Company Registration No. 05941774 (England and Wales)

# COMMUNITY SUPPORT PROJECT LIMITED

# ANNUAL REPORT AND FINANCIAL STATEMENTS

# FOR THE YEAR ENDED 30 SEPTEMBER 2018

# COMMUNITY SUPPORT PROJECT LIMITED

## COMPANY INFORMATION

| | | |
|---|---|---|
| **Directors** | F R Sheikh | |
| | H Sheikh | |
| | G Dufton | (Appointed 9 January 2019) |
| **Company number** | 05941774 | |
| ***Registered office*** | *5th Floor* | |
| | Metropolitan House | |
| | 3 Darkes Lane | |
| | Potters Bar | |
| | Hertfordshire | |
| | EN6 1AG | |

# COMMUNITY SUPPORT PROJECT LIMITED

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# COMMUNITY SUPPORT PROJECT LIMITED

## DIRECTORS' REPORT

### *FOR THE YEAR ENDED 30 SEPTEMBER 2018*

The directors present their annual report and financial statements for the year ended 30 September 2018.

**Review of business**
The income statement on page 3 sets out the results for the year.

**Strategic report exemption**
The company has taken advantage of the small companies exemption under S414B of the Companies Act 2006 from the requirement to prepare a strategic report.

**Future prospects**
The directors are satisfied with the results for the year and the future prospects of the company.

**Key performance indicators**
Client occupation levels and associated income streams are the key monitor of performance and these have been maintained during the year.

**Principal risks and uncertainties**
The company's performance and its reputation is underpinned by the quality of its services. To this end, the company invests significantly in its quality management processes. There are also a number of financial risks and uncertainties which could impact the company's performance and these are set out in note 12.

**Disabled persons**
It is the company's policy to ensure that disabled persons are treated fairly and consistently in terms of recruitment, training, career development and promotion and that their employment opportunities should be based on a realistic assessment of their aptitudes and abilities. Wherever possible, the company will continue the employment of persons who become disabled during the course of their employment with the company through retraining, acquisition of special aids and equipment or the provision of suitable alternative employment.

**Employee information programme**
The directors recognise the benefits which arise from keeping employees informed of the company's progress and plans and through their participation in the company's performance. The company is, therefore, committed to providing its employees with information on a regular basis, to consulting with them on a regular basis so that their views may be taken into account when taking decisions which may affect their interests and to encourage their participation in schemes through which they will benefit from the company's progress and profitability.

**Dividends**
During the year, the company paid a dividend of £Nil (2017: £2,000,000).

**Directors**
The directors who held office during the year and up to the date of signature of the financial statements were as follows:

| | |
|---|---|
| F R Sheikh | |
| H Sheikh | |
| M G Hill | (Deceased 9 December 2018) |
| G Dufton | (Appointed 9 January 2019) |

**Statement of directors' responsibilities**

The directors are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with International Financial Reporting Standards (IFRSs) as adopted by the European Union. Under company law the directors 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 the profit or loss of the company for that period. In preparing these financial statements, International Accounting Standard 1 requires that directors:

- properly select and apply accounting policies;
- present information, including accounting policies, in a manner that provides relevant, reliable, comparable and understandable information;
- provide additional disclosures when compliance with the specific requirements in IFRSs are insufficient to enable users to understand the impact of particular transactions, other events and conditions on the entity's financial position and financial performance, and
- make an assessment of the company's ability to continue as a going concern.

The directors 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. 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.

Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

On behalf of the board

..............................

G Dufton

**Director**

Date: 17/6/19

## COMMUNITY SUPPORT PROJECT LIMITED

### STATEMENT OF COMPREHENSIVE INCOME

***FOR THE YEAR ENDED 30 SEPTEMBER 2018***

| | Notes | 2018<br>£'000 | 2017<br>£'000 |
|---|---|---|---|
| Investment revenues | 3 | - | 2,000 |
| **Profit before taxation** | | - | 2,000 |
| Income tax expense | | - | - |
| **Profit and total comprehensive income for the year** | | - | 2,000 |

The income statement has been prepared on the basis that all operations are continuing operations.

