

# FRIENDS OF THE FAMILY WINCHESTER LIMITED

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2014

Company No 7577875 (Registered in England and Wales)  
Charity No 1143462

# **FRIENDS OF THE FAMILY WINCHESTER LIMITED**

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## **FRIENDS OF THE FAMILY WINCHESTER LIMITED**

### **Officers and Advisers**

Patron Bishop John Dennis

Directors and Trustees Vivienne Wheeler (Chair)  
Marcia Cunningham  
Jonathan Flory  
Angela Moody (resigned 27<sup>th</sup> March 2014)  
Christine Morse  
Andrew Farley Rutter (resigned 1<sup>st</sup> July 2013)  
Dorothy Hamilton  
Clare Sheppard (appointed 1<sup>st</sup> July 2013)  
Wynn Rees (appointed 1<sup>st</sup> July 2013)  
Amelia Ashton (appointed 27<sup>th</sup> February 2014)

Company Number 7577875 (Registered in England and Wales)

Charity Number 1143462

Registered office The Friends Meeting House  
16 Colebrook Street  
Winchester SO23 9LH

Hon Treasurer Jonathan Flory

Independent Examiner Sarah Le May  
Upham House  
Upham  
Southampton SO32 1JH

## **FRIENDS OF THE FAMILY WINCHESTER LIMITED**

### **Report of the trustees for the year ended 31 March 2014**

The trustees, who are also directors of the charity for the purpose of the Companies Act, present their annual report and the financial statements for the year ended 31 March 2014. The trustees have adopted the Provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005 in preparing the annual report and financial statements of the charity.

The company was incorporated on 24 March 2011 and took over the assets and liabilities of the charity Friends of the Family (Winchester) on 30 September 2011.

#### **Constitution and Objects**

The company is a registered charity. It is constituted as a company limited by guarantee and governed by its Memorandum and Articles of Association.

The Objects of the company are:

*"To provide an educational and therapeutic service in the Winchester District to vulnerable parents and their children through individual and group activities, developing their parenting skills and their relations with their children."*

The Board of trustees, which meets at least ten times a year, is responsible for the administration of the charity. Trustees receive no remuneration.

The charity has four salaried staff: two Project Leaders, one Play Leader and an Administrator. The charity benefits from the services of unpaid volunteers in addition to the trustees.

#### **Public Benefit**

In setting its plans and priorities for areas of work, the trustees of Friends of the Family Winchester Limited have had regard to the guidance of the Charity Commission on public statement of benefit.

#### **Directors and Trustees**

All directors of the company are also trustees of the charity and there are no other trustees. The trustees are named on page 2.

## **FRIENDS OF THE FAMILY WINCHESTER LIMITED**

### **Report of the trustees for the year ended 31 March 2014 (cont'd)**

#### **Trustees' Responsibilities in relation to the Financial Statements**

The directors are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.

The Companies Act 2006 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of the company and of the profit and loss of the company for that period.

In preparing those financial statements the directors are required to:

- (i) Select suitable accounting policies and then apply them consistently.
- (ii) Make judgements and estimates that are reasonable and prudent.
- (iii) Prepare the financial statements on a going concern basis unless it is inappropriate to presume that the company will continue in business.

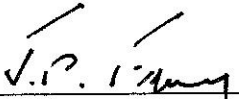
The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company.

They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### **Small Company exemption**

This report has been prepared in accordance with the provisions applicable to companies subject to the Small Companies regime.

By order of the Board

Director 

Jonathan Flory

Date *26 June 2014*

# FRIENDS OF THE FAMILY WINCHESTER LIMITED

## Statement of Financial Activities for the year ended 31 March 2014

		<u>Unrestricted</u> <u>Funds</u> 2013/14 £	<u>Restricted</u> <u>Funds</u> 2013/14 £	<u>Total</u> <u>Funds</u> 2013/14 £	<u>Prior Year</u> <u>Funds</u> 2012/13 £
	Notes				
<b>Incoming Resources</b>					
Grants received	1	-	18,480	18,480	6,900
Donations	2	19,445		19,445	20,396
Fundraising	3	12,376	-	12,376	13,898
Bank Interest		24	-	24	38
Other income	4	221		221	199
<b>Total Incoming Resources</b>		<b>32,065</b>	<b>18,480</b>	<b>50,545</b>	<b>41,430</b>
<b>Resources expended</b>					
<b>Direct Charitable Expenditure</b>					
Project Staff Salary costs	5	17,385	15,724	33,109	28,786
Staff Training		444	-	444	148
Project Expenses	6	1,409	1,290	2,699	1,696
		19,238	17,014	36,252	30,629
<b>Governance Costs</b>					
Insurance		760	-	760	792
Telephone & Internet		776	-	776	763
Admin & Secretarial		3,794	388	4,182	3,433
Cost of Fundraising	3	1,060		1,060	3,572
Office Refurbishment		-		-	172
Depreciation of fixed assets		580		580	240
		6,970	388	7,358	8,972
<b>Total Resources Expended</b>		<b>26,208</b>	<b>17,402</b>	<b>43,610</b>	<b>39,600</b>
Net Incoming Resources for the year		5,857	1,078	6,935	1,830
Gross transfers between funds	7	1,068	(1,068)		
Balance brought forward at 31st March 2013	7	17,884	4,862	22,746	20,916
<b>Balance carried forward at 31st March 2014</b>		<b>24,809</b>	<b>4,872</b>	<b>29,681</b>	<b>22,746</b>

