

Registered Charity No. 1123488
Registered Company No. 6428264

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

ACCOUNTS FOR THE YEAR ENDED

31 MARCH 2014

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ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

ACCOUNTS FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014

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**LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2014**

Trustees:

Margreet Armitstead
Anneliese Dodds (Chair)
Helen Foreman
Beryl Keen
Bryan Keen
Jennifer Pegg (from 20.9.13)
Helen Potts (until 20.9.13)
Carole Smith (from 11.11.2013)
Sue Tanner
Peter Wilkinson

Treasurer:

John McLintock

Registered Office:

60 Ashurst Way
Rose Hill
Oxford
OX4 4RF

Independent examiner:

Jackie Layzell

Bankers:

Unity Trust Bank
Nine Brindleyplace
Birmingham
B1 2HB

Registered Charity number:

1123488

Registered Company number:

6428264

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2014

The Trustees present their report along with the financial statements of the charity for the period ended 31 March 2014. The accounts for the period ended 31 March 2014 have been prepared in accordance with the revised Statement of Recommended Practice issued in 2005 (SORP 2005) and comply with the charity's governing document.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Rose Hill and Donnington Advice Centre Limited is a company limited by guarantee and registered as a charity under the Charities Act. The charitable company is governed by its Memorandum and Articles of Association. Rose Hill and Donnington Advice Centre Limited was incorporated as a company on 15 November 2007 (registered company number 6428264) and registered by the Charity Commission on 7 April 2008 (charity number 1123488).

The charity is managed by the trustees who meet as and when required but usually at least six times a year. The trustees do not receive remuneration or expenses.

New Trustees are appointed either to fill a casual vacancy or by way of addition to the Board. Particular emphasis is placed upon the appointment of Trustees with knowledge and experience relevant to the charity's activities. When new Trustees are appointed they are given an introduction to the work of the charity and provided with the information they need to fulfil their roles, which includes information about the role of the Trustees and their responsibilities under the Charities and Companies Acts.

Internal controls of the charity's resources are based principally on the requirement for two signatories for expenditure. Where the charity acts as a recipient of grants from other charities, for example for furniture or other essential household equipment, the funds are handled through a bank account separate from that used for the charity's own requirements. Appropriate insurance has been effected where available.

The trustee directors set out below held office during the whole of the year except where otherwise stated. The company has no share capital and the directors have no interests in it.

Margreet Armitstead
Anneliese Dodds (Chair)

Helen Foreman

Beryl Keen

Bryan Keen

Jennifer Pegg (from 20.9.13)

Helen Potts (until 20.9.13)

Carole Smith (from 11.11.2013)

Sue Tanner (Secretary)

Peter Wilkinson

The Trustees would also like to express their thanks to all those who supported the centre during the year, whether financially, by volunteering their time or in other ways.

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2014 (CONTINUED)

The Trustees have identified and considered the major risks to which the charity is exposed and have established systems and procedures to manage those risks. The principal risk associated with the charity's operation remains the availability of operational grants.

OBJECTIVES AND ACTIVITIES

The objects of the charity are to relieve poverty in residents of Rose Hill and Donnington and the surrounding area who are in conditions of need, hardship or distress, in particular by the provision of information, advice and assistance on all matters relating to welfare benefits and City and County and national services at both statutory and voluntary level.

The trustees have had regard to the requirement to demonstrate Public Benefit. They are satisfied that the charity's activities are available to all members of the public in the charity's geographical area of operation and that all its activities are demonstrably for the benefit of those members of the public who seek to avail themselves of its services.

The charity's activities have as a principal public benefit assisting individuals, often elderly and/or disabled, and families to continue to live in their own homes. This provides a major social benefit for the community as well as for the individuals and families assisted; it also makes a major contribution to reducing the demands made on the County and City Councils' services, for example support in rescheduling debt can prevent homelessness. This reduces the likelihood of children being taken into care by the County Council and removes any requirement for the City Council to provide emergency housing.

ACHIEVEMENTS AND PERFORMANCE

The level of activity of the charity and its staff increased in scope and complexity during the year, reflecting the continuing impact of the economic downturn. The trustees remain very grateful for the continued commitment of the staff in the face of the increasing workload. There were 3091 client contacts during the year, of which 645 were new to us. This represents an increase of 48% over last year. A third were living with a disability or long-term illness. 72% described themselves as White British, 7% as black, 11% as Asian and 8.5% as White non-British. The charity dealt with many issues, including benefits, debt, housing, family, health, employment, legal and general contract. A small number of clients were referred on to other appropriate agencies.

