

Registered number: SC500182
Charity number: SC045482

ST JOSEPH'S SERVICES
(A company limited by guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

ST JOSEPH'S SERVICES
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**REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2023**

Trustees	R Barnett, Trustee J Clydesdale, Trustee W Duffy, Trustee K Fox DC, Trustee S Martin, Trustee D R Preston, Trustee M G Robb DC, Trustee
Company registered number	SC500182
Charity registered number	SC045482
Registered office	Sycamore House 72 Carnethie Street Rosewell Midlothian EH24 9AW
Company secretary	R Jahoda
Independent auditors	Anderson Anderson & Brown Audit LLP 25 Tyndrum Street Glasgow G4 0JY
Solicitors	Gillespie Macandrew 5 Atholl Crescent Edinburgh EH3 8EJ

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TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

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

Objectives and activities

a. 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.

b. 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.

c. 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"

d. Significant activities

Providing Care and Support to Adults with a Learning Disability

St. Joseph's Services is structured into 3 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 70 people with learning disabilities through Person Centred Planning and Service delivery in a variety of locations. All of the services St Joseph's provides are registered as Housing Support/Care at home services. St Joseph's Service employs a workforce of 214 to support and care for the people and an additional 16 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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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance

a. Charitable activities

Throughout 2022 and 2023 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.

De-registration of Care Home

In July 2022 St Joseph's achieved the outstanding action within our business plan of de-registering our last remaining care home New Lodge. We believe that the correct model of care for people with a learning disability is to live independently in their own home with choice and control over their lives with the right amount of commissioned support. The change in registration for New Lodge to a Housing Support / Care at Home model of care ensures that everyone living there has an independently assessed package of care which is tailored to the person. This supports independent living by enabling independent budgeting and choice for the person and also has given each person housing rights as every person has their own lease with the landlord St Joseph's Homes. We are delighted to have achieved the de-registration of New Lodge and would like to thank the people we support, Care Inspectorate, families, commissioners and the staff team for their support during the de-registration process.

b. Covid 19

The ongoing impact of Covid-19 was felt across St Joseph's Services during 2022/2023. Many Covid19 restrictions remained in place within Social Care after they'd been reduced within Society – this included requirement for Social Care staff to isolate if they tested positive for Covid19. Although we had several outbreaks of Covid during 2022/2023 fortunately none of the People We Support or staff members were seriously ill. We remain incredibly grateful to all of our staff teams for continuing to work tirelessly to ensure that the impact of Covid was kept to a minimum in the services.

Opportunities following Covid 19

As we reported last year we have really seen the number of opportunities for the people we support improve over the last 12 months. There have been significantly more opportunities to go on holiday, attend activities and events ensuring that the People We Support are given every opportunity to participate fully in the community.

Outcome based support planning project

Life had changed significantly for the people St Joseph's supports over Covid-19 and we recognised that people's support plans required updating. We took this opportunity to transition all of the support plans that the People We Support had to a new outcomes based template. This new support plan model enables us to quantify and evidence the outcomes being achieved by the people St Joseph's supports. This was a significant undertaking and an outcome support plan co-ordinator was employed for the duration of the project. The co-ordinator supported by the staff teams worked closely with each person we support and important people within their lives to create a new support plan.

c. Matter of Focus - OutNav

As well as implementing the outcome based support plans St Joseph's Services have subscribed to OutNav. This service run by Matter of Focus will support St Joseph's to make better use of our data and information to learn, improve and tell an evidenced story of the difference St Joseph's is making. This will support strategic reporting and will be of great benefit to the Trustees, commissioners, funders and stakeholders as it will allow visual reporting of our impact. We will continue to develop and expand our use of OutNav in 2023/2024.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

d. 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.

e. Health and safety

The Health and Safety Co-ordinator working collaboratively with the Quality Assurance Co-ordinator has ensured that the organisation and our services have been operating safely. Considerable work has been undertaken reviewing our systems, processes, reporting and analysis procedures to ensure that we can quickly identify risks or trends and introduce revised policy, procedures or safeguards to minimise any risk of reoccurrence.

f. Business plan

The strategic plan was launched in 2018/2019 with an ambitious 3 year strategy to provide strategic focus and momentum. Following a review of the strategic plan we recognised the impact that Covid19 had had on our ability to achieve certain key aspects within our strategy that remained critical to our future development. The Trustees of St Joseph's agreed that the focus from mid-2021 to 2023 should be on achieving the outstanding areas of development. This would allow for clear strategic focus in the years ahead.

g. 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, many of these are now available on our website. 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. The Board of Advisors attend all of the Trustee Meetings to update the Trustees on strategic developments and suggestions, policy progression and achievements and activities.

