Company Number: 05309512

UNITED UTILITIES TRUST FUND (A company limited by guarantee)

Company No 05309512

Charity No 1108296

ANNUAL REPORT AND FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

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FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

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REPORT AND FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2013

OFFICERS AND PROFESSIONAL ADVISERS

CHAIR

Mrs Deborah Morton

TRUSTEES

Mr Alastair Richards
Mr Nick Pearson – resigned 16/06/2012
Mr Carl Smith – appointed 01/02/2013
Mr Allan Mackie
Mr Simon Dewsnip
Mr David Burdis

SECRETARY

Auriga Services Limited

SENIOR MANAGEMENT TEAM

The Trust has no employees and has engaged Auriga Services Limited as third party provider for administration and management on behalf of the Trustees

REGISTERED OFFICE/

PRINCIPAL OFFICE

United Utilities Trust Fund

12-14 Mill Street Sutton Coldfield West Midlands B72 1TJ

AUDITORS

BDO LLP

5 Temple Square Temple Street Liverpool L2 5RH

BANKERS

Royal Bank of Scotland

38 Mosley Street Manchester M60 2BE

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 MARCH 2013

The Trustee's present their report and the audited financial statements for the year ended 31 March 2013

Structure, Governance and Management

Governing Document

The organisation is a charitable company limited by guarantee, incorporated on 9 December 2004 and registered as a charity on 24 February 2005 Registered company number is 05309512 and charity no is 1108296

The organisation is governed by the Articles of Association

Recruitment and Appointment of Trustees

Recruitment of the first Trustees was by selection by the settlor drawing from experience of the sector and of the region where help is to be provided. Trustees have subsequently been appointed following public advertisement. In accordance with the Articles, during this year David Burdis and Simon Dewsnip re-appointed, Carl Smith appointed and Nick Pearson retired.

Trustee Induction and Training

Before anyone considers seeking appointment as a Trustee, and as part of the induction process, they are expected to familiarise themselves with the responsibilities of charity trustees, read the Charity Commission literature on this subject and carefully read the trust deed, settlor's directions and the latest financial statements

Opportunities for training are readily available and Trustees are encouraged to familiarise themselves with the day to day operations

Risk Management

The Trustees have considered the risks to which the charity is exposed and have taken steps to mitigate those risks

The Trustees have considered the risk that all donations are received from United Utilities and the issues that will arise in failure to receive future donations from United Utilities. The risk has been mitigated by agreeing with United Utilities Water plc that donations of £5m per annum would be guaranteed for the next two years until 2014/15

In the event United Utilities determine, for whatever reason, to cease funding the Trust before 1st April 2015 or any agreed extension thereto, United Utilities undertakes to indemnify the Trust against any claims (including expenses) made against it by Auriga Services Limited and any on-going commitments arising from the Organisational Grants Programme, as a consequence thereof. In such circumstances, the Trust agrees to work together with United Utilities in good faith to minimise any such claims and expenses. Notwithstanding the foregoing, United Utilities maximum liability in relation to the above indemnity shall not under any circumstances exceed the sum of the £750,000.

The Trustees undertook a significant review of the risk profile of the charity during 2010/11 and constantly review and update it. This involved identifying the types of risks the charity faces, prioritising them in terms of potential impact and the likelihood of occurrence, and identifying the means of mitigating those risks. As part of this process, the Trustees work closely with Auriga, who manage our day-to-day operations, continually assess the adequacy of the charity's current internal controls and the costs of operating them relative to the benefits obtained

TRUSTEES' REPORT (cont'd)

FOR THE YEAR ENDED 31 MARCH 2013

Organisational Structure

The structure of the organisation comprises the Board of Trustees with all non-administrative and policy decisions made by the Trustees jointly. There is a single sub-committee which is the Audit Committee. Administrative decisions are delegated either to one of the Trustees alone or to Auriga Services Limited who act on behalf of Trustees under an approved Scheme of Delegation.

The Trustees do not employ staff directly and hold no material assets other than bank balances

Audit Committee

The Audit Committee is a sub-committee established by the Board of Trustees and has authority from the Board to require the managing agent to report on any aspect of the powers delegated to it, in respect of the management of the charity and on its service provision

The responsibility of the committee is

- to ensure that there is an appropriate and effective framework of accountability,
- to examine and review all systems and methods of control both financial and otherwise including risk analysis and risk management,
- to assist the Board in longer-term financial planning and in reviewing performance against the budget and activity projections,
- to prepare and present to trustees the audit plan, to review the draft annual accounts and the audit report for their approval,
- to ensure the charity is complying with all aspects of the law, relevant regulations and good practice,
- to ensure the charity has relevant systems and processes in place to enable it to comply with all
 aspects of the law, relevant regulations and good practice

The committee maybe authorised to investigate on behalf of the Board anything that threatens or adversely affects the accomplishment of the charity's aims and objectives, its assets, the reliability of all records and information, its compliance with all relevant laws, regulations, policies, and its governing articles

The committee shall request and review reports and positive assurances from the managing agent on the overall arrangements for governance, risk management and internal control. It may also request specific reports from individual functions within the managing agent as may be appropriate to the overall arrangements.

