

Registered number: 03364165
Charity number: 1063842

Action for Borstal Community Project
(A company limited by guarantee)

Unaudited

Trustees' report and financial statements

for the year ended 31 March 2014

MONDAY



A3YG7X4A

A14

05/01/2015

#6

COMPANIES HOUSE

Action for Borstal Community Project
(A company limited by guarantee)

Contents

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2 - 4
Independent examiner's report	5 - 6
Statement of financial activities	7
Balance sheet	8
Notes to the financial statements	9 - 12

Action for Borstal Community Project
(A company limited by guarantee)

Reference and administrative details of the company, its trustees and advisers
for the year ended 31 March 2014

Trustees

E Baker
K Tolhurst, Chair
C McCann
E Clarke
E Griffiths
F Lewis

Company registered number

03364165

Charity registered number

1063842

Registered office

13 & 14 Mercury Close
Borstal
Rochester
Kent
ME1 3AT

Company secretary

Mrs L Kain

Chief executive officer

Mrs L Kain

Accountants

Reeves & Co LLP
Chartered Accountants
Independent Examiners
Montague Place
Quayside
Chatham Maritime
Chatham
Kent
ME4 4QU

Bankers

Cafcash Limited
Kings Hill
West Malling
Kent
ME19 4TA

Action for Borstal Community Project
(A company limited by guarantee)

Trustees' report
for the year ended 31 March 2014

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of Action for Borstal Community Project (the company) for the year ended 31 March 2014. The Trustees confirm that the Annual report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005.

Structure, governance and management

a. Constitution

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association dated 1 May 1997.

The company is constituted under a Memorandum of Association and is a registered charity number 1063842..

b. Method of appointment or election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association.

c. Enquiries

Any enquiries concerning the charity should be addressed to the principal office at 13-14 Mercury Close, Borstal, Rochester, Kent.

d. Risk management

The Trustees have assessed the major risks to which the company is exposed, in particular those related to the operations and finances of the company, and are satisfied that systems and procedures are in place to mitigate our exposure to the major risks.

Objectives and Activities

a. Policies and objectives

The Objects of the Charity are the advancement of education, the preservation and protection of health, the relief of poverty, sickness and distress and the provision of support for the benefit of local children, parents and other residents of Borstal and the City of Rochester, Kent.

The principal activities by which the Objects are pursued are:

- The running of a Family Centre providing a play group for toddlers and children and training courses for local parents;
- To undertake local public community development projects.

The charity's registered number is 1063842 and the address of the Registered office is ABC Centre, 13-14 Mercury Close, Borstal, Rochester, Kent ME1 3AT.

There have been no changes in the objectives since the last annual report.

The trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in planning future activities for the year.

Action for Borstal Community Project
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2014

b. Volunteers

The company is grateful for the unstinting efforts of its volunteers during the year. No remuneration is paid to them, expenses have been reimbursed.

Achievements and performance

a. Going concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

b. Review of activities

Fund Raising this year has had a modicum of success mainly centred on local activity eg cake sales, family days. We were also successful in raising fund towards the summer club which ran for two weeks at the Pilgrim School to full capacity with a waiting list for places.

Numbers of children registered in pre-school has seen a large increase with all sessions working to full capacity along with a waiting list, currently 40 children on roll at this time. More sessions have been introduced on three afternoons to accommodate the local demand for places. This is largely due to two year old funding being introduced. The number of 3 and 4 year olds has maintained a healthy figure, with the numbers for September looking to be the highest recorded.

Staffing in the pre-school has remained consistent with one member of staff leaving after maternity leave finished. A New Project Manager is in place taking over the position due to the retirement of the previous manager in September.

Financially due to an increase in funding for 2 year olds we have seen a positive impact on the project, funding is still in place via Medway Council - many thanks for continued support. Accommodation is still provided free of charge by MHS Homes and a new tenancy is due in the new financial year (2014-2015) for a further 3 year period.

Financial review

a. Reserves policy

The trustees have considered the level of reserves they need to hold to enable them to meet their charitable objectives. This has been set at four months of resources expended which, based on the previous year's expenditure, equals £31,913. At present the free reserves amount to £10,544. Although this still does not reach this target level, this is a considerable improvement on the position last year. The trustees are continually reviewing the services provided and funding.