The Centre helped clients to access charity and other one-off grants of £24,621 and additional, continuing benefits amounting to at least £108,149 per annum (not all clients report back to us on successful claims). We helped clients to write-off debts of £278,991. The total client debt this year amounted to £375,217 compared with more than £400,000 last year.

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014 (CONTINUED)

FINANCIAL REVIEW

The Charity has a policy of retaining sufficient unrestricted reserves to finance its planned programme and meet its future financial obligations. For this purpose, the Trustees monitor financial performance and forecast future commitments and reserves for a minimum of 18 months ahead.

The charity's activities continue to be funded substantially by the grant received from the Oxford City Council with a smaller amount from Oxfordshire County Council. The trustees are very grateful for this continued essential funding and for the significant support offered by local and other charities in the fulfilment of the charity's objects. In the event that local authority funding is greatly reduced, the Trustees are confident that, with the continuing support of the staff, a revised level of service would be possible.

Approved by the Trustees and signed on their behalf by:

P.G. Tanner

Trustee

Secretary

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2014**

TRUSTEES' RESPONSIBILITIES

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

- Select suitable accounting policies and then apply them consistently;
- Make sound judgements and estimates that are reasonable and prudent; and
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company 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 charitable company and enable them to ensure that the accounts 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.

Approved by the Trustees on 3 September 2014 and signed on their behalf by:

P.G. Tanner
.....
Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

I report on the accounts of the Charity for the period ended 31 March 2014, which are set out on pages 8 to 13.

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 accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

Basis of independent examiners' 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 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 the seeking of 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 accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiners' 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 the accounting records, 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 (revised 2005)

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.

Signed

J. A. Layzell

Jacqueline Ann Layzell FCA

5th September 2014

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2014

	Unrestricted	Restricted	Total	Total
			2014	2013
			£	£
INCOMING RESOURCES				
Income from activities for generating funds	1,700	-	1,700	1,939
Incoming resources from charitable activities	106,883	12,615	119,498	109,009
	108,583	12,615	121,198	110,948
RESOURCES EXPENDED				
Costs of charitable activity:				
Provision of advisory service	2	102,953	115,534	109,871
Governance costs	35	63	120	120
	103,016	12,581	115,597	109,991
NET INCOMING RESOURCES	5,567	34	5,601	957
Transfers between funds				
MOVEMENT IN FUNDS	5,567	34	5,601	957
BALANCE AT 1 APRIL 2013	10,232	20,000	30,232	29,275
BALANCE AT 31 MARCH 2014	15,799	20,034	35,833	30,232

The notes on pages 10 to 13 form part of these accounts.

All activities are continuing. There are no gains or losses other than those recognised through the Statement of Financial Activities. The Statement of Financial Activities incorporates the income and expenditure.

As a company limited by guarantee and with charitable objects, a "reconciliation of shareholders funds" is not considered appropriate.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED
(Registration number 06428264)

**BALANCE SHEET
AS AT 31 MARCH 2014**

	Note	2014 £	2013 £
FIXED ASSETS	4	515	1,422
CURRENT ASSETS			
Debtors	5	4,350	2,415
Cash at bank		38,129	30,112
		<u>42,479</u>	<u>32,527</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	7,161	-3,717
NET CURRENT ASSETS		<u>35,318</u>	<u>28,810</u>
NET ASSETS		<u>35,833</u>	<u>30,232</u>
FUNDS	8		
Unrestricted funds		15,799	10,232
Restricted fund		20,034	20,000
		<u>35,833</u>	<u>30,232</u>

The directors consider that for the year ended 31 March 2014 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No member or members have deposited a notice requesting an audit for the current financial year under section 476 of the Act.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 and preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its surplus or deficit for the 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 accounts, so far as applicable to the company.

These accounts are prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The notes on pages 10 to 13 form part of the accounts.