# COMMUNITY SUPPORT PROJECT LIMITED

## STATEMENT OF FINANCIAL POSITION

### *AS AT 30 SEPTEMBER 2018*

| | Notes | 2018 £'000 | 2017 £'000 |
|---|---|---|---|
| **Non-current assets** | | | |
| Investments | 5 | 6,392 | 6,392 |
| **Current assets** | | | |
| Trade and other receivables | 7 | 11 | 11 |
| **Total assets** | | 6,403 | 6,403 |
| **Current liabilities** | | | |
| Trade and other payables | 8 | 3,478 | 3,478 |
| **Net current liabilities** | | (3,467) | (3,467) |
| **Total liabilities** | | 3,478 | 3,478 |
| **Net assets** | | 2,925 | 2,925 |
| **Equity** | | | |
| Called up share capital | 9 | - | - |
| Share premium account | 10 | 3,150 | 3,150 |
| Retained earnings | | (225) | (225) |
| **Total equity** | | 2,925 | 2,925 |

The company is entitled to exemption from audit under Section 479A of the Companies Act 2006 relating to subsidiary companies for the year ended 30 September 2018.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 September 2018 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

(a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and

(b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements were approved by the board of directors and authorised for issue on ....17 June 2019 and are signed on its behalf by:

..........................

G Dufton
**Director**

**Company Registration No. 05941774**

# COMMUNITY SUPPORT PROJECT LIMITED

## STATEMENT OF CASH FLOWS

*FOR THE YEAR ENDED 30 SEPTEMBER 2018*

| | | 2018 | | 2017 | |
|---|---|---|---|---|---|
| | **Notes** | **£'000** | **£'000** | **£'000** | **£'000** |
| **Cash flows from operating activities** | | | | | |
| **Net cash outflow from operating activities** | | | - | | - |
| **Investing activities** | | | | | |
| Dividends received | | - | | 2,000 | |
| **Net cash (used in)/generated from investing activities** | | | - | | 2,000 |
| **Financing activities** | | | | | |
| Dividends paid | | - | | (2,000) | |
| **Net cash used in financing activities** | | | - | | (2,000) |
| **Net increase in cash and cash equivalents** | | | - | | - |
| Cash and cash equivalents at beginning of year | | | - | | - |
| Cash and cash equivalents at end of year | | | - | | - |

# COMMUNITY SUPPORT PROJECT LIMITED

## NOTES TO THE FINANCIAL STATEMENTS

## *FOR THE YEAR ENDED 30 SEPTEMBER 2018*

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### 1 Accounting policies

### 1.1 Basis of preparation

The company is registered and domiciled in the UK.

### 1.2 Applicable accounting standards

The company is exempt by virtue of s400 of the Companies Act 2006 from the requirement to prepare group financial statements on the grounds that it is a wholly owned subsidiary of CareTech Holdings PLC, for which consolidated financial statements are prepared and are publicly available from Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire EN6 1AG.

The company financial statements have been prepared and approved by the directors in accordance with International Financial Reporting Standards as adopted by the EU ("Adopted IFRSs").

The accounting policies set out below have, unless otherwise stated, been applied consistently to all periods presented in these financial statements.

### 1.3 Adopted IFRS not yet applied

At the date of authorization of these financial statements, certain new standards, amendment and interpretations to existing standards have been publishing by the IASB but are not yet effective and have not been applied early by the Company. Management anticipates that the following pronouncements relevant to the Company's operation will be adopted in the Company's accounting policies for the first period beginning after the effective date of the pronouncement, once adopted by the EU:

- IFRS 9 Financial Instruments (effective 1 January 2018)
- IFRS 15 Revenue from Contracts with Customers (effective 1 January 2018)
- IFRS 16 Leases (effective 1 January 2019)
- Clarification and Measurement of Share-based Payment Transactions (Amendment to IFRS 2) (effective 1 January 2018)

IFRS 16 will replace IAS 17 for accounting periods commencing on or after 1 January 2019 and from the perspective of the group as lessee will require (subject to certain practical expedients) most of the group's lease obligations (including the recent sale and leaseback transaction) to be reflected on balance sheet with a corresponding asset reflecting the right to use the underlying leased asset.

Management are currently performing a detailed review of the lease arrangements and are deciding on how IFRS 16 will be implemented and are considering which practical expedients might apply and whether or not the standard will be implemented on a full or partial retrospective basis. The full impact of IFRS 16 is therefore not yet known.

The current lease accounting policy and lease disclosures are included in the notes.

There are other standards and interpretations in issue but these are not considered to be relevant to the Company.

The directors expect that the adoption of the standards listed above, other than IFRS 16, will not have a material impact on the financial information of the Company in future reporting periods. This includes both IFRS 9 Financial Instruments and IFRS 15 Revenue from Contracts from Customers.

### 1.4 Measurement convention

The financial statements are prepared on the historical cost basis except that derivative financial instruments are stated at their fair value and contingent consideration is stated at fair value through profit or loss.

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**1 Accounting policies** **(Continued)**

**1.5 Cash and cash equivalents**

Cash and cash equivalents comprise cash balances and call deposits.