In November 2022 we celebrated 10 years of the Board of Advisors, this milestone in St Joseph's History was celebrated at the annual away day for the Trustees, Board of Advisors and Senior Leadership Team. At the away day we recognised that the Board of Advisors played a critical role in the governance of St Joseph's Services and collectively agreed that the Board of Advisors should be formalised within St Joseph's Memo's and Articles and that a governing document should be written for the Board of Advisors outlining their responsibilities and powers. We believe that this formalisation of the position of the Board of Advisors will strengthen the governance of St Joseph's and will ensure that the voices of the People We Support are always formally recognised at all levels of the organisation.

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. In 2022/2023 we successfully recruited a new member to the Board of Advisors and we hope to have some more People We Support joining the Board of Advisors soon.

The People We Support are involved in recruitment throughout St Joseph's Services and participate in all interviews. 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. Having completed his term of office as chair of the NIN Alan one of the people we support stood down from this position. We'd like to congratulate Alan on his contribution to the NIN during his tenure as chair.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

h. Volunteering Opportunities

Opportunities have been created for a number of the people St Joseph's supports in the community. The gardening group at St Joseph's have also been working collaboratively with a group of volunteers from the community to redevelop the garden at Sycamore House. We would like to expand the number of volunteers opportunities available to the People We Support in 2023/2024.

i. Accredited living wage employer

St Joseph's Services has remained as a Living Wage Employer and increased salaries in April 2022 to meet the increase in the Living Wage and maintain the differential in support worker salaries.

j. Staffing

Across all of Social Care providers in the UK recruitment and retention of staff members continues to be a challenge. St Joseph's Services does benefit from having a good retention of staff members - staff members have celebrated 25 years and 30 years' service with the organisation, this ensures continuity and consistency for the people we support. However, there are increased numbers of vacancies across the organisation which are more challenging to fill than we have previously experienced and we are often operating with less staff than we would like – this can impact upon the support we provide as well as the health and wellbeing of our staff teams.

The people St Joseph's supports have continued to live full and inclusive lives thanks to the dedication of their staff teams who continue to go above and beyond anything that could be expected of them.

During 2022/2023 a review of our staffing models and structure has been undertaken to look at how we can more effectively provide support and ensure the wellbeing of our staff. In 2023 we will be introducing a new cohorting model of support, looking at how geographically close teams can work together. A revised recruitment and retention strategy has also been produced and we are looking at new and innovative methods of recruitment.

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.

In January 2023 we appointed a full time Learning and Development Co-ordinator to oversee the training programme at St Joseph's – this was previously a hybrid role for one of the Practice Development Leaders. Increasing this position to full time will support increased focus on Learning and Development strengthening our capacity to facilitate internal training. The Learning and Development Co-ordinator is also currently undertaking their L&D9Di Assessor award which will give St Joseph's the ability to internally assess and support staff members as they undertake their SVQ. We believe that this will increase the capacity of St Joseph's to support staff members to achieve their SVQ as well as enhancing their SVQ experience.

Five candidates successfully achieved their SVQ 2/3 award in 2022/2023 and fourteen people are working towards their qualification, three candidates are in the process of being enrolled for their SVQ. Three Team Leaders completed their PDA award and two team leaders are about to commence their PDA award. One Team Leader completed their SVQ Level 4.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

St Joseph's continues to adopt a blended approach to training - classroom based training, e-learning and zoom/ computer based training.

Activities Co-ordinator

At St Joseph's we have noticed a decrease in opportunities for the People We Support in the post-covid19 landscape. To enhance the support we provide and the opportunity to access meaningful activity St Joseph's are seeking external funding from trusts to create an Activities Co-ordinator position. We have received grant funding of £15,000 which covers almost 50% of the role from the Baily Thomas charitable fund and we are extremely grateful for their support of this position. In 2023/2024 we aim to secure the remaining funds for the post.

