity is the Daughter of Charity of St Vincent De Paul Services, charity registration number 1149326 (England and Wales), company registration number 07638065 (England and Wales). St Joseph's Services is also the parent company of St. Joseph's Homes Limited, charity registration number SC050125 (Scotland), company registration number SC659936 (Scotland).

**REPORT OF THE TRUSTEES
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STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk register

St Joseph's Services has a risk register outlining the key strategic and operational risks facing the organisation. This is regularly reviewed and reported on to the board of trustees. The following are current examples of risks for St Joseph's Services:

Covid-19

St Joseph's Services predominately supports older people with a learning disability - many of those are vulnerable and have health conditions. Therefore, an outbreak of Covid-19 within one of our services could have catastrophic consequences for the people we support. Our staff members are also vulnerable to catching Covid-19 due to the close proximity that they have to maintain with the people we support - particularly when providing personal care. To mitigate this risk we have implemented robust procedures and guidance in line with the national guidance, we have reviewed and implemented an Infection Control Procedure and written a contingency strategy on Covid-19 - this is continually reviewed and updated. We follow the NHS Lothian policy on PPE the current guidance when writing the report is that all staff members must wear masks at all times and full PPE when supporting a person we support closely for example during personal care or in a suspected or confirmed Covid environment. We are a pro vaccine organisation and all of the people we support have received the vaccine, the majority of our staff members have also been vaccinated. We also encourage twice weekly LFT tests and support people to access a PCR test if they are symptomatic and to self-isolate. All of the measures listed should limit the chance of Covid-19 entering the services and if it does enter it should minimise its spread.

Financial risk

Funding for St Joseph's Services is predominately received from Midlothian Council - St Joseph's Services are currently on a contract extension until 31st March 2022. As strong relationships have been established with Midlothian Council it is unlikely that St Joseph's would lose a significant proportion of its funding. However, the risks can be mitigated by maintaining strong links with Midlothian Council, looking to secure additional funding through a diversified funding platform and the people we support moving onto a self-directed support financial model where they are able to choose and retain their own provider.

Recruitment and Retention

St Joseph's Services has an incredibly committed, motivated and professional workforce with a high retention rate. However, recruiting for vacancies can be difficult. The organisation is going to continue to develop the recruitment strategy in 2022 - ensuring targeted recruitment. We have reviewed and enhanced our employee benefits over the last year and reintroduced the organisational death in service scheme for all staff members. A peripatetic team has been established to support the teams during periods of planned absence.

Reputational risk

St Joseph's Services has a very good reputation as a service provider across Midlothian and Edinburgh. There are many situations that can damage the reputation of the organisation. For instance being awarded poor grades from the Care Inspectorate could damage St Joseph's Services reputation as a support provider. We ensure that St Joseph's operates effectively - with a competent, trained, professional workforce working to the national care standards with established policies, procedures and systems ensuring exemplary support is provided to the people we support.

Safeguarding

As St Joseph's Services supports vulnerable adults there are always safeguarding risks. To mitigate these and ensure the protection of the people we support St Joseph's Services has robust safeguarding policies and procedures fully aligned with Midlothian Council's adult support and protection policy. All staff are fully trained to the appropriate level of adult support and protection, have read and understood the policy and know how to identify and report and suspected abuse. Safeguarding is a fixed agenda item at board meetings, strategic meetings and operational meetings including team meetings.

Having assessed the major risks to which the services are exposed, the Chief Executive with the Senior Leadership Team have established relevant procedures which are regularly reviewed.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number
SC500182 (Scotland)

ST JOSEPH'S SERVICES (REGISTERED NUMBER: SC500182)

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Registered Charity number

SC045482

Registered office

72 Carnethie Street
Rosewell
Midlothian
EH24 9AR

Trustees

J Clydesdale
W Duffy
K Fox DC
E Glancy DC
K Hogg DC
S Martin
R Barnett - Appointed 15.04.2020
D R Preston - Appointed 26.09.2020

Secretary

R Jahoda

Auditors

Hardie Caldwell LLP
Statutory Auditors
Chartered Accountants
Citypoint 2
25 Tyndrum Street
Glasgow
G4 0JY

Solicitors

Gillespie Macandrew
5 Atholl Crescent
Edinburgh EH3 8EJ

ST JOSEPH'S SERVICES (REGISTERED NUMBER: SC500182)

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

REFERENCE AND ADMINISTRATIVE DETAILS

Chief Executive Officer

Robert Jahoda

Head of Services

Colette Clark

Finance Manager

Sandra Ashton

Practice Development Leaders

Carol Liddle

Fiona Murdoch

John Griffin

Marie Cronin

Pastoral Care Co-ordinator

K Page DC

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors of St Joseph's Services 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.