**1.6 Financial instruments**

***Recognition, initial measurement and derecognition***

Financial assets and financial liabilities are recognised when the company becomes a party to the contractual provisions of the financial instrument and are measured initially at fair value adjusted by transaction costs, except for those carried at fair value through profit or loss which are measured initially at fair value. Subsequent measurement of financial assets and financial liabilities are described below.

Financial assets are derecognised when the contractual rights to the cash flows from the financial asset expire, or when the financial asset and all substantial risks and rewards are transferred. A financial liability is derecognised when it is extinguished, discharged, cancelled or expires.

***Classification and subsequent measurement of financial assets***

For the purpose of subsequent measurement, financial assets other than those designated and effective as hedging instruments are classified into the following categories upon initial recognition:

- loans and receivables
- financial assets at fair value through profit or loss (FVTPL)

All financial assets except for those at FVTPL are subject to review for impairment at least at each reporting date to identify whether there is any objective evidence that a financial asset or a group of financial assets is impaired. Different criteria to determine impairment are applied for each category of financial assets, which are described below.

All income and expenses relating to financial assets that are recognised in the statement of comprehensive income are presented within finance costs, finance income or other financial items, except for impairment of trade receivables which is presented within other administrative expenses.

***Financial assets at FVTPL***

Financial assets at FVTPL include financial assets that are either classified as held for trading or that meet certain conditions and are designated at FVTPL upon initial recognition. All derivative financial instruments fall into this category. Assets in this category are measured at fair value with gains or losses recognised in statement of comprehensive income. The fair values of financial assets in this category are determined by reference to active market transactions or using a valuation technique where no active market exists.

***Loans and receivables***

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial recognition, these are measured at amortised cost using the effective interest rate method, less provision for impairment. Discounting is omitted where the effect of discounting is immaterial. The company's cash and cash equivalents, trade and most other receivables fall into this category of financial instruments. Individually significant receivables are considered for impairment when they are past due or when other objective evidence is received that a specific counterparty will default. Receivables that are not considered to be individually impaired are reviewed for impairment in groups, which are determined by reference to shared credit risk characteristics. The impairment loss estimate is then based on recent historical counterparty default rates for each identifiable group.

## 1 Accounting policies (Continued)

***Classification and subsequent measurement of financial liabilities***

The company's financial liabilities include borrowings, trade and other payables and derivative financial instruments. Financial liabilities are measured subsequently at amortised cost using the effective interest method, except for financial liabilities held for trading or designated at FVTPL, that are carried subsequently at fair value with gains or losses recognised in the statement of comprehensive income. All derivative financial instruments that are not designated and effective as hedging instruments are accounted for at FVTPL.

All interest-related charges and, if applicable, changes in an instrument's fair value that are reported in the statement of comprehensive income are included within finance costs or finance income.

Where a non-substantial modification to the terms of a financial liability arises this is accounted for as an adjustment to the existing liability. The carrying value of the existing liabilities is adjusted for fees paid or costs incurred. The effective interest rate method is amended such that the adjusted carrying amount and the revised estimate of future cash flows are discounted over the revised, estimated life of the liability. No gain or loss is recorded on modification.

***Derivative financial instruments and hedging***

From time to time, the company enters into derivative financial instruments, such as interest rate swaps, to manage its exposure to interest rate risk.

Derivatives are initially recognised at fair value at the date a derivative is entered into and are subsequently remeasured to their fair value at each balance sheet date. A derivative with a positive fair value is recognised as a financial asset whereas a derivative with a negative fair value is recognised as a financial liability. The resulting gain or loss is recognised in statement of comprehensive income immediately.

A derivative is presented as a non-current asset or non-current liability if the company has an unconditional right to defer payment beyond twelve months. Otherwise derivatives are presented as current assets or liabilities.

### 1.7 Employee benefits

***Defined contribution plans***

Obligations for contributions to defined contribution pension plans are recognised as an expense in the statement of comprehensive income as incurred.

***Short term benefits***

Short-term employee benefit obligations are measured on an undiscounted basis and are expensed as the related service is provided. A provision is recognised for the amount expected to be paid under short-term cash bonus or profit-sharing plans if the company has a present legal or constructive obligation to pay this amount as a result of past service provided by the employees and the obligation can be estimated reliably.

### 1.8 Provisions

A provision, other than provisions for deferred taxation, is recognised in the balance sheet when the company has a present, legal or constructive obligation as a result of a past event, and it is probable that an outflow of economic benefits will be required to settle the obligation. If the effect is material, provisions are determined by discounting the expected, risk adjusted, future cash flows at a pre-tax risk-free rate.