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. 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.

Throughout 2022 and 2023 we have continued to develop new ways of communicating through the use of Social Media and via the website – 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 691 likes and 786 followers on Facebook.

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, Places for People, Midlothian Community Health Partnership, Melville Housing as well as a range of community organisations and charities across the local authorities.

Office extension

The Trustees are committed to ensuring that Sycamore House (St Joseph's head office) is accessible for all of the people St Joseph's support and is fit for purpose. Options are currently being explored to see if the garage could be converted into an accessible hub facility. If this can be achieved it is likely that this work will begin in 2024 and the originally planned extension will not be undertaken.

St Joseph's Homes

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 Services are the sole member of St Joseph's Homes. 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 the last year St Joseph's Homes has provided accommodation to 19 people with a learning disability who St Joseph's Services support. St Joseph's Services have continued to provide the maintenance and support for the properties owned by St Joseph's Homes to ensure that they are well maintained and any repairs are quickly attended to. A 24 hour on call service is provided by St Joseph's Services. The Trustees of St Joseph's are grateful to St Joseph's Homes for all of the work undertaken in the last year.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

Quality and compliance

In October 2022 St Joseph's Services were assessed by Investors In People, this assessment was undertaken during a particularly challenging time Social Care Staff members but we were delighted to be awarded the chartermark by Investors In People.

Pastoral care

2022/2023 was the first full year of operation of a lay pastoral team and St Joseph's have clearly been able to evidence to the Daughters of Charity of St Vincent De Paul Services group of charities and the Daughters of Charity of St Vincent De Paul that a lay pastoral team can be very effective and this has secured the future provision of pastoral care in the organisation. All of society has experienced unprecedented pressure and challenge over the last year with the huge rise in inflation and the impact on the cost of living. The Pastoral Team have developed new and innovative support tools to ensure that the People We Support and our staff teams and their families have access to additional support if they require it. The Pastoral team is open and accessible to everyone involved with or supported by St Joseph's. They offer a listening ear, advice and support and undertake specific pieces of work with the people St Joseph's Support. St Joseph's Services continues to develop the understanding amongst the staff teams of the pastoral responsibility of everyone within the organisation.

St Joseph's Services are actively involved in Vincentian Values Today (VIVAT) aimed at ensuring that the group of charities supported by the 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.

Mission Heart Scotland

St Joseph's Services is a part of the Mission Heart Scotland, maintaining an important connection with the Daughters of Charity and we look forward to continuing to support the work of the Mission Heart over the coming year.

Regulatory information

St Joseph's Services is regulated by the Care Inspectorate. The organisation was inspected in 2022 for the first time in 4 years and achieved the following inspection results:

Circle 1:

How well do we support people's wellbeing?	Grade 5 - Very Good
How good is our leadership?	Grade 5 - Very Good
How good is our staff team?	Grade 4 - Good
How well is our care and support planned?	Grade 5 - Very Good

Circle 2:

How well do we support people's wellbeing	Grade 5 - Very Good
How good is our leadership?	Grade 5 - Very Good
How good is our staff team?	Grade 4 - Good
How well is our care and support planned?	Grade 5 - Very Good

Circle 3:

How well do we support people's wellbeing?	Grade 5 - Very Good
How good is our leadership?	Grade 5 - Very Good
How good is our staff team?	Grade 4 - Good
How well is our care and support planned?	Grade 5 - Very Good

Everyone at St Joseph's was very proud of the grades achieved by St Joseph's in our latest inspection, it provided excellent insight into the current performance of the organisation and we received very positive

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

feedback. There were certain areas that require some focus but given the challenges being experienced by Social Care across the UK we were delighted with the feedback we received on the quality of our service provision.

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

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 have developed links in and with the community for the People We Support – reducing social isolation and improving community cohesion.

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.

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 over the last year. As we have emerged from Covid-19 we all believed that life would return to how it was pre-pandemic. Instead one challenge has been replaced by another, soaring costs in food, utilities and fuel coupled with shortages of staff across Social Care has meant that the last year has been another hard journey both personally and professionally for everyone. Throughout this, staff members continue to go the extra mile for the People St Joseph's Supports - we have seen our values being lived and the people we support being put first and foremost every day ensuring that everyone continues to lead good and fulfilled lives. I am proud of and grateful to each and every person involved in St Joseph's - for their effort, support and dedication.'

