REPORT OF THE TRUSTEES AND FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 MARCH 2016

For

STAFFORDSHIRE COMMISSIONER’S CORPORATE SOCIAL RESPONSIBILITY FUND

Final 21 July 2016
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</table>
1. LEGAL AND ADMINISTRATIVE INFORMATION

Trustees as at 14 July 2016

Mr Matthew Ellis, Police and Crime Commissioner (PCC)
Mrs Sue Arnold, Deputy Police and Crime Commissioner (DPCC) (Chair)
Mr Glynn Dixon, Chief of Staff, Office of the Police and Crime Commissioner (OPCC)
Mr John Henderson, Chief Executive, Staffordshire Country Council
Mr David Sidaway, Director, Stoke on Trent City Council

Registered Office

P O Box 3167
Stafford
Staffordshire
ST16 9LZ

Bankers

Co-op Bank
P O Box 250
Dell House
Southway
Skelmersdale
WN8 6WT
2. TRUSTEES’ REPORT

The Trustees serving during the year 2015/2016 were:

- Mr Matthew, Ellis, Police and Crime Commissioner (PCC)
- Mrs Sue Arnold, Deputy Police and Crime Commissioner (DPCC) (Chair)
- Mr Glynn Dixon, Chief of Staff, Office of the Police and Crime Commissioner (OPCC)
- Mr John Henderson, Chief Executive (Staffordshire County Council from 16 July 2015)
- Mr John van de Laarschot, Chief Executive (Stoke-on-Trent Council up until 14 March 2016)
- Mr David Sidaway Director (Stoke-on-Trent Council from 15 March 2016)

Objectives and activities for the public benefit.

The charity’s objects are:

“To promote good citizenship and civic responsibility; to prevent crime; to act as a resource for, help and advance in life children and young people; to advance education and training in particular of children and young people; to promote community capacity building; and to promote volunteering where to do so furthers a charitable purpose or purposes in particular but not limited to helping children, young people and adults develop new skills and self-confidence in the service of their communities by working alongside the police and partners and by supporting and promoting initiatives, Services and projects which further these charitable objects all with the aim of making “Staffordshire safer”.

The Staffordshire Police and Crime Commissioner’s (PCC) Corporate Social Responsibility Fund (known throughout this document as the ‘charity’) exists to fund the activities of the Staffordshire Cadet programme, delivered through a commissioning approach by Staffordshire Police.

The Staffordshire Police Cadets programme consists of Senior Cadets, between the ages of 14-17 years and Junior Cadets between the ages of 8-10 years.

**Senior Cadets**

The original cadet programme was started by the PCC to strengthen links between the police and young people and promote good citizenship. This was not only for young people but also encouraging volunteering in the wider community, with an average of ten volunteers, including special constables, running each unit. The Cadet programme follows not only the National Volunteer Police Cadet programme but young people also work towards a BTEC Level 1 in Teamwork, Personal Skills and Citizenship.

**Junior Cadets**

With the inspiration of PCSO Paul Washington, Junior Cadet groups has been launched in primary schools across Staffordshire and Stoke-on-Trent. Designed for 8–10 year olds, the Junior Cadet scheme consists of six one hour sessions led by a local PCSO during school time. The fun-packed programme includes encouraging good behaviour, road safety, school security and anti-social
Focussing on strengthening links between Staffordshire Police and young people and promoting good citizenship, the programme exists to:

- Provide young people with a voice, by growing two-way engagement and consultation with the younger generation, resulting in feedback and positive action for the youngsters, their families and communities;
- Give youngsters an opportunity, by creating an environment where they can learn, develop and feel valued, resulting in a well-rounded generation, focussed on social action rather than state dependency;
- Equip cadets with an ability to succeed, through the introduction of a formal programme to enable them to enhance their skills and employability and resulting in better citizens for the future.

Achievements

From 1 April 2015, the charity has continued to provide funds to:

- Enable the growth of the number of Senior cadet units, supported by Staffordshire Police, which now operate from 6 units:

<table>
<thead>
<tr>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stafford</td>
</tr>
<tr>
<td>Cannock</td>
</tr>
<tr>
<td>Burslem</td>
</tr>
<tr>
<td>Tamworth</td>
</tr>
<tr>
<td>Longton</td>
</tr>
<tr>
<td>Codsall</td>
</tr>
</tbody>
</table>

- Recruitment of additional cadets to all units as opportunities arose
- The graduation of over 1700 Junior Cadets
- Securing Patron funding of £15,000 over three years from the Leavesley International
- Continuation of the BTEC level 1 training course
- Introduction of a Soft Skills training course delivered by Lorna Sheldon for cadets in established units.

