



FRIENDS OF THE FAMILY WINCHESTER LIMITED

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2015

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

FRIENDS OF THE FAMILY WINCHESTER LIMITED

Contents

	Page
Officers and advisers	2
Director's Report	3
Statement of Directors' responsibilities	4
Statement of Financial Activities	5
Balance Sheet	6
Notes to financial statements	7-10
Independent Examiner's Report	12

FRIENDS OF THE FAMILY WINCHESTER LIMITED

Officers and Advisers

Patron	Bishop John Dennis
Directors and Trustees	Vivienne Wheeler (Chair) Amelia Ashton Marcia Cunningham Jonathan Flory Dorothy Hamilton (resigned 31 st July 2014) Karen Hazlitt (appointed 26 th February 2015) Christine Morse Wynn Rees Clare Sheppard
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 2015

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 2015. 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 Objectives 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 five salaried staff. 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 2015 (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 24 September 2015

FRIENDS OF THE FAMILY WINCHESTER LIMITED

Statement of Financial Activities for the year ended 31 March 2015

	<u>Unrestricted</u> <u>Funds</u> 2014/15 £	<u>Restricted</u> <u>Funds</u> 2014/15 £	<u>Total</u> <u>Funds</u> 2014/15 £	<u>Prior Year</u> <u>Funds</u> 2013/14 £
Incoming Resources				
Grants received	-	33,791	33,791	18,480
Donations	33,456	3,077	36,533	19,445
Fundraising	13,872		13,872	12,376
Bank Interest	54		54	24
Other income	205		205	220
Total Incoming Resources	47,587	36,868	84,455	50,545
Resources expended				
Direct Charitable Expenditure				
Project Staff Salary costs	13,577	31,311	44,888	33,109
Staff Training	470	545	1,015	444
Project Expenses	3,029	2,623	5,652	2,699
	17,076	34,479	51,555	36,252
Governance Costs				
Insurance	380	380	760	760
Telephone & Internet	980	293	1,273	776
Admin & Secretarial	2,308	1,468	3,776	4,182
Communications & Publicity	374	262	636	
Cost of Fundraising	152	99	251	1,060
Office Refurbishment	131	-	131	-
Depreciation of fixed assets	861		861	580
	5,186	2,502	7,688	7,358
Total Resources Expended	22,262	36,980	59,242	43,610
Net Incoming Resources for the year	25,325	(112)	25,213	6,935
Gross transfers between funds			-	
Balance brought forward at 31st March 2014	24,809	4,872	29,681	22,746
Balance carried forward at 31st March 2015	50,134	4,760	54,894	29,681

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 2015

31/03/2014			£	£
£		Notes		
2,171	Tangible Fixed Assets	9		1,770
	Current Assets			
-	Debtors & Prepayments	10	-	
12,826	CAF Cash Account - General		4,067	
-	CAF Cash Account - 5s to 13s (BIG)		54	
14,915	CAF Gold account		49,457	
51	Petty Cash		52	
<u>27,792</u>			<u>53,630</u>	
(282)	Creditors: amounts falling due within one year	11	(507)	
27,510	Net current assets			53,123
<u>29,681</u>	Net assets			<u>54,893</u>
	Capital Funds			
24,809	Unrestricted funds			50,133
4,872	Restricted funds			4,760
<u>29,681</u>	Total funds			<u>54,893</u>

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 24 September 2015 and signed by:

Jonathan Flory

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 2015

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 in the period 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 to reimburse them for purchases or out-of-pocket expenses made on behalf of the charitable company.

1 Grants received

Restricted funds:

Grantor	Value	Purpose
Big Lottery Grant	£23,400	5s to 13s Project
Hampshire County Council	£10,000	Under 5s Project
Winchester City Council	£ 244	Training
Winchester City Council	£ 147	Gazebo

Non-restricted funds:

None

2 Donations

Donations of £500 and above:

Private Hampshire Charitable Trust	21,500
Elizabeth & Prince Zaiger Trust	3,000
Anonymous (for Dads' Support)	2,970
Lunn-Rockliffe Charitable Trust	1,000
Private individual	800
Charities Trust (Deutsche)	606

All the above donations, other than that marked for the benefit of the Dads' Support Project, were unrestricted.

Membership donations raised £2,350 (2014: £2,210).

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:

Pilgrim's Ball	10,900
Morse Garden Day	702
Andrew Rutter Picture Project	675
Bangkok Brasserie dinner	606
Covert Sale	545
Lara Masters' Marathon Run*	440
(*Total raised £564)	

The 'Q Boxes' initiative raised £508 (2014: £1,032).

4 Other Income

Other income consists of parental contributions towards meetings.

5 Project staff costs

Salary and National Insurance contributions:	£44,600
Administration charges	£ 288

6 Project expenses

Recruitment	1,709
Volunteer Expenses (Costs)	348
Play Equipment/Refreshments etc	1,836
Family Outings and Events	1,261
Other	497

7 Restricted funds

Analysis of restricted funds:

Purpose	Balance at 31.3.2014	Additions	Expenditure	Balance at 31.3.2015
Father's Group	3,872	2,970	2,244	4,598
Toys and Equipment	1,000		1,000	-
HCC (Under 5s) Salaries		10,000	10,000	-
Big Lottery Grant (5s to 13s)		23,400	23,345	55
Gazebo (WCC)		147	147	-
Training (WCC)		244	244	-
Soroptomists - Training		108	-	108
Total	4,872	36,869	36,980	4,760

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 31.3.2014 £	Additions £	Depreciation Charge for year £	Net Book Value at 31.3.2015 £
Furniture, Fixtures and Fittings	1,435	-	540	895
Computer Equipment	736	460	321	875
Totals	2,171	460	861	1,770

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	255
Under 5s Play Leader salary	162
Purchase of sweatshirts for volunteers	90
Total	<u>507</u>

11 Big Lottery Grant

During the year, the Charity was awarded a five year grant by the Big Lottery Fund totalling £165,524 to sustain and expand the 5s to 13s project in Winchester District. The grant has enabled the recruitment of a paid volunteer coordinator to support the project leader and secures most of the project costs over the five year period. The grant period covers the five years from 1st July 2014. Future years' income from the grant is as follows:

2015/16	£31,784
2016/17	£32,767
2017/18	£33,834
2018/19	£34,936
2019/20	£ 8,804

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 2015.

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 15/7/2015

Signed G.S. Le May