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Achievements and performance (continued)

Financial review

a. 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 £5,419,319 with resources expended being £5,355,974. This led to a carried forward provision of unrestricted funds at the end of the year of £2,921,971. This falls within the reserves policy decided by the Trustees below.

b. 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.

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.

c. 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.

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TRUSTEES' REPORT (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2023

d. 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 2023/2024 we will:

- Continue to provide high quality person centred support
- Continue achieving the outcomes from the organisational business plan
- Formalise the position of the Board Of Advisors within the governance structure of St Joseph's
- Formalise the roles and responsibilities of the Board Of Advisors
- Maintain our systems and processes for infection control developing them in line with new guidance and prepare the organisation for any localised or national outbreaks.
- Create a one bedroom annex within the original lodge at New Lodge
- Review the accessibility of Sycamore House and the potential garage conversion
- Continue to support the operation of St Joseph's Homes.
- Roll out Outcome based training for all staff members
- Embed the OutNav Outcome based recording tool
- Fundraise for an Activities Co-ordinator and appoint
- Expand the opportunities for the use of volunteers within St Joseph's – building community links
- Plan for the centenary of St Joseph's and fundraise for events.
- Recruit and appoint additional members to the board of trustees - expanding and diversifying the current skills and membership of the trustees.
- Contribute to any local and national consultations on the future of Care.
- Continue to review the staffing strategy recognising the current challenges to recruitment within Social Care.

Structure, governance and management

a. 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.

b. 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 Services, 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.

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TRUSTEES' REPORT (CONTINUED)
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Structure, governance and management (continued)

c. 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.

d. 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, Administration, Finance and Service Development. The trustees work with the Chief Executive Officer and his team, advising and assisting with strategic/operational matters.

e. 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.

f. Key management remuneration

The trustees consider that the trustees, the Chief Executive Officer, Head of Services, the Finance Manager, the Practice Development Leaders, the Quality Assurance Co-ordinator and Senior Administrator 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.

g. 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).

h. Risk 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:

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 2024. 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.

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TRUSTEES' REPORT (CONTINUED)
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Structure, governance and management (continued)

Recruitment and Retention

St Joseph's Services has an incredibly committed, motivated and professional workforce with a good retention rate. However, recruiting for vacancies can be difficult. The organisation is going to redevelop the recruitment strategy in 2022/2023 as well as completely reviewing the staffing model across the services. We continue to review and enhanced our employee benefits. A peripatetic team supports 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.

Statement of Trustees' responsibilities

The Trustees (who are also the directors of the Company for the purposes of company law) are responsible for preparing the Trustees' report 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 . Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the Company and of its incoming resources and application of resources, including its income and expenditure, for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP (FRS 102);
- make judgments and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards (FRS 102) have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Company will continue in business.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the Company's transactions and disclose with reasonable accuracy at any time the financial position of the Company and enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended). They are also responsible for safeguarding the assets of the Company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

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TRUSTEES' REPORT (CONTINUED)
FOR THE YEAR ENDED 31 MARCH 2023

Disclosure of information to auditors

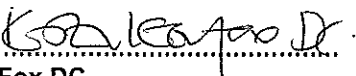
Each of the persons who are Trustees at the time when this Trustees' report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charity's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any relevant audit information and to establish that the charity's auditors are aware of that information.

Auditors

The auditors, Anderson Anderson & Brown Audit LLP, have indicated their willingness to continue in office. The designated Trustees will propose a motion reappointing the auditors at a meeting of the Trustees.

Approved by order of the members of the board of Trustees and signed on their behalf by:


.....
K Fox DC

Date:

ST JOSEPH'S SERVICES
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST JOSEPH'S SERVICES

Opinion

We have audited the financial statements of St Joseph's Services (the 'charitable company') for the year ended 31 March 2023 which comprise the Statement of financial activities, the Balance sheet, the Statement of cash flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

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

ST JOSEPH'S SERVICES
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST JOSEPH'S SERVICES (CONTINUED)

Other information

The other information comprises the information included in the Annual report other than the financial statements and our Auditors' report thereon. The Trustees are responsible for the other information contained within the Annual report. 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. 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 course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

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

- the information given in the Trustees' report is inconsistent in any material respect with the financial statements; or
- proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

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

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

ST JOSEPH'S SERVICES
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST JOSEPH'S SERVICES (CONTINUED)

Auditors' responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' report 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.


