



# FRIENDS OF THE FAMILY WINCHESTER LIMITED

DIRECTORS' AND TRUSTEES' REPORT

AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 MARCH 2013

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 Christine Morse Pamela Peskett (resigned 9 <sup>th</sup> July 2012) Andrew Farley Rutter Dorothy Hamilton (appointed 25 <sup>th</sup> October 2012) Colette Smith (appointed 25 <sup>th</sup> October 2012, resigned 3 <sup>rd</sup> June 2013)
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 2013**

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 2013. 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 2013(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 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 27/06/13

# FRIENDS OF THE FAMILY WINCHESTER LIMITED

## Statement of Financial Activities for the year ended 31 March 2013

		<u>Unrestricted</u> <u>Funds</u> 2012/13 £	<u>Restricted</u> <u>Funds</u> 2012/13 £	<u>Total</u> <u>Funds</u> 2012/13 £	<u>Prior Year</u> <u>Funds</u> 2011/12 £
	Notes				
<b>Incoming Resources</b>					
Grants received	2	3,000	3,900	6,900	2,300
Donations	3	17,796	2,600	20,396	13,124
Fundraising	4	13,898	-	13,898	4,980
Bank Interest		38	-	38	18
Other income	5	199		199	152
<b>Total Incoming Resources</b>		<b>34,930</b>	<b>6,500</b>	<b>41,430</b>	<b>20,575</b>
<b>Resources expended</b>					
<b>Direct Charitable Expenditure</b>					
Project Staff Salary costs	6	24,508	4,278	28,786	14,362
Staff Training		148	-	148	484
Project Expenses	7	886	810	1,696	1,050
		25,541	5,088	30,629	15,896
<b>Governance Costs</b>					
Insurance		792	-	792	570
Telephone & Internet		763	-	763	330
Admin & Secretarial		3,433	-	3,433	283
Cost of Fundraising	4	3,572		3,572	300
Office Refurbishment		172		172	-
Depreciation of fixed assets		240		240	
		8,972	-	8,972	1,483
<b>Total Resources Expended</b>		<b>34,512</b>	<b>5,088</b>	<b>39,600</b>	<b>17,379</b>
Net Incoming Resources for the year		418	1,412	1,830	3,196
Balance brought forward at 31st March 2012	8	15,966	4,950	20,916	17,720
Balance carried forward at 31st March 2013		<b>16,384</b>	<b>6,362</b>	<b>22,746</b>	<b>20,916</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 2013

31/03/2012

£		Notes	£	£
-	Tangible Fixed Assets	9		1,681
	<b>Current Assets</b>			
-	Debtors & Prepayments	10	1,318	
21,174	Cash & Bank balances		20,260	
21,174			21,578	
(258)	Creditors: amounts falling due within one year	11	(513)	
20,916	<b>Net current assets</b>			21,065
20,916	<b>Net assets</b>			22,746
	<b>Capital Funds</b>			
15,966	Unrestricted funds			16,384
4,950	Restricted funds			6,362
20,916	<b>Total funds</b>			22,746

### 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 27 June 2013 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 2013

### 1 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



## 2 Grants received (2013)

### Restricted funds:

Grantor	Value	Purpose
The Henry Smith Charity	£3,000	5-13s Project
Hampshire County Council	£ 900	Computer Equipment

### Non-restricted funds:

The Garfield Weston Foundation	£3,000
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## 3 Donations

Donations of £500 and above:

Anonymous Private Donor	£ 7,000
Elizabeth & Prince Zaiger Trust	£ 2,000
Private Hampshire Charitable Trust	£ 1,500
Rathbones*	£ 1,000
Tansy Trust (Sir James Scott)	£ 1,000
Cornwall donations	£ 717
Penyards*	£ 1,250
Anonymous private donor*	£ 500
Winchester Round Table*	£ 500
Paul Lunn-Rockliffe Trust	£ 500

£1,827 of donations were in respect of Membership.

Those donations marked \* were restricted as to use.

## 4 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:

Quiz Night	£ 2,456
Pilgrims Sponsored Walk	£ 2,216
Winchester Film Festival	£ 2,000
House picture project	£ 1,310
Covert Sale	£ 757
Professor Wheeler Talk	£ 531
Madding Crowd Concert	£ 434
Bengal Sage dinner	£ 433

The 'Q Boxes' initiative raised £849

## 5 Other Income

Other income consists of parental contributions towards meetings.

## 6 Project staff costs

Salary and National Insurance contributions:	£28,577
Administration charges	£ 209

## 7 Project expenses

Family outings	£ 984
Refreshments and sundries	£ 442
Hire of venue for Under 5s Group	<u>£ 270</u>
	£1,696

- 8 Restricted funds brought forward as at 1<sup>st</sup> April 2012 are in respect of the Father's Group and Volunteer training (£1,700).

## 9 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

Fixtures & Fittings acquired during 2012/13 at cost	£1,921
Depreciation charge	<u>£ 240</u>
Net book Value @ 31/3/2013	£1,681

## 10 Debtors and Prepayments

Debtors (£1,318) relate to donations committed prior to year end.

## 11 Creditors: amounts falling due within one year

	£
Father's Group Leader	408
Hire of premises for meetings/training	<u>105</u>
Total	513

## 12 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.

## 13 Unrestricted funds

All unrestricted funds are unrestricted and available to be applied in furtherance of the Objects of the charity.

## 14 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.

## 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 20/6/2013.

Signed 