The notes on pages 7 to 9 form part of these financial statements

# FRIENDS OF THE FAMILY WINCHESTER LIMITED

## Balance sheet as at 31 March 2014

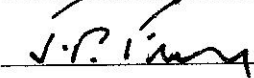
31/03/2013			£	£
£		Notes		
1,681	<b>Tangible Fixed Assets</b>	<b>8</b>		2,171
	<b>Current Assets</b>			
1,318	Debtors & Prepayments	<b>9</b>		
20,260	Cash & Bank balances		27,792	
21,578			<b>27,792</b>	
(513)	<b>Creditors: amounts falling due within one year</b>	<b>10</b>	(282)	
21,065	<b>Net current assets</b>			27,510
<b>22,746</b>	<b>Net assets</b>			<b>29,681</b>
	<b>Capital Funds</b>			
17,884	Unrestricted funds			24,809
4,862	Restricted funds			4,872
<b>22,746</b>	<b>Total funds</b>			<b>29,681</b>

### Approval

The directors are satisfied that the company is entitled to exemption from the provisions of the Companies Act 2006 (the "Act") relating to the audit of the financial statements for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Act.

The directors acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and the preparation of accounts. These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

These financial statements were approved by the directors on 26 June 2014 and signed by:

  
Jonathan Flory

The notes on pages 7 to 9 form part of these financial statements.

# **FRIENDS OF THE FAMILY WINCHESTER LIMITED**

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

### **Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year.

#### **a) Basis of accounting**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2005)

The accounts have been prepared in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005) issued in March 2005, applicable accounting standards and the Companies Act 1985.

#### **b) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subject to restrictions on their expenditure imposed by the donor.

#### **c) Incoming resources**

Voluntary income, donations and grants are accounted for on an accruals basis.

#### **d) Resources expended**

Expenditure is recognised on an accrual 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.

Direct charitable expenditure comprises those costs incurred by the charity in the delivery of its activities for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the independent examiner's fee and costs linked to the strategic management of the charity.

#### **e) Fixed Assets**

Fixed assets including furniture and equipment are capitalised and depreciated to write off the cost of the assets over their estimated useful lives. The annual depreciation rates and methods used are as follows:

Fixtures and fittings- 25% per annum on a straight line basis, on original cost

Computer equipment – 33.3% per annum on a straight line basis, on original cost

### **Premises**

The charity uses an office in the grounds of the Friends' Meeting House in Winchester under a licence agreement dated 17 August 2004. Under a further licence agreement of the same date the charity enjoys the use of the main Meeting House and Garden in furtherance of its project work. The licences provide for the charity to make a financial contribution which is currently waived by the Friends. Both licences are subject to six months' notice by either party. It is estimated that the value to the Charity of these facilities is in the region of £9,000.

The trustees are extremely grateful to the Friends for their continued hospitality and support.



### **Trustees Expenses**

No expenses were paid to any of the trustees during the year, except purchases or expenses made on behalf of the charitable company.

#### **1 Grants received (2014)**

##### **Restricted funds:**

<b>Grantor</b>	<b>Value</b>	<b>Purpose</b>
Hampshire County Council	£7,424	Under 5s Project
Hampshire County Council	£5,500	Volunteering
Lady Balogh Psychotherapy Trust	£3,000	Dads Group
WACA 'Have Your Say' Grant	£1,000	Outings and Workshops
Winchester Round Table	£1,000	Toys and Equipment
Winchester City Council	£ 320	Printing of leaflets
Cllr Martin Tod	£ 236	Chairs

##### **Non-restricted funds:**

None

#### **2 Donations**

Donations of £500 and above:

Elizabeth & Prince Zaiger Trust	6,000
St Matthew's Winchester PCC	500
Private Hampshire Charitable Trust	1,500
Paul Lunn-Rockcliffe Charitable Trust	1,000
Anonymous Donation	1,000
Anonymous Donation	532
Sir Jeremy Morse	2,000

Membership donations raised £2,210 (2013: £1,827).