ST JOSEPH'S SERVICES
(A company limited by guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF ST JOSEPH'S SERVICES (CONTINUED)

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 Auditors' report.

Use of our report

This report is made solely to the charitable company's members, 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 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, its members, as a body, and its trustees, as a body, for our audit work, for this report, or for the opinions we have formed.



Angus McCuaig (Senior Statutory Auditor)

Anderson Anderson & Brown Audit LLP
25 Tyndrum Street
Glasgow
G4 0JY

Date: 19 October 2023.

Anderson Anderson & Brown Audit LLP are eligible to act as auditors in terms of section 1212 of the Companies Act 2006.

ST JOSEPH'S SERVICES
(A company limited by guarantee)

STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Income from:					
Donations and legacies	3	-	41,058	41,058	21,907
Charitable activities	4	-	5,251,899	5,251,899	5,194,770
Investments	5	-	20,165	20,165	3,076
Other income	6	-	106,197	106,197	70,807
Total income		-	5,419,319	5,419,319	5,290,560
Expenditure on:					
Charitable activities		-	5,355,974	5,355,974	5,173,240
Total expenditure		-	5,355,974	5,355,974	5,173,240
Net movement in funds		-	63,345	63,345	117,320
Reconciliation of funds:					
Total funds brought forward		8,786	2,858,626	2,867,412	2,750,092
Net movement in funds		-	63,345	63,345	117,320
Total funds carried forward		8,786	2,921,971	2,930,757	2,867,412

The Statement of financial activities includes all gains and losses recognised in the year.

The notes on pages 21 to 34 form part of these financial statements.

ST JOSEPH'S SERVICES
(A company limited by guarantee)
REGISTERED NUMBER: SC500182

BALANCE SHEET
AS AT 31 MARCH 2023

	Note	2023 £	2022 £
Fixed assets			
Tangible assets	11	308,200	314,900
		<u>308,200</u>	<u>314,900</u>
Current assets			
Debtors	12	865,335	815,796
Cash at bank and in hand		2,230,819	2,192,064
		<u>3,096,154</u>	<u>3,007,860</u>
Creditors: amounts falling due within one year	13	(473,597)	(455,348)
		<u>2,622,557</u>	<u>2,552,512</u>
Net current assets		<u>2,622,557</u>	<u>2,552,512</u>
Total assets less current liabilities		<u>2,930,757</u>	<u>2,867,412</u>
Total net assets		<u>2,930,757</u>	<u>2,867,412</u>
Charity funds			
Restricted funds	15	8,786	8,786
Unrestricted funds	15	2,921,971	2,858,626
		<u>2,930,757</u>	<u>2,867,412</u>
Total funds		<u>2,930,757</u>	<u>2,867,412</u>

The Trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and preparation of financial statements.

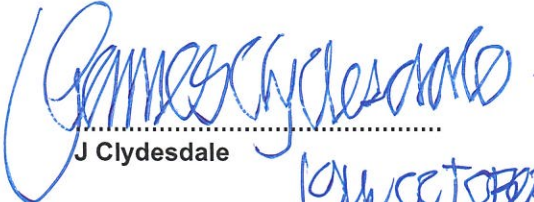
The financial statements have been prepared in accordance with the provisions applicable to entities subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees and signed on their behalf by:


 K Fox DC

Date:

19/10/23


 J Clydesdale

19 OCTOBER 2023

The notes on pages 21 to 34 form part of these financial statements.