AUDITORS

The auditors, Hardie Caldwell LLP, have expressed their willingness to continue in office.

Approved by order of the board of trustees on 29 September 2021 and signed on its behalf by:



E Glancy DC - Trustee

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF
ST JOSEPH'S SERVICES (REGISTERED NUMBER: SC500182)**

Opinion

We have audited the financial statements of St Joseph's Services (the 'charitable company') for the year ended 31 March 2021 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).

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 2021 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

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

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

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

Other information

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

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

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

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the 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.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF
ST JOSEPH'S SERVICES (REGISTERED NUMBER: SC500182)**

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:

- adequate and proper accounting records have not been kept 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 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.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF
ST JOSEPH'S SERVICES (REGISTERED NUMBER: SC500182)**

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.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations - this responsibility lies with management with the oversight of the Trustees.

Based on our understanding of the Charity, discussions with management and trustees we identified financial reporting standards and Companies Act 2006 and Charity SORP as having a direct effect on the amounts and disclosures in the financial statements.

As part of the engagement team discussion about how and where the Charity's financial statements may be materially misstated due to fraud, we did not identify any areas with an increased risk of fraud.

Our audit procedures included:

- completing a risk-assessment process during our planning for this audit that specifically considered the risk of fraud;
- enquiry of management about the Charity's policies, procedures and related controls regarding compliance with laws and regulations and if there are any known instances of non-compliance;
- examining supporting documents for all material balances, transactions and disclosures;
- review, where applicable, of the Board of Trustees' minutes;
- enquiry of management about litigations and claims and inspection of relevant correspondence
- review analytical procedures to identify any unusual or unexpected relationships;
- specific audit testing on and review of areas that could be subject to management override of controls and potential bias, most notably around the key judgments and estimates, including the carrying value of accruals, recoverability of trade debtors and revenue recognition;
- considering management override of controls outside of the normal operating cycles including testing the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements including evaluating the business rationale of significant transactions, outside the normal course of business;

Owing to the inherent limitations of an audit, there is an unavoidable risk that some material misstatements of the financial statements may not be detected, even though the audit is properly planned and performed in accordance with the ISAs (UK).

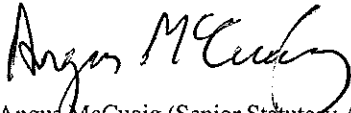
The potential effects of inherent limitations are particularly significant in the case of misstatement resulting from fraud because fraud may involve sophisticated and carefully organized schemes designed to conceal it, including deliberate failure to record transactions, collusion or intentional misrepresentations being made to us.

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.

**REPORT OF THE INDEPENDENT AUDITORS TO THE TRUSTEES AND MEMBERS OF
ST JOSEPH'S SERVICES (REGISTERED NUMBER: SC500182)**

Use of our report

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 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 the 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 as a body, for our audit work, for this report, or for the opinions we have formed.



Angus McCuaig (Senior Statutory Auditor)
for and on behalf of Hardie Caldwell LLP
Statutory Auditors
Chartered Accountants

Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006
Citypoint 2
25 Tyndrum Street
Glasgow
G4 0JY

Date: 29 September 2021

ST JOSEPH'S SERVICES

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
INCOME AND ENDOWMENTS FROM						
Donations and legacies	3	2,374	763,310	5,000	770,684	935
Charitable activities						
Supporting people with learning disabilities	5	5,264,934	-	-	5,264,934	5,212,369
Investment income	4	7,696	-	-	7,696	12,520
Other income	6	58,558	-	-	58,558	3,320
Total		<u>5,333,562</u>	<u>763,310</u>	<u>5,000</u>	<u>6,101,872</u>	<u>5,229,144</u>
EXPENDITURE ON						
Charitable activities						
Supporting people with learning disabilities	7	4,996,834	-	-	4,996,834	4,986,462
Other	10	-	763,310	-	763,310	-
Total		<u>4,996,834</u>	<u>763,310</u>	<u>-</u>	<u>5,760,144</u>	<u>4,986,462</u>
NET INCOME		<u>336,728</u>	<u>-</u>	<u>5,000</u>	<u>341,728</u>	<u>242,682</u>
Transfers between funds	20	<u>2,687</u>	<u>-</u>	<u>(2,687)</u>	<u>-</u>	<u>-</u>
Net movement in funds		<u>339,415</u>	<u>-</u>	<u>2,313</u>	<u>341,728</u>	<u>242,682</u>
RECONCILIATION OF FUNDS						
Total funds brought forward		<u>2,402,891</u>	<u>-</u>	<u>5,473</u>	<u>2,408,364</u>	<u>2,165,682</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>2,742,306</u></u>	<u><u>-</u></u>	<u><u>7,786</u></u>	<u><u>2,750,092</u></u>	<u><u>2,408,364</u></u>

CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

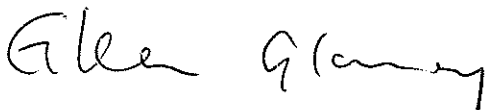
ST JOSEPH'S SERVICES (REGISTERED NUMBER: SC500182)

BALANCE SHEET
31 MARCH 2021

	Notes	2021 £	2020 £
FIXED ASSETS			
Tangible assets	15	1,084,910	330,699
CURRENT ASSETS			
Debtors	16	1,010,950	452,142
Cash at bank and in hand		1,872,217	2,191,431
		<u>2,883,167</u>	<u>2,643,573</u>
CREDITORS			
Amounts falling due within one year	17	(1,217,985)	(565,908)
NET CURRENT ASSETS		<u>1,665,182</u>	<u>2,077,665</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>2,750,092</u>	<u>2,408,364</u>
NET ASSETS		<u>2,750,092</u>	<u>2,408,364</u>
FUNDS	20		
Unrestricted funds:			
General fund		1,173,173	1,640,343
Sycamore House improvements		320,000	320,000
Business Development fund		100,000	100,000
Donation fund		14,223	11,849
Pastoral Care fund		50,000	-
Fixed asset fund		1,084,910	330,699
		<u>2,742,306</u>	<u>2,402,891</u>
Restricted funds		<u>7,786</u>	<u>5,473</u>
TOTAL FUNDS		<u>2,750,092</u>	<u>2,408,364</u>

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

The financial statements were approved by the Board of Trustees and authorised for issue on 29 September 2021 and were signed on its behalf by:



E Glancy DC - Trustee



J Clydesdale - Trustee

The notes form part of these financial statements

ST JOSEPH'S SERVICES**CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021**

	Notes	2021 £	2020 £
Cash flows from operating activities			
Cash generated from operations	1	436,400	487,118
Net cash provided by operating activities		<u>436,400</u>	<u>487,118</u>
Cash flows from investing activities			
Purchase of tangible fixed assets		(763,310)	-
Sale of tangible fixed assets		-	704
Interest received		7,696	12,520
Net cash (used in)/provided by investing activities		<u>(755,614)</u>	<u>13,224</u>
Change in cash and cash equivalents in the reporting period			
Cash and cash equivalents at the beginning of the reporting period		<u>2,191,431</u>	<u>1,691,089</u>
Cash and cash equivalents at the end of the reporting period		<u><u>1,872,217</u></u>	<u><u>2,191,431</u></u>

The notes form part of these financial statements

ST JOSEPH'S SERVICES

NOTES TO THE CASH FLOW STATEMENT
FOR THE YEAR ENDED 31 MARCH 2021

1. RECONCILIATION OF NET INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES	2021	2020
	£	£
Net income for the reporting period (as per the Statement of Financial Activities)	341,728	242,682
Adjustments for:		
Depreciation charges	9,099	11,147
Interest received	(7,696)	(12,520)
(Increase)/decrease in debtors	(558,808)	115,729
Increase in creditors	652,077	130,080
Net cash provided by operations	<u>436,400</u>	<u>487,118</u>

2. ANALYSIS OF CHANGES IN NET FUNDS	At 1.4.20	Cash flow	At 31.3.21
	£	£	£
Net cash			
Cash at bank and in hand	2,191,431	(319,214)	1,872,217
	<u>2,191,431</u>	<u>(319,214)</u>	<u>1,872,217</u>
Total	<u>2,191,431</u>	<u>(319,214)</u>	<u>1,872,217</u>

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021

1. GENERAL INFORMATION

The charity is a company limited by guarantee, incorporated and registered in Scotland, under company number SC500182 and has no share capital. The liability of each member in the event of winding up the charitable company is limited to £1.

