REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2018

For

STAFFORDSHIRE COMMISSIONER’S CORPORATE SOCIAL RESPONSIBILITY FUND

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STAFFORDSHIRE COMMISSIONER’S CORPORATE SOCIAL RESPONSIBILITY FUND

1. LEGAL AND ADMINISTRATIVE INFORMATION

Trustees as at 24 July 2018

Mr Matthew Ellis, Police and Crime Commissioner (PCC)
Mrs Sue Arnold, Deputy Police and Crime Commissioner (DPCC) (Chair)
Mr Glynn Dixon, Chief Executive, Office of the Police and Crime Commissioner (OPCC)
Mr John Henderson, Independent Member
Mr John Giffard, Independent Member
Mr Grant Kearns, Independent Member
Mr Humphrey Scott - Moncrieff, Independent Member

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 were:

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

Objectives and activities for the public benefit

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

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.

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"."
Achievements
Since 1 April 2017 the charity has provided funds to:

- Enable the growth of 10 Police Cadet Units, number of cadets as at 31 March 2018:
  
<table>
<thead>
<tr>
<th>Unit</th>
<th>Cadets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stafford</td>
<td>28</td>
</tr>
<tr>
<td>Cannock</td>
<td>23</td>
</tr>
<tr>
<td>Burslem</td>
<td>25</td>
</tr>
<tr>
<td>Tamworth</td>
<td>23</td>
</tr>
<tr>
<td>Longton</td>
<td>26</td>
</tr>
<tr>
<td>Codsall</td>
<td>20</td>
</tr>
<tr>
<td>Burton</td>
<td>23</td>
</tr>
<tr>
<td>Lichfield</td>
<td>22</td>
</tr>
<tr>
<td>Newcastle</td>
<td>19</td>
</tr>
<tr>
<td>Leek</td>
<td>22</td>
</tr>
</tbody>
</table>

- Lichfield Unit launched Sept 2017
- Newcastle Unit launched October 2017
- Leek unit launched March 2018
- Support the graduation of over 4,000 Junior Cadets

Impact
Since being established in 2013/2014 the Staffordshire Police Cadets have grown significantly and awareness of the Cadet programme has increased. The numbers of 13-17 year-olds has grown along with interest in volunteering with the Cadet Units.

Some of our achievements from the first 5 years are listed below

In 2015 the Head Cadet from Cannock highly recommended in the National Ferrer’s Awards.
In 2015 cadets from Cannock and Stafford have met HRH Princess Alexandria.
In 2015 a cadet from Stafford was High Sheriffs Cadet.
In 2016 the Head Cadet from Stafford was the Lord Lieutenants Cadet for Staffordshire.
In 2016 a cadet from Tamworth was High Sheriffs Cadet.
In 2016 the Deputy Head Cadet from Burslem went to South Africa as the Regional Winner of CVQO Duke of Westminster’s Awards.
In 2016 cadets from Burslem and Stafford have met HRH the Prince of Wales.
In 2017 a cadet from Burslem got down to the final 50 in the Duke of Westminster Awards.
In March 2017 the Lord Lieutenants Cadet attended the Countess of Wessex on a recent Royal Visit.
In June 2017, the Lord Lieutenants Cadet attended the both Earl and Countess of Wessex on their Royal visit to the county
In October 2017 a cadet was shortlisted to the Lord Ferrer’s Award and was the runner up in the Individual Cadet’s award.
Since April 2017 the Staffordshire Police Cadets have taken part in a number of activities including
June 2017
Matthew Ellis, Staffordshire's Police and Crime Commissioner, put on record his thanks to Blackfriars Probus Club for their generous donation to the cadets.

The Staffordshire Police Cadets were founded by Mr Ellis, who spoke about the importance of neighbourhood policing and the vital role of PCSOs.

June 2017
It was a big congratulations to 14 children at St Chad's CE Primary School following their Staffordshire Police Junior Cadet graduation ceremony.

The junior cadets were launched in 2014 following the success of the cadet scheme.

July 2017
You can't wrong with life-skills. Burton cadets were given tips by Deputy Police and Crime Commissioner Sue Arnold on CV writing, interview and presentation skills, and personal financial management.
July 2017
There was no horsing around at Uttoxeter Racecourse, who became the latest business to support Staffordshire Police Cadets.

They kindly donated 50 tickets to the BBQ Family Fun Race day and a voucher for a table in the 1907 restaurant.

July 2017
The Burslem and Longton cadets were given a royal approval after graduating with pride at The Kings Hall, in Stoke-on-Trent.