#### **3 Fundraising**

All fundraising income is shown gross, with costs listed as a governance expense. Net proceeds from major specific events during the accounting period were as follows:

Christmas Fair and accompanying donation	5,245
Quiz Night	1,450
Picture Project	1,435
Hannah Hawkins' Marathon Run	1,196
Coffee morning	774
Covert Sale	765
Car Boot sale	501
'Food for Friends'	325
Westview Sponsored Walk	214
Lara Masters Brighton Marathon Run*	124
(*Further donations are expected post the year end for this event)	

The 'Q Boxes' initiative raised £1,032 (2013: £849).

#### 4 Other Income

Other income consists of parental contributions towards meetings.

#### 5 Project staff costs

Salary and National Insurance contributions:	£32,831
Administration charges	£ 278

#### 6 Project expenses

Family outings	£1,810
Refreshments and sundries	£ 600
Room hire	£ 198
Volunteers' Expenses	<u>£ 91</u>
	£2,699

#### 7 Restricted funds

Expenditure of £1,500 on fixtures and fittings during the previous accounting period should have been recorded as a transfer from restricted funds and therefore the following adjustment has been made:

	<u>Unrestricted Funds</u>	<u>Restricted Funds</u>	<u>Total</u>
Balance brought forward at 31 <sup>st</sup> March 2013	16,384	6,362	22,746
Gross transfer between funds	<u>1,500</u>	<u>(1,500)</u>	<u>-</u>
Adjusted Balance carried forward at 31 <sup>st</sup> March 2013	17,884	4,862	22,746

Analysis of restricted funds:

<u>Purpose</u>	<u>Balance at 31.3.2013</u>	<u>Additions</u>	<u>Expenditure</u>	<u>Balance at 31.3.2014</u>
Father's Group	£ 2,572	£ 3,000	£ 1,700	£3,872
5s to 13s Project	£ 1,100	-	£ 1,100	-
Computer Equipment	£ 900	-	£ 900	-
Under 5s Room hire	£ 290	-	£ 290	-
Under 5s Salaries	-	£ 7,424	£ 7,424	-
Volunteering	-	£ 5,500	£ 5,500	-
Outings & Workshops	-	£ 1,000	£ 1,000	-
Toys and Equipment	-	£ 1,000	-	£1,000
Leaflet Printing	-	£ 320	£ 320	-
Chairs	<u>-</u>	<u>£ 236</u>	<u>£ 236</u>	<u>-</u>
	£ 4,862	£18,480	£18,470	£ 4,872

## 8 Fixed Assets

Fixed assets including furniture and equipment are capitalised and depreciated to write off the cost of the assets over their estimated useful lives. The annual depreciation rates and methods used are as follows:

Furniture, fixtures and fittings - 25% per annum on a straight line basis, on original cost

Computer Equipment – 33.3% per annum on a straight line basis, on original cost

Asset	Net Book Value at 31.3.2013 £	Additions £	Depreciation Charge for year £	Net Book Value at 31.3.2014 £
Furniture, Fixtures and Fittings	1,681	238	484	1,435
Computer Equipment	-	832	96	736
Totals	1,681	1,070	580	2,171

For assets purchased during the year, the depreciation charge is apportioned on a pro-rata basis from the date of purchase.

## 9 Debtors and Prepayments

There were no debtors at the year end.

## 10 Creditors: amounts falling due within one year

	£
Father's Group Leader	51
Hire of premises for meetings/training	72
IT Support	89
Volunteer Training course expenses	70
Total	<u>282</u>

## **REPORT TO THE TRUSTEES OF FRIENDS OF THE FAMILY WINCHESTER LIMITED**

**I report on the accounts of the charitable company for the year ended 31 March 2013.**

### **Respective responsibilities of trustees and examiner**

The charity trustees (who are also 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 financial period under section 43(2) of the Charities Act 1993 (the 1993 Act) and that an independent examination is needed.

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

- examine the accounts under section 43 of the 1993 Act;
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act; and
- to state whether particular matters have come to my attention.

### **Basis of the 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 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 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 statements below.

### **Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

(i) 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 the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities have not been met; or

(ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Sarah Le May  
Upham House  
Upham  
Southampton SO32 1JH

Date 18<sup>th</sup> June 2014

Signed CS Le May