The Audit Committee will consist of no fewer than two trustees appointed by the Board

The chair of the Audit Committee will be appointed by the Board

The Company Secretary shall attend meetings of the Committee, along with any other employees of the managing agent who may be required

Unless otherwise determined by the Board, a quorum shall consist of two members of the audit committee. (The Chair does not have to be present for a quorum to exist.)

Membership of the committee and its terms of reference shall be reviewed annually by the Board at the Annual General Meeting Any Trustee of United Utilities Trust Fund has the right to attend any Audit Committee meeting

The committee will convene at least twice a year

During the year the Audit Committee comprised Alastair Richards (Chairman), Allan Mackie and Simon Dewsnip

TRUSTEES' REPORT (cont'd)

FOR THE YEAR ENDED 31 MARCH 2013

Objectives and Activities for the Public Benefit

The Charity's objects are the relief of those persons who are in condition of need, poverty, hardship or other distress and are unable to meet the cost of charges for the supply of water and/or sewerage services provided to premises used or occupied by them by United Utilities as water and/or sewerage undertaker appointed pursuant to the Water Industry Act 1991 (or any statutory modification or amendment to that Act) Such relief is to be provided at such times and in such manner as the Trustees think fit and includes the prevention and relief of poverty by the provision of advice, counselling and the education of the general public in relation to debt, debt awareness and debt prevention

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities and setting the grant making policy for the year The Trustees provide grants to assist eligible people or organisations to achieve the Charity's objects

How our grants delivered public benefit

Achievements and Performance

During the year £5m donation was received from United Utilities Water Plc This is the eighth year of the Charity's activities and it has informed potential beneficiaries of help available in addition to providing grants where applicable

Help for individuals

In pursuit of charitable objectives, the Trust was able to award grants to individuals towards water and other priority costs. Grant payments have been made, as far as possible, direct to the organisation to which the amount is due. The aim of the Trust is to help people out of immediate crisis and financial difficulty and wherever possible, to encourage future financial stability. During the year the Trust received 8,057 (8,033 - 2012) applications and was able to provide grants and further assistance to 4,883 (4,893 - 2012) individuals or families amounting to £4,675,053 (£3,780,110 - 2012)

Debt counselling

In pursuit of charitable objectives, the Trustees have paid £288,177 towards debt advice and debt counselling during this year. Recognising the value of long term help and support to individuals of professional money advice services, the Trustees adopted a policy of making grants available to organisations that provide free debt advice and debt counselling services.

During the year Trustees decided that funds for debt counselling would not be designated annually, allowing funds to be spent where needed most Debt counselling was paid throughout the year on a monthly basis

During the period Trustees decided that applications for funding would be invited for the provision of debt and money advice in areas of particular hardship

Trustees Indemnity

The Trustees confirm that the company has Trustees' and Officers' insurance in place

Financial Review

The Trustees consider that the financial position of the Trust is satisfactory

TRUSTEES' REPORT (cont'd)

FOR THE YEAR ENDED 31 MARCH 2013

Reserves Policy

The unrestricted funds of £222,468 held at the year end are required to meet the future working capital requirement of the Trust

Unrestricted income funds

The income during the period is as expected

Debt counselling funds

The amount of Organisation grants paid in the year was £288,177

Investment Policy

The trust deed grants the Trustees the power to invest funds, employ a fund manager and arrange for investments or other property of the charity to be held in the name of a nominee subject to the same conditions permitted by the Trustee Act 2000

The trustees have adopted a policy to invest any excess funds in a special interest bearing account with the Royal Bank of Scotland

Plans for Future Periods

Since the year end the Trust has continued to make substantial grants in the ordinary course of its activities

The Trustees plan to -

- Provide grants up to the full value of available funds
- Continue to designate funds to support debt advice
- To maintain and enhance relationships with donors to ensure on-going funding. The Trust have negotiated funding for the next two years of £5m per annum until 2014/15

Information for the auditor

In respect of each trustee at the date the Trustees Report is signed

- So far as we are aware, there is no information needed by the Charity's auditor in connection with preparing their report (relevant audit information) of which they are unaware, and
- As trustees of the Charity we have taken all steps that we ought to have taken in order to make ourselves aware of any relevant audit information and to establish that the charity's auditor is aware of the information

This report has been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (issued in March 2005) and in accordance with Part 15 of the Companies Act 2006

Approved by the Trustees on 12 September 2013 and signed on its behalf by

Mrs D Morton (Chair)

UNITED UTILITIES TRUST FUND (A company limited by guarantee) STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 MARCH 2013

The trustees are responsible for preparing the trustees' annual 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 charity and of the incoming resources and application of resources, including its income and expenditure, of the charity for the year.