Also present was Matthew Ellis, Staffordshire’s Police and Crime Commissioner, and Chief Constable Gareth Morgan.

September 2017
The Lichfield unit of the Staffordshire Police Cadets opened their doors for the first time. Here they are at their inaugural meeting getting ready to join the unit.
October 2017
Team building skills were the order of the day for cadets from the Tamworth, Cannock, Burton, Longton and Burslem units.

The youngsters took part in an activity day at the Tamworth and Lichfield Sea Cadet base. Raft building, sailing, rowing and power boating – sounds like good fun to us.

October 2017
We know what you’re thinking – you wait for one cadets unit to arrive, and two come at once.

Hot on the heels of Lichfield opening, we welcomed the Newcastle unit.

More youngsters becoming good citizens for Staffordshire can only be a good thing for everyone concerned.

November 2017
3500 and counting... The Staffordshire Police Junior Cadets programme went back to its roots as the 3500th Junior Cadet was celebrated at Heron Cross Primary School, the very place where the first youngster was sworn back in 2014. The event took place in the presence of Matthew Ellis, Staffordshire’s very proud Police and Crime Commissioner, who introduced the scheme in 2013.
December 2017

Tis’ the season to be jolly – but, sadly, not always for all. Unfortunately, some children have to spend Christmas in hospital, so it was with a huge sense of pride that 18 cadets from Burslem and Longton units gave up their time to hand out gifts and festive cheer to the young patients at the Children’s Centre at Royal Stoke University Hospital. A humbling experience for all involved.

February 2018

Lichfield Police Station was the venue as our Lichfield cadets shrugged off the wintry weather to welcome more than 100 guests to the newly-opened premises.

Parents, friends, police staff, the Lichfield St Chad Rotary and Deputy Police and Crime Commissioner Sue Arnold were all in attendance.

March 2018

And then there were 10. Introducing the final piece to Staffordshire Police Cadets’ jigsaw: the Leek unit. Youngsters from the Moorlands area gathered for the first time to be told what to expect. Staffordshire and Stoke-on-Trent – we’ve got you fully covered...
Plans for the future periods

- Looking at setting up 10-13 age group at all units.
- Continuing to raise money through donations and events
- Moving units to bigger premises to accommodate ever increasing applications to a possible 50 at each unit
- Investing in upskilling and training of all volunteer leaders
- Expanding cadets to all areas of the county

Income
During the year income of £69,198 was received, mainly through donations of which the most significant were £20,000 from POCA, £20,000 from the Patrons Scheme which included Boeing Defence, Police Mutual, Leavesley International and the Rotary Club of Lichfield St Chad.

Cadet Subscription income was £11,104 and combined fund raising and donations amounted in total to £9,662 for the year.

Looking forward the Trustees are aware that as the numbers in the Cadet Schemes grow then there will be a need for higher income in order to support and maintain the charity’s objectives.

Expenditure in the year was to support the operation of 10 Police Cadet units run by Staffordshire Police, in line with the agreed Commissioning plan. As the number of cadet units has now reached 10 additional income and expenditure will be required.

Reserves Policy
The policy is to hold restricted reserves of 3 months expenditure to support the running costs of the cadet schemes. As at 31/3/18 there were 10 cadet units in operation and the 3 month running cost of these is £18,108. Overall Reserves, including restricted reserves as 31/3/17 were £102,911

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 restricts awards to those organisations supporting delivery of the Cadet Service only. 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 Trustee 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 has been developed 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 24 July 2018

Signed by the Chair of the Trustees

Mrs Sue Arnold

Dated: 24 July 2018
3. Accounts for the period ending 31 March 2018

Staffordshire Commissioner's Corporate Social Responsibility Fund

Charity Number 1153414

Table 1 Statement of Financial Activities

<table>
<thead>
<tr>
<th>Ref</th>
<th>Unrestricted Funds £</th>
<th>Restricted Funds £</th>
<th>Endowment Funds £</th>
<th>Total 2017/18 £</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Income and Endowments From:

Income from donations and legacies Note 1 69,198.24 69,198.24

Total receipts - 69,198.24 - 69,198.24

Expenditure on:

Charitable Activities Note 2 (69,982.39) (69,982.39)
Other (1,909.51) (1,909.51)

Total expenditure - (71,891.90) (71,891.90)

Surplus / (Deficit) - (2,693.66) - (2,693.66)

Reconciliation of funds:

Total funds brought forward 105,604.83 105,604.83
Total funds carried forward 102,911.17 102,911.17
- (2,693.66) (2,693.66)