ST JOSEPH'S SERVICES
(A company limited by guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2023

	2023 £	2022 £
Cash flows from operating activities		
Net cash used in operating activities	18,590	(446,452)
	<hr/>	<hr/>
Cash flows from investing activities		
Proceeds from the sale of tangible fixed assets	-	763,310
Interest received	20,165	2,989
	<hr/>	<hr/>
Net cash provided by investing activities	20,165	766,299
	<hr/>	<hr/>
Cash flows from financing activities		
	<hr/>	<hr/>
Net cash provided by financing activities	-	-
	<hr/>	<hr/>
Change in cash and cash equivalents in the year	38,755	319,847
Cash and cash equivalents at the beginning of the year	2,192,064	1,872,217
	<hr/>	<hr/>
Cash and cash equivalents at the end of the year	<u>2,230,819</u>	<u>2,192,064</u>

The notes on pages 21 to 34 form part of these financial statements

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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

2.1 Basis of preparation of 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.

2.2 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.

2.3 Income

All income is recognised once the Company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

2.4 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.

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

2. Accounting policies (continued)

2.5 Taxation

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

2.6 Tangible fixed assets and depreciation

Tangible fixed assets costing £5,000 or more are capitalised and recognised when future economic benefits are probable and the cost or value of the asset can be measured reliably.

Tangible fixed assets are initially recognised at cost. After recognition, under the cost model, tangible fixed assets are measured at cost less accumulated depreciation and any accumulated impairment losses. All costs incurred to bring a tangible fixed asset into its intended working condition should be included in the measurement of cost.

Depreciation is charged so as to allocate the cost of tangible fixed assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Freehold property	- Over 50 years
Motor vehicle	- 25% on cost
Fixtures and fittings	- 25% on cost

2.7 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.

2.8 Cash at bank and in hand

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.

2.9 Liabilities and provisions

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.

2.10 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.

2.11 Pensions

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.

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

2. Accounting policies (continued)

2.12 Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the Company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the Company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

3. Income from donations and legacies

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Donations	-	41,058	41,058	21,907

4. Income from charitable activities

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Supporting people with learning disabilities	5,251,899	5,251,899	5,194,770

5. Investment income

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Deposit account interest	20,165	20,165	3,076

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

6. Other incoming resources

	Unrestricted funds 2023 £	Total funds 2023 £	Total funds 2022 £
Other income	106,197	106,197	70,807

7. Analysis of expenditure by activities

	Activities undertaken directly 2023 £	Support costs 2023 £	Total funds 2023 £	Total funds 2022 £
Supporting people with learning disabilities	4,510,463	845,511	5,355,974	5,173,240

Analysis of direct costs

	Supporting people with learning disabilities 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	4,309,727	4,309,727	4,221,066
Staff training	12,306	12,306	20,705
Premises costs	43,790	43,790	65,607
Provisions	10,901	10,901	10,066
Welfare & support	53,822	53,822	54,047
Other expenses	31,319	31,319	5,754
Consultancy and professional fees	41,898	41,898	18,236
Depreciation	6,700	6,700	6,700
	<u>4,510,463</u>	<u>4,510,463</u>	<u>4,402,181</u>

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

7. Analysis of expenditure by activities (continued)

Analysis of support costs

	Supporting people with learning disabilities 2023 £	Total funds 2023 £	Total funds 2022 £
Staff costs	689,289	689,289	609,507
Central administration	135,501	135,501	142,992
Legal & professional fees	335	335	779
Governance costs	20,386	20,386	17,781
	<u>845,511</u>	<u>845,511</u>	<u>771,059</u>

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

	2023 £	2022 £
Staff costs	6,957	6,563
Auditors remuneration	12,750	11,218
Legal & Professional fees	679	-
	<u>20,386</u>	<u>17,781</u>

8. Trustees' remuneration and expenses

During the year, no Trustees received any remuneration or other benefits (2022 - £NIL).

During the year ended 31 March 2023, no Trustee expenses have been incurred (2022 - £NIL).

