

2004-05-19

KIDS OUT UK

TRUSTEES REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2004



KIDS OUT UK

CONTENTS

	Page
Legal and administrative information	1
Report of the trustees	2 - 3
Statement of trustees responsibilities	4
Auditors' report	5
Statement of financial activities	6
Balance sheet	7
Notes to the financial statements	8 - 11

KIDS OUT UK

LEGAL AND ADMINISTRATIVE INFORMATION YEAR ENDED 30 JUNE 2004

Trustees	The Hon J G Suenson-Taylor (Chairman) E Davey MP P G Jarvis J Levy J E R Marston K Stewart M Webb A Stewart L Halliday D Young
Company Secretary	S Koussari
Chief Executive	J Garner OBE
Registered office and principal address	14 Church Square Leighton Buzzard Bedfordshire LU7 1AE
Registered Charity Number	1075789
Registered Company Number	3636219
Bankers	National Westminster Bank plc 9 Bank Court Hemel Hempstead Hertfordshire HP1 1FB
Solicitors	Simons, Muirhead & Burton 50 Broadwick Street London W1F 7AG
Auditors	Hills & Burgess 20 Bridge Street Leighton Buzzard Bedfordshire LU7 1AL

KIDS OUT UK

REPORT OF THE TRUSTEES YEAR ENDED 30 JUNE 2004

Financial statements

The trustees submit their report and the financial statements for the year ended 30 June 2004 which comply with current statutory requirements and the charitable company's governing documents.

Objects of the charitable company

The charitable company is a company limited by guarantee.

The charitable company's main objective is to benefit children with special needs by the provision of facilities for recreation and other leisure time activities.

Organisation of the company

The trustees, who are also the directors for the purpose of company law who served during the period are listed on page 1. Trustees are appointed by the members in general meeting and must be recommended by existing trustees.

None of the trustees have any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute a maximum of £1 in the event of winding up.

Review of activities

This year we have achieved a total of 38,000 disadvantaged children helped with 26,290 children on the National Day Out. In addition our special projects have worked with over eight other charities in partnerships including, Children's Hospice Association, Women's Refuge Federation, Connexions and Crossroads, helping over 12,000 children. The help line and grant aid service assisted 2,800 children during the year. In addition we have established a Performing Arts Centre in Birmingham, engaged the services of the Welsh National Opera in special schools, Oily Kart Company in 50 centres in the UK for autistic children and the Guild of Storytellers for children's hospices and special schools.

Financial position

The charitable company continues to maintain a satisfactory position, being actively involved in seeking funds to enable its work to continue. The charitable company showed a movement in unrestricted funds of £288,875 for the year.

Future developments

We are engaging in Football for All in 30 Premier and FA League Clubs to provide coaching, training and club visits. This is in partnership with Sportsmatch and Sodexo. We hope to establish another Performing Arts Centre in the North West this year. The Regional Development is continuing to build in the three pilot support groups in Manchester, Norwich and Leighton Buzzard.

Reserves policy

The trustees have a reserves policy whereby £400,000 of the unrestricted funds is retained to meet the future day to day running costs of the charitable company.

Risk factors

We have established a Risk Register incorporating all activities and areas of work with outcomes, action plans and responsibilities. We are confident we have all risks covered with checks and actions to minimise risk and exposure to the charity. All staff have submitted their own areas to risk assessments.

KIDS OUT UK

REPORT OF THE TRUSTEES (CONTINUED) YEAR ENDED 30 JUNE 2004

Asset cover for funds

Note 12 sets out an analysis of the assets attributable to the various funds and a description of the funds. These assets are sufficient to meet the charitable company's obligations on a fund by fund basis.

Auditors

In accordance with section 385 of the Companies Act 1985, a resolution proposing that Hills & Burgess be re-appointed as auditors of the company will be put to the Annual General Meeting.

On behalf of the board of trustees



J G Suenson-Taylor
Chairman

Dated: 26 August 2004

KIDS OUT UK

STATEMENT OF TRUSTEES' RESPONSIBILITIES YEAR ENDED 30 JUNE 2004

Trustees' responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of its income and expenditure for that period. In preparing those financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to ensure that the financial statements comply with the Companies Act 1985. 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.

KIDS OUT UK

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF KIDS OUT UK

We have audited the financial statements of Kids Out UK for the year ended 30 June 2004 set out on pages 6 to 11. These financial statements have been prepared under the historical cost convention and the accounting policies set out on page 8.