The charity aims to hold no less than three months running costs as its minimal reserve level and has updated this target for 2017/18 to be £18108.
Table 2 Balance Sheet

Fixed Assets
Tangible Assets

Current Assets
Cash at bank and in hand

Liabilities
Creditors: Amounts falling due within one year

Net current assets or liabilities

Total assets less current liabilities

The funds of the charity
Restricted Income Funds

Table 3 Statement of cash flows
Net cash provided by (used in) operating activities
Net cash provided by (used in) investing activities
Cash at the beginning of the reporting period
Cash at the end of the reporting period
### Table 4 Reconciliation of net income / (expenditure) to net cash flow from operating activities

<table>
<thead>
<tr>
<th></th>
<th>Current Year</th>
<th>Prior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net income/(expenditure)</td>
<td>(2,693.66)</td>
<td>4,535.19</td>
</tr>
<tr>
<td>Adjustments for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Depreciation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase/(decrease) in creditors</td>
<td>24,995.09</td>
<td>(33,954.56)</td>
</tr>
<tr>
<td>Net cash provided by (used in) operating activities</td>
<td>22,301.43</td>
<td>(29,419.37)</td>
</tr>
</tbody>
</table>

To be approved by the Trustees at their meeting on 24 July 2018
NOTES TO THE ACCOUNTS

Note
1  Donations, legacies, membership and grants:

Donations and gifts by individuals and corporations including gift aid
Grants of a general nature
Membership subscriptions and sponsorships

£
29,758.34  27,567.90  11,872.00  69,198.24

Note
2  Expenditure on charitable activities

<table>
<thead>
<tr>
<th>Activity or Programme</th>
<th>Activities Undertaken Directly</th>
<th>Grant Funding of activities</th>
<th>Support Costs</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Cadets Core Activity</td>
<td>36,636.44</td>
<td>-</td>
<td>-</td>
<td>36,636.44</td>
</tr>
<tr>
<td>Uniform</td>
<td>32,845.95</td>
<td>-</td>
<td>-</td>
<td>32,845.95</td>
</tr>
<tr>
<td>Welfare</td>
<td>500.00</td>
<td>-</td>
<td>-</td>
<td>500.00</td>
</tr>
<tr>
<td></td>
<td>69,982.39</td>
<td>-</td>
<td>-</td>
<td>69,982.39</td>
</tr>
</tbody>
</table>

Note
3  Tangible Assets

Opening Cost
Additions - Equipment

Equipment

Depreciation and Impairment
Depreciation
Net book value at start of year
Net book value at end of year

£
542.45
542.45
0
0
542.45

Equipment will be depreciated in the year after purchase on a straight line basis over it's useful life.
4. INDEPENDENT EXAMINERS REPORT

<table>
<thead>
<tr>
<th>Section A</th>
<th>Independent Examiner’s Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Report to the trustees/members of</strong></td>
<td>Staffordshire Commissioner’s Corporate Social Responsibility Fund</td>
</tr>
<tr>
<td><strong>On accounts for the year ended</strong></td>
<td><strong>31 March 2018</strong></td>
</tr>
<tr>
<td><strong>Set out on pages</strong></td>
<td><strong>10 - 14</strong></td>
</tr>
</tbody>
</table>

**Respective responsibilities of trustees and examiner**

The charity’s trustees are responsible for the preparation of the accounts in accordance with the Charities Act 2011 (“the Act”).

The charity’s trustees consider that an audit is not required for this year under section 144 of the Act and that an independent examination is needed. I am qualified to undertake the examination by being a qualified member of FCMA & CGMA.

It is my responsibility to:
- examine the accounts under section 145 of the Charities Act,
- to follow the applicable Directions given by the Charity Commission (under section 145(5)(b) of the Act, and
- to state whether particular matters have come to my attention

**Basis of independent examiner’s statement**

My examination was carried out in accordance with 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 the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required
STAFFORDSHIRE COMMISSIONER’S CORPORATE SOCIAL RESPONSIBILITY FUND

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 statement below.

Independent examiner’s statement

In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: [Signature]
Name: Mr Robert T Simpson
Date: 19/9/18

Relevant professional qualification(s) or body (if any):
FCMA CGMA

Address:
14 Pearl Brook Avenue
St George’s Park
Stafford ST16 3WJ
<table>
<thead>
<tr>
<th>Section B</th>
<th>Disclosure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners)</td>
</tr>
<tr>
<td></td>
<td>Not applicable</td>
</tr>
</tbody>
</table>

Give here brief details of any items that the examiner wishes to disclose.