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

9. Staff Costs

	2023 £	2022 £
Wages and salaries	4,490,296	4,374,008
Social security costs	369,523	335,309
Death in service	22,308	21,690
Other pension costs	110,157	106,129
	<u>4,992,284</u>	<u>4,837,136</u>

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

	2023	2022
Charitable activities	214	225
Support function	16	20
	<u>230</u>	<u>245</u>

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

	2023	2022
£80,001-£90,000	1	1
	<u>1</u>	<u>1</u>

Key management remuneration

The key management personnel of the charity are 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 £444,064 (2022: £431,500)

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

10. Comparatives for the Statement of Financial Activities

	Restricted Funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £	Total Funds 2021 £
Income and endowments from:				
Donations and legacies	1,000	20,907	21,907	770,684
Charitable activities	-	5,194,770	5,194,770	5,264,934
Investment income	-	3,076	3,076	7,696
Other income	-	70,807	70,807	58,558
Total	1,000	5,289,560	5,290,560	6,101,872
Expenditure on:				
Charitable activities	-	5,173,240	5,173,240	4,996,834
Other	-	-	-	763,310
Total	-	5,173,240	5,173,240	5,760,144
Net income/ (expenditure)	1,000	116,320	117,320	341,728
Transfers between funds	-	-	-	-
Net movement in funds	1,000	116,320	117,320	341,728
Reconciliation of funds:				
Total funds brought forward	7,786	2,742,306	2,750,092	2,408,364
Total funds carried forward	8,786	2,858,626	2,867,412	2,750,092

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

11. Tangible fixed assets

	Freehold property £	Motor vehicles £	Fixtures and fittings £	Total £
Cost or valuation				
At 1 April 2022	335,000	16,295	13,478	364,773
At 31 March 2023	<u>335,000</u>	<u>16,295</u>	<u>13,478</u>	<u>364,773</u>
Depreciation				
At 1 April 2022	20,100	16,295	13,478	49,873
Charge for the year	6,700	-	-	6,700
At 31 March 2023	<u>26,800</u>	<u>16,295</u>	<u>13,478</u>	<u>56,573</u>
Net book value				
At 31 March 2023	<u>308,200</u>	<u>-</u>	<u>-</u>	<u>308,200</u>
At 31 March 2022	<u>314,900</u>	<u>-</u>	<u>-</u>	<u>314,900</u>

12. Debtors

	2023 £	2022 £
Due after one year		
Amounts owed by group undertakings	30,000	30,000
	<u>30,000</u>	<u>30,000</u>
Due within one year		
Debtors control account	355,571	642,342
Other debtors	57,001	36,000
Prepayments and accrued income	422,763	107,454
	<u>865,335</u>	<u>815,796</u>

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. Creditors: Amounts falling due within one year

	2023 £	2022 £
Creditors control account	79,813	53,019
Other taxation and social security	83,125	83,805
Other creditors	211,163	221,384
Accruals and deferred income	99,496	97,140
	<u>473,597</u>	<u>455,348</u>

14. Lease Agreements

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

	2023 £	2022 £
Within 1 year	18,714	18,636
Between one and five years	557	-
	<u>19,271</u>	<u>18,636</u>

ST JOSEPH'S SERVICES
(A company limited by guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

15. Statement of funds

Statement of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
Unrestricted funds					
General Funds - all funds	1,911,819	5,404,981	(5,328,927)	59,653	2,047,526
Sycamore house improvements	320,000	-	-	-	320,000
Business Development fund	100,000	-	(14,847)	14,847	100,000
Donation fund	21,907	14,338	-	-	36,245
Pastoral Care fund	40,000	-	-	-	40,000
Fixed Asset fund	314,900	-	-	(6,700)	308,200
Outcome Systems Development fund	60,000	-	-	(60,000)	-
Quality Assurance Charter Mark Development fund	50,000	-	(12,200)	(37,800)	-
Operational/Supernumerary Additional funding	25,000	-	-	(25,000)	-
Cycle to Work Scheme Fund	15,000	-	-	-	15,000
Centenary Fund	-	-	-	55,000	55,000
	<u>2,858,626</u>	<u>5,419,319</u>	<u>(5,355,974)</u>	<u>-</u>	<u>2,921,971</u>
Restricted funds					
Wish Fulfillment	<u>8,786</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,786</u>
Total of funds	<u><u>2,867,412</u></u>	<u><u>5,419,319</u></u>	<u><u>(5,355,974)</u></u>	<u><u>-</u></u>	<u><u>2,930,757</u></u>

ST JOSEPH'S SERVICES
(A company limited by guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