Plans for the future

a. Future developments

It is always paramount to the future of the ABC Project that we have a substantial reserve of funds to help the Centre through difficult times. As part of our strategy for the coming year the management of the Project needs to be centred on the raising of those funds and to that end, to help free up management to achieve this, we are recruiting an office assistant who can deal with the day-to-day running of the Centre while we focus on raising much needed funds.

Action for Borstal Community Project
(A company limited by guarantee)

Trustees' report (continued)
for the year ended 31 March 2014

Trustees' responsibilities statement

The Trustees (who are also directors of Action for Borstal Community Project 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 year. 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 charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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 charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In preparing this report, the Trustees have taken advantage of the small companies exemptions provided by section 415A of the Companies Act 2006.

This report was approved by the Trustees on 28 November 2014 and signed on their behalf by:



Mrs L Kain

Action for Borstal Community Project
(A company limited by guarantee)

Independent examiner's report
for the year ended 31 March 2014

Independent examiner's report to the Trustees of Action for Borstal Community Project

I report on the financial statements of the company for the year ended 31 March 2014 which are set out on pages 7 to 12.

This report is made solely to the company's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

Respective responsibilities of Trustees and examiner

The Trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the financial statements. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the company is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

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

Basis of 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 company and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, 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 financial statements present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Action for Borstal Community Project
(A company limited by guarantee)

Independent examiner's report (continued)
for the year ended 31 March 2014

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 386 of the Companies Act 2006; and
 - to prepare financial statements which accord with the accounting records and comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Signed:



Dated: 2 January 2015

S M Robinson BA FCA FCIE DChA MCMI

Reeves & Co LLP

Chartered Accountants

Chatham Maritime

Action for Borstal Community Project
(A company limited by guarantee)

Statement of financial activities
(incorporating income and expenditure account)
for the year ended 31 March 2014

	Note	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Incoming resources					
Incoming resources from generated funds:					
Voluntary income	2	-	106,365	106,365	86,961
Activities for generating funds	3	-	765	765	1,149
Investment income		-	10	10	12
Other incoming resources		-	5,606	5,606	6,971
Total incoming resources		-	112,746	112,746	95,093
Resources expended					
Charitable activities	4	1,050	104,188	105,238	95,740
Total resources expended		1,050	104,188	105,238	95,740
Movement in total funds for the year - Net income/(expenditure) for the year		(1,050)	8,558	7,508	(647)
Total funds at 1 April 2013		1,050	1,986	3,036	3,683
Total funds at 31 March 2014		-	10,544	10,544	3,036

The notes on pages 9 to 12 form part of these financial statements.

Action for Borstal Community Project
(A company limited by guarantee)
Registered number: 03364165

Balance sheet
as at 31 March 2014

	Note	£	2014 £	£	2013 £
Fixed assets					
Tangible assets	6		708		2,353
Current assets					
Cash at bank and in hand		11,355		1,583	
Creditors: amounts falling due within one year	7	(1,519)		(900)	
Net current assets			9,836		683
Net assets			10,544		3,036
Charity Funds					
Restricted funds	8		-		1,050
Unrestricted funds	8		10,544		1,986
Total funds			10,544		3,036

The Trustees consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act.

The Trustees acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2014 and of its net incoming resources for the year in accordance with the requirements of sections 394 and 395 of the Act 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 have been prepared in accordance with the provisions applicable to small companies within Part 15 of the Companies Act 2006 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Trustees on 28 November 2014 and signed on their behalf, by:



K Tolhurst

The notes on pages 9 to 12 form part of these financial statements.

Action for Borstal Community Project
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2014

1. Accounting policies

1.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention, with the exception of investments which are included at market value, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). The financial statements have been prepared in accordance with the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005, applicable accounting standards and the Companies Act 2006.

1.2 Tangible fixed assets and depreciation

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Office equipment	- 20% straight line
------------------	---------------------

1.3 Company status

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

1.4 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.

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.

Investment income, gains and losses are allocated to the appropriate fund.