In preparing those 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 charity will continue in business

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the requirements of the Companies Act 2006. They 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.

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNITED UTILITIES TRUST FUND

We have audited the financial statements of United Utilities Trust Fund for the year ended 31 March 2013 which comprise the Statement of Financial Activities, which includes the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

This report is made solely to the charity's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charity's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's members as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities, 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 and for being satisfied that they give a true and fair view

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the APB's website at www frc org uk/apb/scope/private cfm

Opinion on financial statements

In our opinion the financial statements

- give a true and fair view of the state of the charity's affairs as at 31 March 2013 and of its
 incoming resources and application of resources, including its income and expenditure, for the
 year then ended,
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice, and
- have been prepared in accordance with the requirements of the Companies Act 2006

Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF UNITED UTILITIES TRUST FUND (cont'd)

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us, or
- the financial statements are not in agreement with the accounting records and returns, or
- certain disclosures of trustees' remuneration specified by law are not made, or
- we have not received all the information and explanations we require for our audit

Boo we

Mark Sykes Senior Statutory Auditor for and on behalf of BDO LLP, Statutory Auditor Liverpool United Kingdom
Date 12 Sede 2013

BDO LLP is a limited liability partnership registered in England and Wales (with registered number OC305127)

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2013

	Notes	General Funds £	Designated Funds £	Total 2013 £	Total 2012 £
Incoming resources					
Incoming Resources from generate Voluntary income	ed funds				
Donations and grants	2	5,020,000	-	5,020,000	5,000,000
Other incoming resources		2,513		2,513	2,761
Total incoming resources		5,022,513		5,022,513	5,002,761
Resources expended					
Charitable activities					
Grants payable	3a, 3b	4,675,053	288,177	4,963,230	4,019,435
Support costs	3c	551,067		551,067	547,829
		5,226,120	288,177	5,514,297	4,567,264
Governance costs	3d	7,729	-	7,729	7,680
Total resources expended		5,233,849	288,177	5,522,026	4,574,944
Net (outgoing)/incoming resources before transfers		(211,336)	(288,177)	(499,513)	427,817
Gross transfers between funds		(288,177)	288,177	-	_
Net movement in funds		(499,513)	-	(499,513)	427,817
Total funds brought forward at 1 A	Aprıl	721,981	-	721,981	294,164
Total funds carried forward at 3	1 March	222,468	-	222,468	721,981

There are no recognised gains and losses in 2013 or 2012 other than the deficit for the year

All incoming resources and resources expended derive from continuing activities

Registered No 05309512

BALANCE SHEET AT 31 MARCH 2013

		201	13	201	2
	Notes	£	£	£	٤
Current assets					
Debtors	6	12,000		-	
Cash at bank and in hand		239,534		737,763	
		251,534		737,763	
Liabilities Creditors Amounts falling due	7	(20,000)		(45 792)	
within one year		(29,066)		(15,782)	
		(29,066)		(15,782)	
Net current assets			222,468		721,981
Net assets			222,468		721,981
Funds					
Unrestricted					
- General	8		222,468		721,981
			222,468		721,981

The financial statements on pages 9 to 15 were approved and authorised for issue by the Board of Trustees on 12 September 2013

Signed on behalf of the Board of Trustees

Mrs D Morton (Chair)

1 ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Statement of Recommended Practice Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable UK Accounting Standards and the Companies Act 2006 and Charities Act 2011 The principal accounting policies adopted in the preparation of the financial statements are set out below

Taxation

The organisation is a registered charity and as such is exempt from income tax, corporation tax, and capital gains tax under the provisions of the Income and Corporation Taxes Act 1988 and the Taxation of Chargeable Gains Act 1992

Income

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income

- Voluntary income is received by way of grants, donations and gifts and is included in full
 in the Statement of Financial Activities when receivable
- Investment income is included when receivable

Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

- Cost of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes
- Charitable expenditure comprises those costs incurred by the charity in the delivery of its
 activities and services for its beneficiaries. It includes both costs that can be allocated
 directly to such activities and these costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity
- All costs are allocated between the expenditure categories of the SOFA on a basis
 designed to reflect the use of the resource. Costs relating to a particular activity are
 allocated directly, others are apportioned on an appropriate basis.

