

Company No. 4204554

Amended

HAVERING ASSOCIATION FOR

PEOPLE WITH DISABILITIES
(A company limited by guarantee)

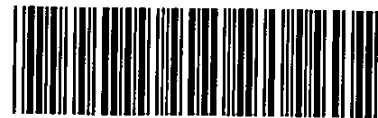
ACCOUNTS FOR THE YEAR ENDED

31ST MARCH 2011

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WEDNESDAY



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COMPANIES HOUSE

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2011

The trustees are pleased to present their report together with the financial statements of the Charity for the year ended 31st March 2011

Governing authority

The Charity is registered as No 1089188 under Charities Act 1993

The Charity was incorporated under Companies Act 1985 as a private company on 24th April 2001

Directors and trustees

Jim Atkins, Agha Hassan, Michael Lloyd, Steve Ellis, David Rowland, Linda Van den Hende, Dave Peel, George Linford, Gurney Shepherd, Peter Adams

Membership

All individuals who support our aims may apply to the Executive Committee to become members of the Association

Committee of management

The management of the Association's affairs shall be vested in an Executive Committee

Registered Office

Whittaker Hall
1a Woodhall Crescent
Hornchurch
Essex RM11 3NM

Bankers

National Westminster Bank Plc
120/122 High Street
Hornchurch
Essex RM12 4UL

Reporting Accountants

Clay Ratnage Strevens & Hills
Construction House
Runwell Road
Wickford
Essex SS11 7HQ

Objectives and activities

The Association is established to promote the relief of distress and suffering, the rehabilitation, care and other needs of persons who are physically, sensorily or mentally disabled within the London Borough of Havering

The Association provides support, advocacy, information and training to member groups and people with disabilities and carers in Havering

Organisation

The Association is governed by the Trustees who meet regularly and are responsible for setting the strategic direction of the organisation and establishing policy. The day to day operation of the association is delegated to the Chief Executive

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2011

Review of the past year

During the year the Association continued to provide services to people with disabilities and carers and increased the services and training available

Use of assets

The Association's fixed assets consist of items set out in Note 6 to the Accounts

Dependence on particular donors

The Association is not dependent on regular donors

Significant events since the year end

There have been no events subsequent to the year end which would materially affect the Association's state of affairs at that date

Availability of assets

We believe that our assets are adequate to meet our obligations in the forthcoming year

Investment powers

Under the memorandum and articles of association, the Charity has the power to make any investment which the trustees see fit

Reserves policy

The trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the Charity should be not less than £60,000. At this level, trustees feel that they would be able to continue the current activities of the Charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed.

Public Benefit

With reference to the stated objects and activities, the trustees provide public benefit through the provision of information, advice, support, advocacy, befriending and day opportunities for people with disabilities and carers that live in the London Borough of Havering. Referrals are received from Social Services, Primary Care Trusts, other voluntary sector organisations and self referral. It is the policy of the Association to provide services either free of charge or at a nominal rate. The fees charged are substantially below the costs incurred. The services provided by the Association are in line with the Prevention Agenda which means that people are less likely to need more intensive services from the NHS or Social Services. Public benefit is thus provided through the subsidy applied to the services offered by the organisation.

The trustees, are accordingly, able to confirm that they have complied with Section 4 of the 2006 Charities Act to have regard to guidance published by the Charity Commission.

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2011

Trustees' responsibilities in relation to the financial statements

Company law requires the trustees to prepare financial statements that give a true and fair view of the state of affairs of the Charity at the end of the financial year and of its surplus or deficit for the financial year. In doing so the trustees are required to

select suitable accounting policies and then apply them consistently,

make judgements and estimates that are reasonable and prudent, and

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the Charity will continue in business

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and enables them to ensure that the financial statements comply with the Companies Act 2006. The trustees are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities


J. Atkins
Chairman

- J. Atkins

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES
FOR THE YEAR ENDED 31ST MARCH 2011

I report on the accounts of the Trust for the year ended 31st March 2011 which are set out on pages 4 to 9

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 43(2) of the Charities Act 1993) (the 1993 Act) and that an independent examination is needed.

It is my responsibility to

examine the accounts (under Section 43(3)(a) of the 1993 Act),

follow the procedures laid down in the General Directions given by the Charity Commissioners (under Section 43(7)(b) of the 1993 Act), and

to 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 Commissioners. 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 I do not express an audit opinion on the view given by the accounts.

