

THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
31 MARCH 2007

Charity Number 1105456

JOHN ELLIS & CO
Chartered Accountants
The Barn
173 Church Road
Birmingham
B31 2LX

THURSDAY



A5FKQX78

A04

14/02/2008

396

COMPANIES HOUSE

COMPANIES HOUSE

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

CONTENTS	PAGE
Trustees Annual Report	1
Accountants' report	3
Statement of Financial Activities (incorporating the income and expenditure account)	4
Balance sheet	5
Notes to the financial statements	6
The following pages do not form part of the financial statements	
Detailed statement of financial activities	11

THE JAN FOUNDATION LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2007

The trustees, who are also directors for the purposes of company law, have pleasure in presenting their report and the unaudited financial statements of the charity for the year ended 31 March 2007

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name The Jan Foundation Limited

Charity registration number 1105456

Company registration number 5079743

Registered office 165 Chingford Road
Kingstanding
Birmingham
B44 0BL

THE TRUSTEES

The trustees who served the charity during the period were as follows

Mr E Currall
Mrs I P Farley
Ms C Gardiner
Ms J Hewitt
Mrs P A Okunnu
J Miller

Secretary Iris Farley

Accountants John Ellis & Co
Chartered Accountants
The Barn
173 Church Road
Birmingham
B31 2LX

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The Jan Foundation Ltd is a company limited by guarantee and is governed by its Memorandum and Articles of Association dated 22nd March 2004, amended by special resolution on 29th July 2004. It is registered with the Charity Commission.

Risk Management

The trustees have examined the major risks that the charity faces

OBJECTIVES AND ACTIVITIES

The objects of the Foundation are to provide support to adults and children who are victims of domestic violence, prostitution or other factors

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2007

ACHIEVEMENTS AND PERFORMANCE

The Jan Foundation was able to employ one full-time person, who worked mainly from Bournville Lane Police Station

FINANCIAL REVIEW

Reserves Policy

The trustees endeavour to maintain the charity's reserves at a level that enables it to fulfil its obligations

PLANS FOR FUTURE PERIODS

The Jan Foundation was able to employ a further person from May 2006 as a mentor

RESPONSIBILITIES OF THE TRUSTEES

The trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and regulations

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the charity and of the surplus or deficit of the charity for that period.

In preparing these 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,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and which enable them to ensure that the financial statements comply with Companies Act 1985. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Registered office
165 Chingford Road
Kingstanding
Birmingham
B44 0BL

Signed by order of the trustees



IRIS FARLEY
Charity Secretary

21 January 2008

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

**ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE
UNAUDITED FINANCIAL STATEMENTS OF THE JAN FOUNDATION
LIMITED**

YEAR ENDED 31 MARCH 2007

In accordance with our terms of engagement, and in order to assist you to fulfil your duties under the Companies Act 1985, we have compiled the financial statements of the charity which comprise the Statement of Financial Activities, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us

This report is made to the charity's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the charity's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this 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 Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England and Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the balance sheet as at 31 March 2007 your duty to ensure that the charity has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 1985. You consider that the charity is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

JOHN ELLIS & CO
Chartered Accountants

The Barn
173 Church Road
Birmingham
B31 2LX

21 January 2008

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE
INCOME AND EXPENDITURE ACCOUNT)**

YEAR ENDED 31 MARCH 2007

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
INCOMING RESOURCES					
Incoming resources from generating funds					
Voluntary income	2	26,345	25,689	52,034	51,021
Other incoming resources	3	150	—	150	250
TOTAL INCOMING RESOURCES		<u>26,495</u>	<u>25,689</u>	<u>52,184</u>	<u>51,271</u>
RESOURCES EXPENDED					
Costs of generating funds					
Costs of generating voluntary income	4	(159)	—	(159)	—
Charitable activities		(497)	(42,421)	(42,918)	(33,667)
Governance costs	5	(1,217)	—	(1,217)	(820)
TOTAL RESOURCES EXPENDED		<u>(1,873)</u>	<u>(42,421)</u>	<u>(44,294)</u>	<u>(34,487)</u>
NET INCOMING RESOURCES FOR THE YEAR/NET INCOME FOR THE YEAR	6	24,622	(16,732)	7,890	16,784
TRANSFERS RECONCILIATION OF FUNDS					
Total funds brought forward		<u>23,497</u>	<u>—</u>	<u>23,497</u>	<u>6,713</u>
TOTAL FUNDS CARRIED FORWARD		<u>30,102</u>	<u>1,285</u>	<u>31,387</u>	<u>23,497</u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared

All of the above amounts relate to continuing activities

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2007

	Note	2007 £	2006 £
FIXED ASSETS			
Tangible assets	8	266	—
CURRENT ASSETS			
Debtors	9	—	246
Cash at bank		37,059	27,341
		<u>37,059</u>	<u>27,587</u>
CREDITORS: Amounts falling due within one year	10	<u>(5,937)</u>	<u>(4,090)</u>
NET CURRENT ASSETS		31,122	23,497
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>31,388</u>	<u>23,497</u>
FUNDS			
Restricted income funds	11	1,285	—
Unrestricted income funds	12	30,103	23,497
TOTAL FUNDS		<u>31,388</u>	<u>23,497</u>

The trustees are satisfied that the charity is entitled to exemption from the provisions of the Companies Act 1985 (the Act) relating to the audit of the financial statements for the year by virtue of section 249A(1), and that no member or members have requested an audit pursuant to section 249B(2) of the Act. The trustees acknowledge their responsibilities for