Impact

Developing from year one which saw three original cadet units established across Staffordshire, a further three units have been established and awareness and interest in the cadet programme has increased.

Numbers of young people keen to join a local unit and to benefit from the support, guidance and training provided have grown and through the OPCC and the Force interest in volunteering, key to support the programme, is also increasing.
STAFFORDSHIRE COMMISSIONER'S CORPORATE SOCIAL RESPONSIBILITY FUND

Set out below is an illustration of the variety of activities achieved by the Staffordshire Police Cadet Programme, funded in totality by the charity:

May 2015

Mrs Sue Arnold, Chair of the charity and DPCC with the cadets attended a boxing club in Stoke on Trent. The Blue Glove Boxing Academy in Burslem is a local boxing club run by police officers.

June 2015

Cadets carried out official duties including car park attendance as well as giving a demonstration of police drills during the Clifton Campville Country Fair in June 2015.

July 2015

The Staffordshire Cadet Service marks two years of success. The Police and Crime Commissioner Matthew Ellis, a trustee of the charity and the Chair of Trustees, Sue Arnold marked the milestone in Tamworth when they met with the new cadets, watched the drill practice and discussed the importance of being a police cadet.

40 Cadets took part in the UK COPS Annual Survivors weekend in July 2015. Cadets’ duties included the meet and greet of guests, assisting with booking in of guests and taking them to the service of remembrance and assisting with sorting the wreaths that were delivered. At the National Memorial Arboretum cadets formed a Guard of Honour along the thoroughfare for the Blue Knights motorcyclist procession.
September 2015

In September 2015 the Longton Cadet Unit was launched with 28 cadets.

During September 2015 a further 30 PCSOs were trained in delivering the Junior Cadets programme.

October 2015

Cadets from the Stafford, Cannock, Burslem and Tamworth units took part in an activity day at Whitemoor Lakes. The cadets took part in activities such as obstacle courses and rock climbing to develop their Team working skills.
Cadets from the Stafford, Cannock, Tamworth, Longton and Burslem units received training to become Dementia Friends and help make sure people living with dementia get the best possible support.

December 2015
Cadets attended the British Police Symphony Orchestra (BPSO) for the third year. Throughout the day the cadets looked after the VIP guests, escorted people to their seats and staffed the doors during performances. Cadets sold raffle tickets and programmes throughout the event and were credited with helping the BPSO raise more money than they had raised in previous years. Cadets worked with the British Transport Police cadets during this event.

January 2016
Cadets from the Burslem Unit were on hand to welcome Prince Charles to Burslem Police Station when he visited Staffordshire as part of his tour of the local area. Cadets were able to speak with Prince Charles during their meet and greet duties on the day.

February 2016
Cadets from all units took part in Soft Skills Training with Lorna Sheldon. There was 5 sessions per unit where the cadets covered communication skills, leadership skills, CV writing, giving presentations and more.

February 2016
In February 2016 the Codsall Cadet Unit was launched at Codsall Fire Station.
STAFFORDSHIRE COMMISSIONER’S CORPORATE SOCIAL RESPONSIBILITY FUND

Plans for the future

The key objectives for the next financial year are to:-

- Ensure sustainability of the six incumbent units and replenish the units when cadets reach 18.

- Launch two more units in 2016 with an emphasis on geographic local policing team areas that can support cadets with volunteer leaders.

- Continue to raise funds for the charity to support our objectives.

- Support our key partner Staffordshire Police in delivering the Commissioning Plan.
STAFFORDSHIRE COMMISSIONER'S CORPORATE SOCIAL RESPONSIBILITY FUND

Financial Review

During the year income of £67,342.48 received, mainly through donations of which the most significant were £20,000 from POCA, £10,000, Patrons Scheme which included £5,000 from Leavesley International and £5,000 from Police Mutual and £5004 subscriptions from Senior Cadets.