**1 Accounting policies** **(Continued)**

**1.9 Finance lease payments**

Minimum lease payments are apportioned between the finance charge and the reduction of the outstanding liability. The finance charge is allocated to each period during the lease term so as to produce a constant periodic rate of interest on the remaining balance of the liability.

**1.10 Financing costs**

Financing costs, comprising interest payable on bank loans and overdrafts, finance charges on finance leases, the unwinding of the discount on provisions and the costs incurred in connection with the arrangement of borrowings are recognised in the statement of comprehensive income using the effective interest rate method.

Interest income and interest payable is recognised in the statement of comprehensive income as it accrues, using the effective interest method. Interest income also includes gains arising on the change in fair value of hedging instruments in the statement of comprehensive income.

Financing costs that are directly attributable to the acquisition or construction of a qualifying asset are capitalised as part of the cost of that asset.

Financing costs also include losses arising on the change in fair value of derivatives that are recognised in the statement of comprehensive income.

**1.11 Operating leases**

Payments made under operating leases are recognised in the statement of comprehensive income on a straight-line basis over the term of the lease. Lease incentives received are recognised in the statement of comprehensive income on a straight-line basis over the lease term.

**1.12 Segmental analysis**

A business segment is a group of assets and operations engaged in providing products or services that are subject to risks and returns that are different from those of other business segments.

Based on an analysis of risks and returns, the directors consider that the company has one identifiable business segment; being the provision of care services. The company likewise operates entirely in the UK and the directors consider the risks and returns do not differ between geographical locations. As such, no additional segmental disclosure is necessary.

**2 Employees**

None of the directors received any remuneration for their services to the company during the year (2017: None). The number of the directors to whom pension contributions are accruing is nil (2017: Nil)

**3 Investment income**

| | 2018 | 2017 |
|---|---|---|
| | £'000 | £'000 |
| Dividends received | - | 2,000 |

## 4 Dividends

| | 2018 £'000 | 2017 £'000 |
|---|---|---|
| Amounts recognised as distributions to equity holders: | | |
| ***Ordinary Shares*** | | |
| Dividend paid | - | 2,000 |
| | - | 2,000 |

## 5 Investments

| | Current 2018 £'000 | Current 2017 £'000 | Non-current 2018 £'000 | Non-current 2017 £'000 |
|---|---|---|---|---|
| Investments in subsidaries | - | - | 6,392 | 6,392 |

The company has not designated any financial assets that are not classified as held for trading as financial assets at fair value through profit or loss.

**Fair value of financial assets carried at amortised cost**
Except as detailed below the directors believe that the carrying amounts of financial assets carried at *amortised cost in the financial statements approximate to their fair values.*

## 6 Subsidiaries

The company's investments at the Statement of Financial Position date in the share capital companies include the following.

**One Step (Support) Limited**
Nature of business: Residential care services

| Class of shares. | holding |
|---|---|
| Ordinary | 100 % |

## 7 Trade and other receivables

| | Current 2018 £'000 | Current 2017 £'000 |
|---|---|---|
| Other receivables | 11 | 11 |

Trade receivables disclosed above are classified as loans and receivables and are therefore measured at amortised cost.

## 8 Trade and other payables

| | Current 2018 £'000 | 2017 £'000 |
|---|---|---|
| *Amounts owed to fellow group undertakings* | 3,478 | 3,478 |

## 9 Share capital

| | 2018 £'000 | 2017 £'000 |
|---|---|---|
| ***Authorised*** | | |
| 100 Ordinary Shares of 1p each | 1 | 1 |

## 10 *Share premium account*

| | 2018 £'000 | 2017 £'000 |
|---|---|---|
| At beginning and end of year | 3,150 | 3,150 |

## 11 Ultimate parent undertaking

The company's ultimate parent undertaking is CareTech Holdings PLC. The consolidated financial statements of this Group are available to the public and may be obtained from Metropolitan House, 3 Darkes Lane, Potters Bar, Hertfordshire, EN6 1AG.

## 12 FINANCIAL INSTRUMENTS

These are designed to reduce the financial risks faced by the company, which primarily relate to credit, interest and liquidity risks, which arise in the normal course of the company's business.

***Credit risk***
Financial instruments which potentially expose the company to credit risk consist primarily of cash equivalents and trade receivables. Cash equivalents are deposited only with major financial institutions that satisfy certain credit criteria.

Management has a credit policy in place and exposure to credit risk is monitored on an ongoing basis. Credit evaluations are carried out on all significant prospective customers and all existing customers requiring credit beyond a certain threshold. Varying approval levels are set on the extension of credit depending upon the value of the sale.