Reserves

- Unrestricted funds are available at the discretion of the Trustees in furtherance of the general objectives of the charity
- Designated funds are unrestricted funds earmarked by the Trustees for particular purposes
- Restricted funds are subjected to restrictions on their expenditure imposed by the donor.
 The Trust has no restricted funds.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013

		Unrestricted Funds £	Restricted Funds £	Total 2013 £	Total 2012 £
2	DONATIONS				
	Donations from United Utilities	5,000,000	-	5,000,000	5,000,000
	Gift Aid from Auriga Services Ltd	20,000	-	20,000	-
		5,020,000	<u> </u>	5,020,000	5,000,000

3a **GRANTS PAYABLE**

Payable to individual beneficiaries or direct to creditors in respect of debts owed.*

	2013	2012
	£	£
Water debt (1)	4,260,368	3,288,841
Water debt (2)	65,384	109,050
Council tax	705	1,176
Rent/Mortgage	200	_
Gas	2,960	5,373
Electricity	9,884	22,837
Telephone	102	461
Other household needs	169,025	152,897
Bankruptcy orders	166,425	199,475
	4,675,053	3,780,110

^{*} It is the policy of the Trustees that wherever possible a beneficiary's grant will be paid direct to the relevant creditor

- (1) United Utilities Water Plc(2) Other Collecting Agencies

3b GRANTS PAYABLE CONTINUED

	Debt Counselling	2013 £	2012 £
	Advocacy in Wirral Manchester CAB	7,311 29,944	21,204
	North Liverpool CAB	1,500	6,968
	Vauxhall Community Law Warm Hut UK	1,500 1,500	-
	Age Concern Manchester	22,500	30,000
	Speke CAB	<i>-</i>	51,026
	Copeland CAB	19,407	25,876
	Venus	21,594	29,640
	Stockport & District MIND	20,772	27,696
	Age Concern Barrow & District	27,300	6,825
	Blackburn with Darwen CAB	28,748	8,191
	Sefton CAB	-	1,440
	Fylde Coast Women's Aid	26,672	6,994
	George House Trust	29,848	7,466
	Hyndburn CAB/Age Concern	22,386	7,466
	Lancashire MIND	-	1,025
	Central Liverpool CAB	28,695	7,508
		288,177	239,325
	Total	4,963,230	4,019,435
3с	SUPPORT COSTS		
	Insurance	1,958	2,030
	Postage, printing and stationery	4,641	4,189
	Bank charges	1,006 543,462	1,233 537,827
	Auriga administration charges Sundry costs	343,402 -	537,627
	Professional Fees	- -	2,500
		551,067	547,829

Expenditure on charitable activities includes staff costs directly attributed to the named activities above in addition to the support costs noted

3d	GOVERNANCE COSTS	Total 2013 £	Total 2012 £
	Trustees' expenses	301	431
	Subscription	48	49
	Audit fees for the current year	6,150	6,000
	VAT on current year audit fees	1,230	1,200
		7,729	7,680

Support costs are apportioned to activity cost categories directly on a basis consistent with the use of resources for example staff costs by time. Governance support costs relate to staff time on governance matters as well as expenses incurred by governance matters.

4 TRUSTEE REMUNERATION AND RELATED PARTY TRANSACTIONS

No members of the Trustees received any remuneration during the period Trustee's expenses amounting to £301 (2012 £431) were reimbursed to the Trustees

There were amounts outstanding from Auriga Services Limited at 31 March 2013 of £12,000 (2012 £nil)

No trustee or person related to the charity had any personal interest in any contract or transaction entered into by the charity during the period

5 TAXATION

The Trustees consider that the exemptions from taxation set out in the Income and Corporation Taxes Act 1988 and the Taxation of Chargeable Gains Act 1992 are met, and thus no provision is made for taxation other than in relation to the company's trading activities

				2013 £	ł	2012 £
6	DEBTORS					
	Other debtors			12,0	000	-
				12,0	000	-
	Included in other debtors are amo	ounts due from Au	riga Services Limi	ted of £12,000 (2	012 £nıl)	
				2013 £	,	2012 £
7	CREDITORS: AMOUNTS FALLI	NG DUE WITHIN	ONE YEAR	~		~
	Trade creditors Accruals			5,0 24,0	047 019	4,646 11,136
				29,0	066	15,782
8	UNRESTRICTED FUNDS					
		General Fund £	Designated Fund £	31 March 2013 £	31 M a 20	rch 112 £
	Current assets	251,534	-	251,534	737,763	
	Current liabilities	(29,066)	-	(29,066)	(15,782	2)
	Net assets at 31 March	222,468	-	222,468	721,98°	

ANALYSIS OF MOVEMENT BETWEEN FUNDS

Movement in resources

	Balance 1 April 2012 £	Incoming £	Outgoing £	Transfers £	Balance 31 March 2013 £
General Designated unrestricted	721,981 -	5,022,513 -	(5,233,849) (288,177)	(288,177) 288,177	222,468 -
	721,981	5,022,513	(5,522,026)		222,468

10 ULTIMATE CONTROLLING PARTY

The charity's ultimate controlling party is the board of trustees