15. Statement of funds (continued)

Statement of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
Unrestricted funds					
General Funds - all funds	1,173,173	5,267,653	(5,173,240)	644,233	1,911,819
Sycamore house improvements	320,000	-	-	-	320,000
Business Development fund	100,000	-	-	-	100,000
Donation fund	14,223	21,907	-	(14,223)	21,907
Pastoral Care fund	50,000	-	-	(10,000)	40,000
Fixed Asset fund	1,084,910	-	-	(770,010)	314,900
Outcome Systems Development fund	-	-	-	60,000	60,000
Quality Assurance Charter Mark Development fund	-	-	-	50,000	50,000
Operational/Supernumerary Additional funding	-	-	-	25,000	25,000
Cycle to Work Scheme Fund	-	-	-	15,000	15,000
	<u>2,742,306</u>	<u>5,289,560</u>	<u>(5,173,240)</u>	<u>-</u>	<u>2,858,626</u>
Restricted funds					
Wish Fullfillment	<u>7,786</u>	<u>1,000</u>	<u>-</u>	<u>-</u>	<u>8,786</u>
Total of funds	<u><u>2,750,092</u></u>	<u><u>5,290,560</u></u>	<u><u>(5,173,240)</u></u>	<u><u>-</u></u>	<u><u>2,867,412</u></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 represents the net book value of the assets held by the charity.

Other designated funds have also been allocated this year as detailed above.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

16. Summary of funds

Summary of funds - current year

	Balance at 1 April 2022 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2023 £
General funds	2,858,626	5,419,319	(5,355,974)	-	2,921,971
Restricted funds	8,786	-	-	-	8,786
	<u>2,867,412</u>	<u>5,419,319</u>	<u>(5,355,974)</u>	<u>-</u>	<u>2,930,757</u>

Summary of funds - prior year

	Balance at 1 April 2021 £	Income £	Expenditure £	Transfers in/out £	Balance at 31 March 2022 £
General funds	2,742,306	5,289,560	(5,173,240)	-	2,858,626
Restricted funds	7,786	1,000	-	-	8,786
	<u>2,750,092</u>	<u>5,290,560</u>	<u>(5,173,240)</u>	<u>-</u>	<u>2,867,412</u>

17. Analysis of net assets between funds

Analysis of net assets between funds - current year

	Restricted funds 2023 £	Unrestricted funds 2023 £	Total funds 2023 £
Tangible fixed assets	-	308,200	308,200
Debtors due after more than one year	-	30,000	30,000
Current assets	8,786	3,057,368	3,066,154
Creditors due within one year	-	(473,597)	(473,597)
Total	<u>8,786</u>	<u>2,921,971</u>	<u>2,930,757</u>

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**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

17. Analysis of net assets between funds (continued)

Analysis of net assets between funds - prior year

	Restricted funds 2022 £	Unrestricted funds 2022 £	Total funds 2022 £
Tangible fixed assets	-	314,900	314,900
Debtors due after more than one year	-	30,000	30,000
Current assets	8,786	2,969,074	2,977,860
Creditors due within one year	-	(455,348)	(455,348)
Total	<u>8,786</u>	<u>2,858,626</u>	<u>2,867,412</u>

18. Reconciliation of net movement in funds to net cash flow from operating activities

	2023 £	2022 £
Net income for the year (as per Statement of Financial Activities)	63,345	117,320
Adjustments for:		
Depreciation charges	6,700	6,700
(Increase) / Decrease in debtors	(49,539)	195,154
Increase / (Decrease) in creditors	18,249	(762,637)
Interest received	(20,165)	(2,989)
Net cash provided by/(used in) operating activities	<u>18,590</u>	<u>(446,452)</u>

19. Analysis of cash and cash equivalents

	2023 £	2022 £
Cash in hand	2,230,819	2,192,064
Total cash and cash equivalents	<u>2,230,819</u>	<u>2,192,064</u>

ST JOSEPH'S SERVICES
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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

20. Analysis of changes in net debt

	At 1 April 2022	Cash flows	At 31 March 2023
	£	£	£
Cash at bank and in hand	2,192,064	38,755	2,230,819
	<u>2,192,064</u>	<u>38,755</u>	<u>2,230,819</u>

21. Related party transactions

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).

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).

At the year end, St Joseph's Homes Limited owed St Joseph's Services £30,000 (2022: £30,000).

22. Controlling party

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.