The charity's registered number is SC045482.

The registered office is 72 Carnethie Street, Rosewell, Midlothian, EH24 9AR.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

The financial statements of the charitable company have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Going concern

The charitable company has cash resources and has no requirement for external loans. The trustees consider detailed budget and management accounts to monitor the charity's activities. The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They continue to believe the going concern basis of accounting appropriate in preparing these financial statements. There are no known material uncertainties regarding the charity's ability to continue as a going concern.

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

Costs relating to charitable activities are charged to the Statement of Financial Activities on an accruals basis, inclusive of irrecoverable Value Added Tax. Expenditure is recognised when there is a legal or constructive obligation to pay for expenditure.

Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Charitable activities costs includes costs attributable to the provision of support, care and related services incurred directly in meeting the object of the charity and support costs incurred in support of the direct costs.

Governance costs, a category within support costs, are costs attributable to compliance with the charity's constitutional and statutory requirements.

Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold Property	-	Over 50 years
Furniture and equipment	-	25% on cost
Motor vehicles	-	25% on cost

ST JOSEPH'S SERVICES

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

All assets costing in excess of £5,000 and with an expected useful life exceeding one year are capitalised in these accounts.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

The unrestricted general fund comprises those monies which are freely available for application towards achieving the charitable objectives of the charity.

Unrestricted designated funds are funds set aside by the trustees for future purposes, or projects as identified by the trustees.

Restricted funds are funds that relate to income raised for a particular restricted purpose.

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme and an auto enrolment 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.

Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement amount.

Debtors

Debtors control account debtors and other debtors are recognised at the settlement amount due with appropriate allowances for any irrecoverable amounts when there is objective evidence that the asset is impaired.

Cash and cash equivalents

Cash and cash equivalents in the balance sheet comprise cash on hand and cash at bank with a short term maturity, being twelve months or less, from the opening of the deposit or similar account.

Creditors

Creditors control account creditors, other creditors and accruals are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors control account creditors, other creditors and accruals are recognised at their settlement amount after allowing for any trade discounts due.

3. DONATIONS AND LEGACIES

	2021	2020
	£	£
Donations	770,684	935

Included within donations is £763,310 relating to the fair value of a property gifted to the charity by Daughters of Charity of St Vincent De Paul Charitable Trust.

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

4. INVESTMENT INCOME		2021	2020
		£	£
Deposit account interest		7,696	12,520
		<u>7,696</u>	<u>12,520</u>

5. INCOME FROM CHARITABLE ACTIVITIES		2021	2020
	Activity	£	£
Residential care services	Supporting people with learning disabilities	5,264,934	5,212,369
		<u>5,264,934</u>	<u>5,212,369</u>

6. OTHER INCOME		2021	2020
		£	£
Other income		58,558	3,320
		<u>58,558</u>	<u>3,320</u>

The above total includes £7,364 of other income and £51,194 of furlough income.

7. CHARITABLE ACTIVITIES COSTS		Direct Costs (see note 8)	Support costs (see note 9)	Totals
		£	£	£
Supporting people with learning disabilities		4,195,747	801,087	4,996,834
		<u>4,195,747</u>	<u>801,087</u>	<u>4,996,834</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES		2021	2020
		£	£
Staff costs		3,998,130	3,975,881
Staff training		24,712	35,237
Premises costs		70,706	75,158
Provisions		11,761	17,905
Welfare & support		56,188	58,476
Other expenses		6,200	34,666
Consultancy & professional fees		18,951	28,772
Depreciation		9,099	11,147
		<u>4,195,747</u>	<u>4,237,242</u>

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

9. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Supporting people with learning disabilities	<u>778,622</u>	<u>22,465</u>	<u>801,087</u>

Support costs, included in the above, are as follows:

Management

	2021 Supporting people with learning disabilities £	2020 Total activities £
Staff costs	610,249	554,248
Central administration	162,993	173,852
Professional fees	5,380	6,465
	<u>778,622</u>	<u>734,565</u>

Governance costs

	2021 Supporting people with learning disabilities £	2020 Total activities £
Staff costs	6,488	5,755
Auditors' remuneration for audit work	9,167	8,900
Legal & professional fees	6,810	-
	<u>22,465</u>	<u>14,655</u>

10. OTHER

	2021 £	2020 £
Other costs	<u>763,310</u>	<u>-</u>

Other costs comprise amounts payable to St Josephs Homes following the sale of a property and associated legal costs .