1.5 Incoming resources

All incoming resources are included in the Statement of financial activities when the company has entitlement to the funds, certainty of receipt and the amount can be measured with sufficient reliability.

Donated services or facilities, which comprise donated services, are included in income at a valuation which is an estimate of the financial cost borne by the donor where such a cost is quantifiable and measurable. No income is recognised where there is no financial cost borne by a third party.

1.6 Resources expended

Expenditure is accounted for on an accruals basis and has been included under expense categories that aggregate all costs for allocation to activities. Where costs cannot be directly attributed to particular activities they have been allocated on a basis consistent with the use of the resources.

Action for Borstal Community Project
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2014

2. Donations and grants receivable from government and other public bodies

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Donations	-	14,902	14,902	14,170
Government grants	-	91,463	91,463	72,791
	<hr/>	<hr/>	<hr/>	<hr/>
Donations and grants receivable from government and other public bodies	-	106,365	106,365	86,961
	<hr/>	<hr/>	<hr/>	<hr/>

3. Fundraising income

	Restricted funds 2014 £	Unrestricted funds 2014 £	Total funds 2014 £	Total funds 2013 £
Fundraising	-	765	765	1,149
	<hr/>	<hr/>	<hr/>	<hr/>

4. Direct costs

	Activities £	Total 2014 £	Total 2013 £
Rent and rates	12,426	12,426	12,433
Heat and light	2,576	2,576	1,531
Telephone and internet	3,172	3,172	2,723
Insurances	513	513	501
Printing, postage and stationery	796	796	626
Legal and professional	1,710	1,710	1,397
Premises costs	4,862	4,862	1,327
Bank charges	365	365	58
Subscriptions	53	53	92
Sundry expenses	1,605	1,605	1,575
Staff training	-	-	208
Wages and salaries	73,249	73,249	69,320
National insurance	2,266	2,266	2,304
Depreciation	1,645	1,645	1,645
	<hr/>	<hr/>	<hr/>
	105,238	105,238	95,740
	<hr/>	<hr/>	<hr/>

Action for Borstal Community Project
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2014

5. Staff costs

Staff costs were as follows:

	2014	2013
	£	£
Wages and salaries	73,249	69,320
Social security costs	2,266	2,304
	<u>75,515</u>	<u>71,624</u>

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

	2014	2013
	No.	No.
Direct Staff	<u>11</u>	<u>11</u>

No employee received remuneration amounting to more than £60,000 in either year.

6. Tangible fixed assets

	Furniture, fittings and equipment £
Cost	
At 1 April 2013 and 31 March 2014	<u>14,680</u>
Depreciation	
At 1 April 2013	12,327
Charge for the year	1,645
At 31 March 2014	<u>13,972</u>
Net book value	
At 31 March 2014	<u>708</u>
At 31 March 2013	<u>2,353</u>

Action for Borstal Community Project
(A company limited by guarantee)

Notes to the financial statements
for the year ended 31 March 2014

7. Creditors:
Amounts falling due within one year

	2014 £	2013 £
Other taxation and social security	679	-
Other creditors	840	900
	<u>1,519</u>	<u>900</u>

8. Statement of funds

	Brought Forward £	Incoming resources £	Resources Expended £	Carried Forward £
Unrestricted funds				
General Fund	1,986	112,746	(104,188)	10,544
	<u>1,986</u>	<u>112,746</u>	<u>(104,188)</u>	<u>10,544</u>
Restricted funds				
Computer Equipment Fund	1,050	-	(1,050)	-
	<u>1,050</u>	<u>-</u>	<u>(1,050)</u>	<u>-</u>
Total funds	<u>3,036</u>	<u>112,746</u>	<u>(105,238)</u>	<u>10,544</u>

9. Limited liability status

Action for Borstal Community is a company limited by guarantee. The liability of the members is limited to an amount not exceeding £10 in the case of a winding up of the charity.

If the company is dissolved, after settlement of all debts and liabilities, and there remains any property it shall be transferred to some other charity or charities having objects similar to those of the Action for Borstal Community and which prohibits the distribution of its assets or their income and property to an extent at least as great as that imposed on the Action for Borstal Community by clause 5 of its objects.