Expenditure in the year was £46,198.87 to support the operation of Police Cadet units run by Staffordshire Police, in line with the agreed Commissioning plan. Major expenditure included the Costs of cadet's uniforms, BTEC training, Soft Skills training and an activity day for Senior Cadets to Whitemoor Lakes. Grant payments in total for £650 were paid to two cadets, one for sports kit and one for a contribution towards a trip to Cambodia.

As the number of cadet units operating across the county increases, then additional income and expenditure will be required.

Reserves Policy

The policy is to hold reserves of 3 months expenditure for grant making purposes.

As at 31/3/16 there were 6 cadet units in operation and the 3 month cost of these was £11,362.26 (Calculated method at £45,449.07 costs for 2015/2016 / 12 months x 3 months)

Available funds as at 31/3/2016 were £67,075.54 so well within this target.

This policy will be reviewed annually.

Investment Policy

The current policy is to hold cash in the Co-op account where it is easily accessible, recognising it only attracts a low rate of return. In the current investment environment of low interest rates it is unlikely that a much better rate can be found from other savings accounts. However, as the charity accumulates cash reserves it will investigate the opportunities to invest in other, more long term investment vehicles, to get better returns so long as this leaves sufficient usable cash for charitable grant purposes.

This policy will be reviewed annually.

Grant Making Policy

The Grant Making Policy awards to those organisations supporting delivery of the Cadet Service, the main organisation being Staffordshire Police. In addition, cadets themselves can also apply for funding in line with the Cadets Funding application form introduced in February 2016. At a later date, when the charity is well established, it can consider awarding grants for other activities supporting its wider charitable objectives.
This policy will be reviewed annually.

Related parties

With responsibility for the totality of policing in Staffordshire the PCC recognises the value in utilising Police Proceeds of Crime Act funds to support positive community activities and increases of public reassurance.

The OPCC is focussing attention on the early intervention agenda with specific interest in providing positive activities and opportunities to develop young people, enabling them to make a valued contribution to their local communities.

Risk Review

The board of trustees recognises the importance of conducting a risk review to ensure mitigation against a number of key risk including, funding provision and reputation.

Working with trustees and Staffordshire Police as the commissioned service provider a corporate risk register is under development and will be subject to annual monitoring.

Statement of Trustees' responsibilities

Through the governing document, trustees recognise their responsibilities in support of the Charity.

Trustee interest

No serving trustee has any interest in the Charity's contracts.

It is proposed that the trustees approve these accounts on the 14 July 2016

Signed by the Chair of the Trustees

Mrs Sue Arnold

Dated: 14 July 2016
3. INDEPENDENT EXAMINER’S REPORT

I report on the accounts for the year ended 31 March 2016 which are set out in Appendices 1 & 2

Respective responsibilities of trustees and examiner

The charity’s trustees are responsible for the preparation of the accounts. The charity’s trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner’s report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a ‘true and fair view’ and the report is limited to those matters set out in the statements below.

Independent examiner’s statement

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that, in any material respect, the requirements
- to keep accounting records in accordance with Section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: Robert J Smith  FCMA  CMA
Address: 14 St Pauls Brook Ave
Stafford
Date: 21/7/2016
<table>
<thead>
<tr>
<th>Note</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Donations made by various people to support the Stirling Police Cadets scheme.</td>
</tr>
<tr>
<td>3</td>
<td>Grants were received from various councils.</td>
</tr>
<tr>
<td>4</td>
<td>Total subs collected from cadets in 2015-16.</td>
</tr>
<tr>
<td>5</td>
<td>Interest on co-op bank account.</td>
</tr>
<tr>
<td>6</td>
<td>Grants paid to two cadets for sports kit and trip to Cambodia.</td>
</tr>
<tr>
<td>7</td>
<td>Grants to two cadets for sports kit and trip to Cambodia.</td>
</tr>
<tr>
<td>8</td>
<td>All payments made in year. Accrued value for units operating costs for the period is £45,499.07.</td>
</tr>
<tr>
<td>9</td>
<td>Ceremonial costs Cadets HQ visit and hall hire for new Longden Cadet unit.</td>
</tr>
<tr>
<td>10</td>
<td>Charity bank account balance at year end.</td>
</tr>
<tr>
<td>11</td>
<td>No amounts owing to cadets.</td>
</tr>
<tr>
<td>12</td>
<td>No equipment held by the charity as it is a commissioning entity.</td>
</tr>
<tr>
<td>13</td>
<td>The final payment in 2015/2016 due to Stirling Police for the operation of the Cadets unit for the period to 31/3/16 was £33,954.56.</td>
</tr>
<tr>
<td>14</td>
<td>Reserve policy - 6 cadet units in operation-3 month costs (£45,499.07 x 3 months) = £116,227.6</td>
</tr>
</tbody>
</table>