These accounts were approved and authorised for issue by the Board of Trustees on 3 September 2014

P. G. Tanner
Trustee

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014**

1 ACCOUNTING POLICIES

a) Accounting conventions

In preparing the accounts the charity has followed best practice as laid down in the Charities Act 2011 and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (Revised 2005). The accounts are prepared under the historical cost convention, and in accordance with all applicable accounting standards.

b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Where a donor has specified a particular purpose for a donation, the income is shown as restricted income in the Statement of Financial Activities. Any such income unexpended at the year end is shown as a restricted fund in the balance sheet. Any expenditure in anticipation of restricted income is carried forward as a negative balance on the restricted fund.

c) Incoming resources

Donations, grants, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

d) Resources expended

Resources expended are accounted for on an accruals basis and gross of any related income. Costs that specifically relate to costs of generating funds and governance costs are charged to those expense categories. All other costs form part of the costs of the charitable activity. Governance costs include those costs, such as statutory audit and legal and professional fees, associated with constitutional and statutory requirements.

e) Fixed assets

Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided using the following rates which reflect the anticipated useful lives of the assets:

Computer equipment

4 years on a straight line basis

f) Leasing commitments

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the revenue account on a straight line basis.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2014 (continued)

2 COST OF CHARITABLE ACTIVITY

(Provision of advisory service).

	2014 £	2013 £
Salaries	93,438	83,937
Social security costs	8,289	7,464
Office equipment costs including maintenance	1,733	1,659
Equipment hire	2,057	1,714
Stationery	614	802
Telephone	1,253	1,299
Postage	594	229
Travel	126	181
Training	453	814
Bank charges	36	151
Insurance	946	946
Memberships	371	370
Rent	3,000	3,000
Office Improvements	-	4,278
Depreciation	907	906
Miscellaneous	312	591
Cleaning	1,405	1,530
	<u>115,534</u>	<u>109,871</u>

5 staff members were employed during the year. No employee was paid in excess of £60,000 and no pension contributions were made.

3 GOVERNANCE COSTS

	2014 £	2013 £
Independent examiner's remuneration	-	120
Legal and professional fees	63	-
	<u>63</u>	<u>120</u>

4 FIXED ASSETS

	Fixtures, fittings & equipment £
Cost	
At 1 April 2013	3,628
Additions	-
At 31 March 2014	<u>3,628</u>
Depreciation	
At 1 April 2013	2,206
Charge for year	907
	<u>3,113</u>
Net Book Value	
At 31 March 2014	<u>515</u>
At 1 April 2013	<u>1,422</u>

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014 (continued)**

5 DEBTORS

	2014 £	2013 £
Other debtors and prepayments	4,350	2,415

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2014 £	2013 £
Accruals	370	120
Deferred income	6,000	3,000
Other creditors	791	597
	<u>7,161</u>	<u>3,717</u>

7 DEFERRED INCOME

	£
At 1 April 2013	3,000
Released in year	-
Deferred income in year	3,000
At 31 March 2014	<u>6,000</u>

8 FUNDS

	Unrestricted Fund £	Restricted Funds Lotto £	Green Square £	OCC Winter Warmth £	Staff Welfare £	Total £
Funds at 1 April 2013	10,232	-	-	-	20,000	30,232
Incoming resources	108,583	4,081	5,000	3,500	34	121,198
Resources expended	(103,016)	(4,081)	(5,000)	(3,500)	-	(115,597)
Transfers	-	-	-	-	-	-
Funds at 31 March 2014	<u>15,799</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,034</u>	<u>35,833</u>
Represented by:						
Fixed assets	515	-	-	-	-	515
Current assets	22,445	-	-	-	20,034	42,479
Current liabilities	(7,161)	-	-	-	-	(7,161)
	<u>15,799</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,034</u>	<u>35,833</u>

The Oxford City Council Winter warmth – was a provision from OCC for the advice and training of older vulnerable people.

Staff Welfare Fund is a provision for the cost of Redundancies in the event of the winding up of the Advice Centre.

Lottery and Green Square funding were contributions towards additional staff.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2014 (continued)**

9 OPERATING LEASE COMMITMENTS

As at 31 March 2014 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows:

	2014 £	2013 £
Within 1 year	-	-
Within 2-5 years	2,304	3,456
Over-5-years	-	-
	<u>2,304</u>	<u>3,456</u>

10 TRUSTEES

No trustees received any remuneration or reimbursement of expenses in the year.

11 STATUS OF THE COMPANY

Rose Hill and Donnington Advice Centre Limited is a charitable company limited by guarantee. The liability of the members in the event of the charitable company being liquidated is limited to £1 per member.