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 accounts which accord with those records and to 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 accounts to be reached



A.W. Trott
Clay Ratnage Strevens & Hills
Construction House
Runwell Road
Wickford
Essex SS11 7HQ

16th August 2011

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES
STATEMENT OF FINANCIAL ACTIVITIES (INCLUDING INCOME AND
EXPENDITURE ACCOUNT) FOR THE YEAR ENDED 31ST MARCH 2011

	Notes	Unrestricted Funds £	Restricted Funds £	Total Funds 2011 £	Total Funds 2010 £
Incoming Resources					
Donations	2	24,578	87,778	112,356	134,576
Interest Receivable		77	-	76	80
Total Incoming Resources		24,655	87,778	112,432	134,656
Charitable Expenditure					
Direct Charitable Expenditure	3	40,666	54,403	95,069	118,956
Management and Administration	4	6,414	11,022	17,436	19,830
Total Charitable Expenditure		47,080	65,425	112,505	138,786
Movement in Total Funds for Year – Net Expenditure for the Year		(22,425)	22,353	(72)	(4,130)
Funds at 1st April 2010		84,899	93,293	178,192	182,322
Transfer between funds		28,472	(28,472)	-	-
Total Funds Carried Forward at 31st March 2011		90,946	87,174	178,120	178,192

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

All incoming resources and resources expended derive from continuing activities

The notes on pages 7 to 10 form part of these accounts

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES

BALANCE SHEET AS AT 31ST MARCH 2011

	Note	£	2011 £	2010 £
Fixed Assets				
Tangible	6		32,268	36,755
Current Assets				
Debtors and Prepayments	7	585		2,661
Cash and Bank – Free	8	87,563		80,422
Cash and Bank – Restricted	9	81,565		62,918
			<hr/>	<hr/>
		169,713		146,001
Liabilities: Amounts falling due within one year	10	23,861		4,564
			<hr/>	<hr/>
			145,852	141,437
Total assets less current liabilities			<hr/>	<hr/>
			178,120	178,192
			<hr/>	<hr/>
Funds				
Restricted Funds	13		87,174	93,293
Free Funds	13		90,946	84,899
			<hr/>	<hr/>
			178,120	178,192
			<hr/>	<hr/>

For the financial year ended 31st March 2011, the company was entitled to exemption from audit under Section 447 of the Companies Act 2006. No notice has been deposited under Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for

ensuring that the company keeps accounting records which comply with Section 386 of the Companies Act 2006, and

preparing accounts which give a true and fair view of the state of the affairs of the company as at the end of the financial year and of its results for the financial year in accordance with the requirements of Sections 394 and 395 of the Companies Act 2006, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

Approved by the Members and signed on their behalf by

Trustee: D. Rowland

D. Rowland

- D. Rowland

Date: 16th August 2011

The notes on pages 7 to 10 form part of these accounts

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2011

1. ACCOUNTING POLICIES

General

These Accounts have been prepared under the historical cost convention and in accordance with applicable accounting standards and the Charities SORP 2005 (Statement of Recommended Practice "Accounting and Reporting by Charities") issued in March 2005 and the Companies Act 2006

Depreciation

Depreciation is calculated to write down the cost or valuation less estimated residual value of all tangible fixed assets over their expected useful lives. The rates and periods generally applicable are

Equipment	25% Reducing Balance
Extension	15 years Straight Line

Reserves

To enable the Association to continue to serve people with disabilities in Havering, should all, or part of the Association's funding cease, the Association will hold unrestricted reserves of not less than £60,000

Interest receivable

Interest is included when receivable by the Charity

Fund accounting

Funds held by the Charity are either

- Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.
- Designated funds – these are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects
- Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the Charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes

2. DONATIONS

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
London Borough of Havering Council				
Partnership Funding	21,132	-	21,132	21,132
Befrienders	-	60,840	60,840	60,840
UK On Line	-	3,350	3,350	-
Carers Week	-	-	-	3,219
Individual Budget Day	-	-	-	2,644
Carers Social Group	-	4,838	4,838	2,400
Stroke Project	-	18,750	18,750	30,000
Voluntary Sources	3,446	-	3,446	14,341
	24,578	87,778	112,356	134,576