This report is made solely to the charity's trustees, as a body, in accordance with Section 43 of the Charities Act 1992. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditors

As described on page 4 the trustees, who are also the directors of Kids Out UK for the purpose of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards. Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and United Kingdom Auditing Standards.

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the charitable company is not disclosed.

We read other information contained in the Trustees' Report, and consider whether it is consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies with the financial statements. Our responsibilities do not extend to any other information.

Basis of opinion

We conducted our audit in accordance with United Kingdom Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charitable company's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance as to whether the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion the financial statements give a true and fair view of the state of the charitable company's affairs as at 30 June 2004 and of its incoming resources and application of resources, including its income and expenditure, in the year then ended and have been properly prepared in accordance with the Companies Act 1985.

Hills & Burgess

Chartered Accountants and Registered Auditor
20 Bridge Street
Leighton Buzzard
Bedfordshire
LU7 1AL

Hills and Burgess

Dated: 26 August 2004

KIDS OUT UK

STATEMENT OF FINANCIAL ACTIVITIES YEAR ENDED 30 JUNE 2004

	Notes	Unrestricted Funds £	Restricted Funds £	Total year ended 30 June 2004 £	Total period ended 30 June 2003 £
Incoming resources					
Donations		473,020	14,000	487,020	287,642
Community fund		-	13,742	13,742	29,089
Management charge		210,000	-	210,000	202,000
Bank interest		21,711	-	21,711	14,932
Other income		11,743	-	11,743	72,909
Total incoming resources		<u>716,474</u>	<u>27,742</u>	<u>744,216</u>	<u>606,572</u>
Resources expended					
Direct charitable expenditure	6	<u>388,122</u>	<u>18,742</u>	<u>406,864</u>	<u>324,433</u>
Other expenditure					
Fund raising and publicity	7(a)	11,536	9,000	20,536	9,900
Management and administration	7(b)	27,941	14,693	42,634	39,080
		<u>39,477</u>	<u>23,693</u>	<u>63,170</u>	<u>48,980</u>
Total resources expended		<u>427,599</u>	<u>42,435</u>	<u>470,034</u>	<u>373,413</u>
Net incoming resources		288,875	(14,693)	274,182	233,159
Fund balances brought forward		<u>481,740</u>	<u>39,177</u>	<u>520,917</u>	<u>287,758</u>
Fund balances carried forward		<u>770,615</u>	<u>24,484</u>	<u>795,099</u>	<u>520,917</u>


This statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 1985.

KIDS OUT UK

BALANCE SHEET AS AT 30 JUNE 2004

	Notes	30 June 2004 £	£	30 June 2003 £	£
Fixed assets					
Tangible assets	9		8,334		25,561
Current assets					
Debtors	10	210,524		28,065	
Cash in bank and in hand		589,949		500,251	
		<u>800,473</u>		<u>528,316</u>	
Creditors: amounts falling due within one year	11	<u>13,708</u>		<u>32,960</u>	
Net current assets			<u>786,765</u>		<u>495,356</u>
Total assets less current liabilities			<u>795,099</u>		<u>520,917</u>
Reserves					
Unrestricted funds	12	770,615		481,740	
Restricted funds	12	24,484		39,177	
		<u>795,099</u>		<u>520,917</u>	

These financial statements were approved by the Board on 26 August 2004



J G Suenson-Taylor
Trustee

KIDS OUT UK

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2004

1 Accounting policies

The principal accounting policies of the charitable company are set out below.

1.1 Accounting convention

The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective March 2000) and under the historical cost convention and in accordance with the Statement of Recommended Practice 'Accounting by and Reporting by Charities' (SORP 2000) issued in October 2000.

1.2 Donations, grants and legacies

Donations, grants and legacies are recognised when received.

1.3 Investment income

Investment income is accounted for in the period in which the charitable company is entitled to receipt.

1.4 Donated assets

Assets given for use by the charitable company are recognised when receivable and included in the financial statements at the cost to the donor.

All donated assets are depreciated over three years.

1.5 Resources expended

Resources expended are included in the statement of financial activities on an accrual basis, inclusive of any VAT which cannot be recovered.