- (i) ensuring that the charity keeps proper accounting records which comply with section 221 of the Act, and
- (ii) preparing financial statements which give a true and fair view of the state of affairs of the charity as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of section 226, and which otherwise comply with the requirements of the Act relating to financial statements, so far as applicable to the charity

These financial statements were approved by the members of the committee on the 21 January 2008 and are signed on their behalf by



**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Companies Act 1985

Cash flow statement

The trustees have taken advantage of the exemption in Financial Reporting Standard No 1 (revised) from including a cash flow statement in the financial statements on the grounds that the charity is small

Grants

Grants receivable are credited to the statement of financial activities in the year for which they are received

Fixed assets

All fixed assets are initially recorded at cost

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows

one third per annum on cost

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Grants receivable				
Grants receivable	<u>26,345</u>	<u>25,689</u>	<u>52,034</u>	<u>51,021</u>

3. OTHER INCOMING RESOURCES

	Unrestricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Internet PAYE filing incentive	<u>150</u>	<u>150</u>	<u>250</u>

4. COSTS OF GENERATING VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2007 £	Total Funds 2006 £
Grants	<u>159</u>	<u>159</u>	<u>—</u>

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

5. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2007	Total Funds 2006
	£	£	£
Accountancy fees	967	967	741
Interest payable	—	—	49
Companies House	—	—	30
Sundries	250	250	—
	<u>1,217</u>	<u>1,217</u>	<u>820</u>

6. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging

	2007	2006
	£	£
Depreciation	<u>133</u>	<u>—</u>

7. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2007	2006
	£	£
Wages and salaries	27,810	25,000
Social security costs	<u>2,915</u>	<u>2,573</u>
	<u>30,725</u>	<u>27,573</u>

Particulars of employees:

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows

	2007	2006
	No	No
Number of staff	<u>1</u>	<u>1</u>

No employee received emoluments of more than £60,000 during the year (2006 - Nil)

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

8. TANGIBLE FIXED ASSETS

	Equipment £
COST	
Additions	399
At 31 March 2007	<u>399</u>
DEPRECIATION	
Charge for the year	133
At 31 March 2007	<u>133</u>
NET BOOK VALUE	
At 31 March 2007	<u>266</u>
At 31 March 2006	<u>—</u>

9. DEBTORS

	2007 £	2006 £
Prepayments	<u>—</u>	<u>246</u>

10. CREDITORS: Amounts falling due within one year

	2007 £	2006 £
Trade creditors	2,245	1,183
PAYE and social security	1,718	2,880
Wages control account	1,974	27
	<u>5,937</u>	<u>4,090</u>

11. RESTRICTED INCOME FUNDS

	Outgoing resources £	Transfers £	Balance at 31 Mar 2007 £
Restricted Fund	<u>(16,732)</u>	<u>18,017</u>	<u>1,285</u>

12. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2006 £	Incoming resources £	Transfers £	Balance at 31 Mar 2007 £
General Funds	<u>23,497</u>	<u>24,623</u>	<u>(18,017)</u>	<u>30,103</u>

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2007

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Net current assets £	Total £
Restricted Income Funds:			
Creche Fund	–	1,285	1,285
Unrestricted Income Funds	266	29,837	30,103
Total Funds	<u>266</u>	<u>31,122</u>	<u>31,388</u>

14. RELATED PARTY TRANSACTIONS

£100 was paid to a trustee, Mrs I P Farley for acting as secretary to the charity

15. COMPANY LIMITED BY GUARANTEE

The company has no share capital, but is limited by the guarantee of its members

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

MANAGEMENT INFORMATION

YEAR ENDED 31 MARCH 2007

**The following page does not form part of the statutory financial statements
which are the subject of the accountants' report on page 3**

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2007

	2007 £	2006 £
INCOMING RESOURCES		
VOLUNTARY INCOME		
Grants receivable	<u>52,034</u>	<u>51,021</u>
OTHER INCOMING RESOURCES		
Internet PAYE filing incentive	<u>150</u>	<u>250</u>
TOTAL INCOMING RESOURCES	<u>52,184</u>	<u>51,271</u>
RESOURCES EXPENDED		
COSTS OF GENERATING VOLUNTARY INCOME		
Establishment - Other	<u>159</u>	<u>—</u>
CHARITABLE ACTIVITIES		
Staff costs - Wages & Salaries	27,810	25,000
Staff costs - Employer's NIC	2,915	2,573
Motor and travel costs - Other	2,289	1,127
Legal & professional - Other	1,593	—
Office expenses - Other	156	29
Depreciation	133	—
Other costs	377	—
Creche	328	700
Training	7,318	4,238
	<u>42,919</u>	<u>33,667</u>
GOVERNANCE COSTS		
Accountancy fees	966	741
Interest payable	—	49
Companies House	—	30
Sundries	250	—
	<u>1,216</u>	<u>820</u>
TOTAL RESOURCES EXPENDED	<u>44,294</u>	<u>34,487</u>
NET INCOMING RESOURCES FOR THE YEAR	<u>7,890</u>	<u>16,784</u>

**THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2007

	2007 £	2006 £
COSTS OF GENERATING VOLUNTARY INCOME		
Costs of generating income - Grants		
Establishment - Other	159	—
CHARITABLE ACTIVITIES		
Direct charitable costs		
<i>Activities undertaken directly</i>		
Staff costs - Wages & Salaries	27,810	25,000
Staff costs - Employer's NIC	2,915	2,573
Motor and travel costs - Other	2,289	1,127
Legal & professional - Other	1,593	—
Office expenses - Other	156	29
Depreciation	133	—
Other costs	377	—
Creche	328	700
Training	7,318	4,238
	<u>42,919</u>	<u>33,667</u>