Where the credit risk is deemed to have risen to an unacceptable level, remedial actions including the variation of terms of trade are implemented under the guidance of senior management until the level of credit risk has been normalised.

The company provides credit to customers in the normal course of business with a provision for specific doubtful receivables. The balance includes the amounts considered recoverable which also equals their fair value. The company does not require collateral in respect of financial assets. During the year there was no charge to the income statement for bad or doubtful debts (30 September 2017: £Nil).

At the balance sheet date, there were no significant concentrations of credit risk. The maximum exposure to credit risk is represented by the carrying amount of each financial asset.

### 12 FINANCIAL INSTRUMENTS (Continued)

The trade receivables as at 30 September are aged as follows:

| | 2018 £'000 | 2017 £'000 |
|---|---|---|
| Not due | - | - |
| Not more than three months past due | - | - |
| More than three months but not more than six months past due | - | - |
| More than six months past due | - | - |
| Trade receivables | - | - |

**Interest rate risk**
The company finances its operations through called up share capital, retained profits, intergroup borrowings and bank borrowings. The company's income is by its nature relatively stable and its growth is, inter alia, impacted by inflation. Company policy is to balance interest rate fixes between the short, medium and long term. The benchmark rate for bank borrowings is LIBOR.

**Liquidity Risk**
The company prepares annual cash flow forecasts reflecting known commitments and anticipated projects. Borrowing facilities are arranged as necessary to finance requirements. The wider group has available bank and overdraft facilities, sufficient, with cash flow from profits, to fund present commitments. Term facilities are utilised to fund capital expenditure and short term flexibility is achieved by the utilisation of overdraft facilities in respect of financial liabilities. There were no contractual cash flow maturities at 30 September 2018 (30 September 2017: £Nil).

**Capital risk management**
The company manages its capital to ensure that activities of the company will be able to continue as going concerns whilst maximising returns for stakeholders through the optimisation of debt and equity. The company does not currently have any external debt and details of the company's equity are disclosed in the Statement of Financial Position.

**Foreign currency risk**
The company operates entirely in the UK and is not exposed to any foreign currency risks.

**Sensitivity analysis**
In managing interest rate risks the company aims to reduce the impact of short-term fluctuations on the company's earnings. Over the longer-term, however, permanent changes in interest rates would have an impact on earnings. However, the wider group's financing arrangements mean that there is not expected to be a significant impact from interest rate changes on the company.

**Fair values**
Book values are considered to be equivalent to fair values.

### 13 Accounting estimates and judgements

The preparation of the financial statements in conformity with IFRS requires management to make estimates and assumptions which effect the application of accounting policies and the reported amounts of assets, liabilities, income and expenses. Actual results may differ from these estimates.

**13 Accounting estimates and judgements** **(Continued)**

**Estimates**

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimates are revised and in any future periods affected

In the process of applying the company's accounting policies, the directors have made the following estimates and judgements which have the most significant effect on the amounts recognised in the financial statements:

***Customer relationships***

The company's management team assess each acquisition in the historical financial information period to identify the intangible assets that were acquired in each transaction that qualify for separate recognition. The assessment of the future economic benefits generated from acquired customer relationships, and the determination of the related amortisation profile, involves a significant degree of judgement based on management estimation of future potential revenue and profit and the useful lives of the assets. The valuation method used to value customer relationships is a multi-period excess earnings method. The useful economic life has been assessed as ranging from 1 to 20 years across the acquisitions. Annual reviews are performed to ensure the recoverability of this intangible asset.

**Property, plant and equipment**

It is company policy to depreciate property, plant and equipment to their estimated residual value over their estimated useful lives. This applies an appropriate matching of the revenue earned with the capital costs of delivery of services. A key element of this policy is the annual estimate of the residual value of such assets. Similarly the directors estimate the useful life applied to each category of property, plant and equipment which, in turn, determines the annual depreciation charge. Variations in residual values or asset lives could impact significantly company profit through an increase in the depreciation charge.

**Judgements**

**Current asset provisions**

In the course of normal trading activities, judgement is used to establish the net realisable value of various elements of working capital, principally trade receivables Provisions are established for bad and doubtful debts. Provisions are based on the facts available at the time and are also determined by using profiles, based upon past practise, applied to aged receivables.

**Deferred taxation**

The company may recognise deferred tax assets in respect of temporary differences arising. This requires management to make decisions on the recoverability of such deferred tax assets based on future forecasts of taxable profit. If these forecast profits do not materialise, or there are changes in the tax rates or to the period over which the losses or timing difference might be recognised, the value of the deferred tax asset will need to be revised in a future period.