**NOTES TO THE ACCOUNTS**
# Staffordshire Commissioner’s Corporate Social Responsibility Fund

Charity Number 1153414

## RECEIPTS AND PAYMENTS ACCOUNT

For the period 1st April 2015 to 31st March 2016

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds £</th>
<th>Designated Funds £</th>
<th>Restricted Funds £</th>
<th>Endowment Funds £</th>
<th>Total 2015/16 £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Receipts</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Donations (ad-hoc)</td>
<td>Note 1</td>
<td>0</td>
<td>0</td>
<td>7,000.00</td>
<td>7,000.00</td>
</tr>
<tr>
<td>Donations (Patrons scheme)</td>
<td>Note 2</td>
<td>0</td>
<td>0</td>
<td>10,000.00</td>
<td>10,000.00</td>
</tr>
<tr>
<td>Donations (POCA)</td>
<td>Note 3</td>
<td>0</td>
<td>0</td>
<td>20,000.00</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Donations (Just Giving)</td>
<td>Note 3</td>
<td>0</td>
<td>0</td>
<td>247.25</td>
<td>247.25</td>
</tr>
<tr>
<td>Grants</td>
<td>Note 4</td>
<td>0</td>
<td>0</td>
<td>25,042.14</td>
<td>25,042.14</td>
</tr>
<tr>
<td>Subs Paid by Cadets</td>
<td>Note 5</td>
<td>0</td>
<td>0</td>
<td>5,004.40</td>
<td>5,004.40</td>
</tr>
<tr>
<td>Investment income (bank account)</td>
<td>Note 6</td>
<td>48.69</td>
<td>0</td>
<td>0</td>
<td>48.69</td>
</tr>
<tr>
<td><strong>Total receipts</strong></td>
<td>48.69</td>
<td></td>
<td>67,293.79</td>
<td>67,342.48</td>
<td></td>
</tr>
<tr>
<td><strong>Payments</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grant Payments</td>
<td>Note 7</td>
<td>0</td>
<td>0</td>
<td>650.00</td>
<td>650.00</td>
</tr>
<tr>
<td>Cadet Scheme: Staffs police</td>
<td>Note 8</td>
<td>0</td>
<td>0</td>
<td>45,449.07</td>
<td>45,449.07</td>
</tr>
<tr>
<td>Support and Running costs</td>
<td>Note 9</td>
<td>0</td>
<td>0</td>
<td>99.80</td>
<td>99.80</td>
</tr>
<tr>
<td><strong>Total expenditure</strong></td>
<td>0</td>
<td>46,198.87</td>
<td>46,198.87</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Excess of receipts over payments</strong></td>
<td>48.69</td>
<td>21,094.92</td>
<td>-</td>
<td>21,143.61</td>
<td></td>
</tr>
</tbody>
</table>

## STATEMENT OF ASSETS AND LIABILITIES

<table>
<thead>
<tr>
<th>Cash Funds</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank account (Co-Op) 31/3/16</td>
<td>Note 10</td>
<td>0</td>
<td>0</td>
<td>101,030.10</td>
<td>101,030.10</td>
</tr>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Debtors</td>
<td>Note 11</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Equipment</td>
<td>Note 12</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>101,030.10</td>
<td></td>
<td>101,030.10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Payment due to Staffordshire Police.</td>
<td>Note 13</td>
<td>-</td>
<td>-</td>
<td>33,954.56</td>
<td>33,954.56</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td>-</td>
<td>33,954.56</td>
<td>-</td>
<td>33,954.56</td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td>67,075.54</td>
<td></td>
<td>67,075.54</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Represented by

| Reserves | General Fund | Note 14 | 11,362.26 | 55,713.28 | 67,075.54 | - |

Approved by the Trustees at their meeting on 14 July 2016