


Registered Charity No. 1123488
Registered Company No. 6428264

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

ACCOUNTS FOR THE YEAR ENDED

31 MARCH 2015

WEDNESDAY



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ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

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**LEGAL AND ADMINISTRATIVE INFORMATION
FOR THE YEAR ENDED 31 MARCH 2015**

Trustees:	Margreet Armitstead Anneliese Dodds (until 26 th September 2014) Helen Foreman David Henwood (from 26 th September 2014) Beryl Keen (until 26 th September 2014) Bryan Keen Jennifer Pegg Carole Smith (Chair from 26 th September 2014) Sue Tanner Peter Wilkinson
Treasurer:	John McLintock
Registered Office:	60 Ashurst Way Rose Hill Oxford OX4 4RF
Independent examiners:	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 2015

The Trustees present their report along with the financial statements of the charity for the period ended 31 March 2015. The accounts for the period ended 31 March 2015 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 Armitsstead

Anneliese Dodds (until 26.9.2014)

Helen Foreman

Beryl Keen (until 26.9.2014)

Bryan Keen

Jennifer Pegg

Carole Smith (Chair)

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.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2015 (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 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 3584 client contacts during the year, of which 506 were new to us. This represents an increase of 16% over last year. More than a third were living with a disability or long-term illness. Two thirds described themselves as White British, 9% as black, 12% as Asian, 5% as White non-British and 6% as of mixed race. 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 £20,213 and additional, continuing benefits amounting to at least £96,509 per annum (not all clients report back to us on successful claims). We helped clients to write off debts of £131,216. The total client debt this year amounted to £179,420 compared with more than £375,217 last year.

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

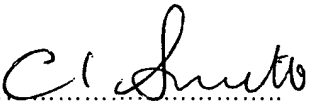
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2015 (CONTINUED)

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:


.....
Trustee **CAROLE SMITH**
.....
02 SEPTEMBER 2015

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2015**

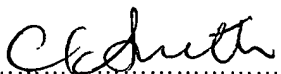
TRUSTEES' RESPONSIBILITIES

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 2 September 2015 and signed on their behalf by:


Trustee **CAROLE SMITH**
02. SEPTEMBER 2015

**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 2015, 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:

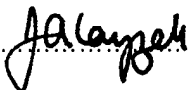
1) which gives me reasonable cause to believe that, in any material respect, the requirements:

- 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



Jacqueline Ann Layzell FCA

14th September 2015

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2015**

	Note	Unrestricted £	Restricted £	Total 2015 £	Total 2014 £
INCOMING RESOURCES					
Income from activities for generating funds		1,413	-	1,413	1,700
Incoming resources from charitable activities		107,090	14,697	121,787	119,498
		108,503	14,697	123,200	121,198
RESOURCES EXPENDED					
Costs of charitable activity:					
Provision of advisory service	2	106,822	14,662	121,484	115,534
Governance costs	3	1,260	-	1,260	63
		108,082	14,662	122,744	115,597
NET INCOMING RESOURCES					
		421	35	456	5,601
Transfers between funds		-	-	-	-
MOVEMENT IN FUNDS					
		421	35	456	5,601
BALANCE AT 1 APRIL 2014		15,799	20,034	35,833	30,232
BALANCE AT 31 MARCH 2015		16,220	20,069	36,289	35,833

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 2015**

	Note	2015 £	2014 £
FIXED ASSETS	4	339	515
CURRENT ASSETS			
Debtors	5	1,710	4,350
Cash at bank		41,920	38,129
		<u>43,630</u>	<u>42,479</u>
CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	6	7,680	7,161
NET CURRENT ASSETS		<u>35,950</u>	<u>35,318</u>
NET ASSETS		<u>36,289</u>	<u>35,833</u>
FUNDS	8		
Unrestricted funds		16,220	15,799
Restricted fund		20,069	20,034
		<u>36,289</u>	<u>35,833</u>

The directors consider that for the year ended 31 March 2015 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 2 September 2015

.....
Trustee **CAROLE SMITH**

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015

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
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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 2015 (continued)**

2 COST OF CHARITABLE ACTIVITY
(Provision of advisory service)

	2015	2014
	£	£
Salaries	98,391	93,438
Social security costs	8,363	8,289
Office equipment costs including maintenance	2,045	1,733
Equipment hire	1,816	2,057
Stationery	918	614
Telephone	1,536	1,253
Postage	556	594
Travel	-	126
Training	1,175	453
Bank charges	41	36
Insurance	946	946
Memberships	304	371
Rent	3,000	3,000
Office Improvements	-	-
Depreciation	616	907
Miscellaneous	512	312
Cleaning	1,265	1,405
	<hr/> 121,484	<hr/> 115,534

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

	2015	2014
	£	£
Independent examiner's remuneration	-	-
Legal and professional fees	1,260	63
	<hr/> 1,260	<hr/> 63

4 FIXED ASSETS

	Fixtures, fittings & equipment
	£
Cost	
At 1 April 2014	3,628
Additions	440
	<hr/> 4,068
At 31 March 2015	
Depreciation	
At 1 April 2014	3,113
Charge for year	616
	<hr/> 3,729
Net Book Value	
At 31 March 2015	<hr/> 339
At 1 April 2014	<hr/> 515

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2015 (continued)

5 DEBTORS

	2015	2014
	£	£
Other debtors and prepayments	1,710	4,350

6 CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2015	2014
	£	£
Accruals	456	370
Deferred income	6,000	6,000
Other creditors	1,224	791
	7,680	7,161

7 DEFERRED INCOME

	£
At 1 April 2014	6,000
Released in year	-
Deferred income in year	-
At 31 March 2015	6,000

8 FUNDS

	Unrestricted Fund	Restricted Funds		Staff Welfare	Total
	£	Lotto £	Green Square £	£	£
Funds at 1 April 2014	15,799	-	-	20,034	35,833
Incoming resources	108,503	9,662	5,000	35	123,200
Resources expended	(108,082)	(9,662)	(5,000)	-	(122,744)
Transfers	-	-	-	-	-
Funds at 31 March 2015	16,220	-	-	20,069	36,289
Represented by:					
Fixed assets	339	-	-	-	339
Current assets	23,561	-	-	20,069	43,630
Current liabilities	(7,680)	-	-	-	(7,680)
	16,220	-	-	20,069	36,289

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 2015 (continued)**

9 OPERATING LEASE COMMITMENTS

As at 31 March 2015 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows:

	2015	2014
	£	£
Within 1 year	1,152	-
Within 2-5 years	-	2,304
Over 5 years	-	-
	<hr/>	<hr/>
	1,152	2,304
	<hr/>	<hr/>

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.