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

11. NET INCOME/(EXPENDITURE)

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

	2021	2020
	£	£
Auditors' remuneration for audit work (net of VAT)	9,167	7,417
Depreciation - owned assets	9,099	11,147
	<u>9,099</u>	<u>11,147</u>

12. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the year ended 31 March 2020.

13. STAFF COSTS

	2021	2020
	£	£
Wages and salaries	4,196,751	4,160,460
Social security costs	302,888	285,833
Death in service	14,334	11,091
Other pension costs	100,894	78,500
	<u>4,614,867</u>	<u>4,535,884</u>

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

	2021	2020
Charitable activities	231	240
Support function	19	17
	<u>250</u>	<u>257</u>

The number of employees whose employee benefits (excluding employer pension costs) exceeded £60,000 was:

	2021	2020
£80,001 - £90,000	<u>1</u>	<u>1</u>

Key management remuneration

The key management personnel of the charity consists of the trustees, the Chief Executive Officer, the Head of Services and the Senior Leadership Team covering Finance, Operations and Service Development. The total employee benefits plus the Employers NI of the key management personnel in the year was £418,115 (2020: £367,576).

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

14. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted fund £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies	935	-	-	935
Charitable activities				
Supporting people with learning disabilities	5,212,369	-	-	5,212,369
Investment income	12,520	-	-	12,520
Other income	3,320	-	-	3,320
Total	5,229,144	-	-	5,229,144
EXPENDITURE ON				
Charitable activities				
Supporting people with learning disabilities	4,986,462	-	-	4,986,462
NET INCOME	242,682	-	-	242,682
RECONCILIATION OF FUNDS				
Total funds brought forward	2,160,209	-	5,473	2,165,682
TOTAL FUNDS CARRIED FORWARD	2,402,891	-	5,473	2,408,364

15. TANGIBLE FIXED ASSETS

	Freehold property £	Held for sale asset £	Furniture and equipment £	Motor vehicles £	Totals £
COST					
At 1 April 2020	335,000	-	13,478	16,295	364,773
Additions	-	763,310	-	-	763,310
At 31 March 2021	335,000	763,310	13,478	16,295	1,128,083
DEPRECIATION					
At 1 April 2020	6,700	-	11,079	16,295	34,074
Charge for year	6,700	-	2,399	-	9,099
At 31 March 2021	13,400	-	13,478	16,295	43,173
NET BOOK VALUE					
At 31 March 2021	321,600	763,310	-	-	1,084,910
At 31 March 2020	328,300	-	2,399	-	330,699

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

16. DEBTORS

	2021 £	2020 £
Amounts falling due within one year:		
Debtors control account	368,344	313,294
Amounts owed by group undertakings	500,000	-
Other debtors	46,378	43,719
Prepayments	30,089	69,595
Accrued Income	36,139	25,534
	<u>980,950</u>	<u>452,142</u>
Amounts falling due after more than one year:		
Amounts owed by group undertakings	<u>30,000</u>	<u>-</u>
Aggregate amounts	<u>1,010,950</u>	<u>452,142</u>

17. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Creditors control account	105,429	90,284
Amounts owed to group undertakings	750,435	-
Social security and other taxes	74,020	74,314
Other creditors	171,253	247,823
Accruals	116,848	143,887
Deferred income	-	9,600
	<u>1,217,985</u>	<u>565,908</u>

18. LEASING AGREEMENTS

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

	2021 £	2020 £
Within one year	24,780	24,780
Between one and five years	-	15,780
	<u>24,780</u>	<u>40,560</u>

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted funds £	Restricted fund £	Restricted funds £	2021 Total funds £	2020 Total funds £
Fixed assets	321,600	763,310	-	1,084,910	330,699
Current assets	2,875,381	-	7,786	2,883,167	2,643,573
Current liabilities	(454,675)	(763,310)	-	(1,217,985)	(565,908)
	<u>2,742,306</u>	<u>-</u>	<u>7,786</u>	<u>2,750,092</u>	<u>2,408,364</u>

Comparatives for analysis of net assets between funds

	Unrestricted fund £	Restricted fund £	2020 total funds £
Fixed assets	330,699	-	330,699
Current assets	2,638,100	5,473	2,643,573
Current liabilities	(565,908)	-	(565,908)
	<u>2,402,891</u>	<u>5,473</u>	<u>2,408,364</u>

20. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	1,640,343	370,195	(837,365)	1,173,173
Sycamore House improvements	320,000	-	-	320,000
Business Development fund	100,000	(35,841)	35,841	100,000
Donation fund	11,849	2,374	-	14,223
Pastoral Care fund	-	-	50,000	50,000
Fixed asset fund	330,699	-	754,211	1,084,910
	<u>2,402,891</u>	<u>336,728</u>	<u>2,687</u>	<u>2,742,306</u>
Restricted funds				
Lourdes Trip	2,687	-	(2,687)	-
Wish Fullfillment	2,786	5,000	-	7,786
	<u>5,473</u>	<u>5,000</u>	<u>(2,687)</u>	<u>7,786</u>
TOTAL FUNDS	<u>2,408,364</u>	<u>341,728</u>	<u>-</u>	<u>2,750,092</u>

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021

20. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	5,331,188	(4,960,993)	370,195
Business Development fund	-	(35,841)	(35,841)
Donation fund	2,374	-	2,374
	<u>5,333,562</u>	<u>(4,996,834)</u>	<u>336,728</u>
Restricted funds			
Wish Fullfillment	5,000	-	5,000
Edinburgh Townhouse	763,310	(763,310)	-
	<u>768,310</u>	<u>(763,310)</u>	<u>5,000</u>
TOTAL FUNDS	<u><u>6,101,872</u></u>	<u><u>(5,760,144)</u></u>	<u><u>341,728</u></u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	1,494,032	277,799	(131,488)	1,640,343
Sycamore House improvements	212,713	-	107,287	320,000
Business Development fund	100,000	(36,052)	36,052	100,000
Donation fund	10,914	935	-	11,849
Fixed asset fund	342,550	-	(11,851)	330,699
	<u>2,160,209</u>	<u>242,682</u>	<u>-</u>	<u>2,402,891</u>
Restricted funds				
Lourdes Trip	2,687	-	-	2,687
Wish Fullfillment	2,786	-	-	2,786
	<u>5,473</u>	<u>-</u>	<u>-</u>	<u>5,473</u>
TOTAL FUNDS	<u><u>2,165,682</u></u>	<u><u>242,682</u></u>	<u><u>-</u></u>	<u><u>2,408,364</u></u>

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

20. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	5,228,209	(4,950,410)	277,799
Business Development fund	-	(36,052)	(36,052)
Donation fund	935	-	935
	<u>5,229,144</u>	<u>(4,986,462)</u>	<u>242,682</u>
TOTAL FUNDS	<u>5,229,144</u>	<u>(4,986,462)</u>	<u>242,682</u>

Sycamore House improvements - the charity has designated money into this fund to expand the facilities and accessibility thereto.

Business Development fund - the charity has designated money into this fund to contribute towards IT, quality assurance and infrastructure projects and organisational enhancements.

Donation fund - the charity has designated money into this fund to improve the quality of the lives of people we support from free donations.

Pastoral care fund - the charity has designated money into this fund to help supplement the pastoral care budget.

Fixed asset fund - this fund represents the net book value of the assets held by the charity.

Edinburgh Townhouse fund - The proceeds of the sale of the property are payable to St Josephs Homes. The fund has been created to represent this restriction.

21. RELATED PARTY DISCLOSURES

St Joseph's Services is a subsidiary of the Daughter of Charity of St Vincent De Paul Services, charity registration number 1149326 (England & Wales), company registration number 07638065 (England & Wales).

During the year St Joseph's Services were donated a property from the Daughters of Charity of St Vincent De Paul Charitable Trust at a fair value of £763,310.

St Joseph's Services is also the parent company of St Joseph's Homes Limited, charity registration number SC050125 (Scotland), company registration number SC659936 (Scotland).

During the year, St Joseph's Services provided a £530,000 loan to St Joseph's Homes Limited. At the period end, St Joseph's Services owed St Joseph's Homes Limited £750,435 in respect of sale proceeds of a property.

ST JOSEPH'S SERVICES

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2021

22. THE ULTIMATE AND IMMEDIATE PARENT COMPANY

The ultimate and immediate parent company is the Daughters of Charity of Saint Vincents de Paul Services, a charitable company incorporated in Great Britain and incorporated in England.

Copies of the consolidated financial statements of the Daughters of Charity of Saint Vincent de Paul Services are available to the public from its registered office Provincial House, The Ridgeway, London, NW7 1RE.