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2011

3. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Salaries and National Insurance	31,955	42,403	74,358	88,768
Rent and Rates	1,896	-	1,896	1,836
Light and Heat	1,472	-	1,472	1,320
Repairs and Maintenance	2,244	2	2,246	1,842
Office and Computer Items	140	-	140	25
Carers Support	-	6,260	6,260	9,324
Volunteers Training	-	-	-	14
Insurance	2,870	-	2,870	2,691
Staff Training	89	93	182	238
Stroke Project	-	1,816	1,816	3,733
Training Room Costs	-	1,400	1,400	5,212
UK On Line	-	1,359	1,359	-
Carers Social Group	-	1,070	1,070	464
Carers Week	-	-	-	1,449
Individual Budget Day	-	-	-	2,040
	40,666	54,403	95,069	118,956

4. MANAGEMENT AND ADMINISTRATION

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Telephone	1,097	370	1,467	1,323
Travelling Expenses	91	1,793	1,884	2,536
Printing, Postage and Stationery	2,474	1,132	3,606	3,589
Subscriptions	258	-	258	349
Miscellaneous Expenses	926	-	926	816
AGM Costs	-	-	-	810
Board Away Day	-	-	-	267
Befrienders Support Payments	-	352	352	1,060
Carers Support Payments	-	-	-	295
Book-keeping	128	512	640	553
Depreciation	1,056	5,349	6,405	6,443
Independent Examiner's Fee	384	1,534	1,918	1,704
Bank Charges	-	(20)	(20)	85
	6,414	11,022	17,436	19,830

Note:- Telephone includes internet costs

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2011

5. MOVEMENT IN TOTAL FUNDS FOR THE YEAR

	2011 £	2010 £
This is stated after charging		
Depreciation	6,405	6,443

6. FIXED ASSETS

	Extension £	Equipment £	Total £	2010 £
<u>Cost</u>				
At 1st April 2010	65,363	45,843	111,206	111,042
Additions	-	1,918	1,918	164
At 31st March 2011	65,363	47,761	113,124	111,206
<u>Depreciation</u>				
At 1st April 2010	34,866	39,585	74,451	68,008
Charge for year	4,358	2,047	6,405	6,443
At 31st March 2011	39,224	41,632	80,856	74,451
<u>Net Book Value at 31st March 2011</u>	26,139	6,129	32,268	36,755

The extension is to a leasehold property and therefore its value will be lost if the association were to be relocated

7. DEBTORS AND PREPAYMENTS

	2011 £	2010 £
Insurance Prepayment	-	2,661
Refuse Collection Prepayment	585	-

8. CASH AND BANK – FREE

	2011 £	2010 £
No 1 Current and Deposit Accounts	63,959	80,222
Cash in Hand	200	200
CAF Cash Account	23,404	-
	87,563	80,422

HAVERING ASSOCIATION FOR PEOPLE WITH DISABILITIES

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2011

9. <u>CASH AND BANK – RESTRICTED</u>	2011	2010
	£	£
No 2 Account - Transport	4,251	4,297
No 1 Reserve Account - Other	41,864	19,383
Befrienders Current and Deposit Accounts	35,450	34,450
Training Current and Deposit Accounts	-	4,788
	<hr/>	<hr/>
	81,565	62,918
	<hr/>	<hr/>
10. <u>LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR</u>	2011	2010
	£	£
Accruals and Deferred Income	23,861	4,264
Other Creditor	-	300
	<hr/>	<hr/>
	23,861	4,564
	<hr/>	<hr/>

11. EMPLOYEES' REMUNERATION

Total remuneration (including Employer's National Insurance contributions) for the year amounted to £74,358 (2010 £88,768) The average number of paid staff for the year was five and no employee earned £50,000 p a or more

12. TRUSTEES' REMUNERATION AND EXPENSES

No remuneration, directly or indirectly out of the funds of the Charity, was paid or payable for the year to any trustee or to any person or to persons known to be connected with any of them

One trustee has received £288, being reimbursed expenses in respect of them being a befriender

13. ANALYSIS OF NET ASSETS BY FUND

	Unrestricted Funds 2011 £	Restricted Funds 2011 £	Total Funds 2011 £	Total Funds 2010 £
Fixed Assets	3,164	29,104	32,268	36,755
Current Assets	88,148	81,565	169,713	146,001
Current Liabilities	(366)	(23,495)	(23,861)	(4,564)
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balance	90,946	87,174	178,120	178,192
	<hr/>	<hr/>	<hr/>	<hr/>