The allocation of costs to direct charitable and other expenditure has been made by analysing costs, where possible, by function and reporting these under the appropriate expenditure category. Where cost items involve more than one expenditure category an appropriate method of apportionment has been identified and the costs allocated accordingly.

1.6 Tangible fixed assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its estimated useful life as follows:

Computer equipment	- 33 1/3% straight line
Office furniture and equipment	- 33 1/3% straight line

1.7 Reserves

a) Restricted fund

A restricted fund has been established to receive monies which donors indicate must only be spent in specific ways or when funds are raised for particular restricted purposes.

b) Unrestricted funds

These are funds which can be wholly utilised for the pursuit of the charitable company's principal activity.

2 Legal status

The charity is a company limited by guarantee and has no share capital. The liability of each member is determined by the constitution of the company and shall not exceed the sum of £1 in the event of a winding up.

KIDS OUT UK

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2004

3 Staff costs and numbers

	2004 £	2003 £
Total staff costs were:		
Salaries	194,701	153,173
Social security costs	17,013	13,503
	<u>211,714</u>	<u>166,676</u>

The charitable company had five full-time and five part-time employees in the year (2003 - five full-time and four part-time).

The number of highly paid employees who received total emoluments in the period in the following range was as follows:-

	2004	2003
£50,001 - £60,000	-	1
£60,001 - £70,000	1	-
	<u>1</u>	<u>1</u>

4 Trustees

The trustees received no remuneration for their services to the charitable company during the period.

5 Net incoming resources

This is stated after charging:

	2004 £	2003 £
Audit and accountancy	940	940
	<u>940</u>	<u>940</u>

6 Direct charitable expenditure

	2004 £	2003 £
Donation to Kids Out Day 2002	-	1,325
2003	(1,110)	104,048
2004	99,297	-
Grant aid	15,462	11,884
New initiatives	55,266	17,944
RIBI conference	1,640	1,016
Staff welfare	904	710
Salaries	191,813	151,008
Telephone	2,833	4,981
Travel and subsistence costs	2,201	2,459
Office costs	17,797	12,956
Printing, postage and stationery	12,853	11,171
Insurance	3,126	2,737
Publications	2,175	874
Publicity	-	106
Sundry	2,607	1,214
	<u>406,864</u>	<u>324,433</u>

KIDS OUT UK

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2004

7 Other expenditure

a) Fund raising and publicity

	2004 £	2003 £
Publicity	20,536	9,900

b) Management and administration

	2004 £	2003 £
Recruitment advertising	227	-
Salaries	19,901	15,668
Telephone	294	517
Travel and subsistence costs	228	255
Office costs	1,846	1,344
Printing, postage and stationery	1,333	1,158
Insurance	324	284
Staff welfare	94	74
Sundry	271	126
Training	617	1,178
Bank and credit card charges	272	1,272
Depreciation	17,227	17,204
	42,634	39,080

8 Taxation

The charitable company is exempt from corporation tax on its charitable activities.

9 Tangible fixed assets

Equipment and Furniture £

Cost

As at 1 July 2003 and 30 June 2004	51,648
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Depreciation

As at 1 July 2003	26,087
Charge for the year	17,227

As at 30 June 2004	43,314
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Net book value

At 30 June 2004	8,334
At 30 April 2003	25,561

KIDS OUT UK

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 30 JUNE 2004

10 Debtors

	2004 £	2003 £
Other debtors	176,601	26,115
Prepayments and accrued income	5,016	1,950
Kids Out Events Limited	28,907	-
	<u>210,524</u>	<u>28,065</u>

11 Creditors: amounts falling due within one year

	2004 £	2003 £
Accruals	13,708	13,529
Kids Out Events Limited	-	19,431
	<u>13,708</u>	<u>32,960</u>

12 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	2004 Total £	2003 Total £
Fund balances at 30 June 2004 are represented by:				
Tangible fixed assets	-	8,334	8,334	25,561
Current assets	784,323	16,150	800,473	528,316
Creditors: amounts falling due within one year	(13,708)	-	(13,708)	(32,960)
	<u>770,615</u>	<u>24,484</u>	<u>795,099</u>	<u>520,917</u>

13 Financial commitments

At 30 June 2004 the charitable company had annual commitments under non-cancelling operating leases as follows:

	2004 £	2003 £
Expiry date:		
Between two and five years	19,000	-
	<u>19,000</u>	<u>-</u>

14 Controlling party

The charitable company is controlled by the trustees.