

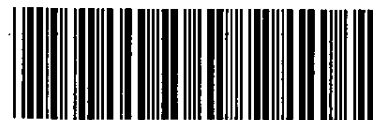
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**THE JAN FOUNDATION LIMITED**  
**COMPANY LIMITED BY GUARANTEE**  
**UNAUDITED FINANCIAL STATEMENTS**  
**FOR**  
**31 MARCH 2008**

**Charity Number 1105456**

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

FRIDAY



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

**FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

<b>CONTENTS</b>	<b>PAGE</b>
Trustees Annual Report	<b>1</b>
Accountants' report	<b>4</b>
Statement of Financial Activities (incorporating the income and expenditure account)	<b>5</b>
Balance sheet	<b>6</b>
Notes to the financial statements	<b>7</b>
<b>The following pages do not form part of the financial statements</b>	
Detailed statement of financial activities	<b>12</b>

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

## **TRUSTEES ANNUAL REPORT**

**YEAR ENDED 31 MARCH 2008**

The trustees, who are also directors for the purposes of company law, present their report and the unaudited financial statements of the charity for the year ended 31 March 2008.

### **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:

Mrs P A Okunnu	
Ms J Miller	
Miss E A Wisbey	(Appointed 27 November 2007)
Ms H Taylor	(Appointed 3 March 2008)
Ms C Gardiner	(Retired 1 July 2007)
Ms J Hewitt	(Retired 1 July 2007)

**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 Charity Commission.

#### **Risk Management**

The trustees have examined the major risks that the charity faces.

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

## **TRUSTEES ANNUAL REPORT *(continued)***

**YEAR ENDED 31 MARCH 2008**

### **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.

### **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 Co-ordinator.

### **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.

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

**TRUSTEES ANNUAL REPORT** *(continued)*

**YEAR ENDED 31 MARCH 2008**

Registered office:  
165 Chingford Road  
Kingstanding  
Birmingham  
B44 0BL

Signed by order of the trustees

A handwritten signature in black ink, appearing to read 'Iris Farley', written in a cursive style.

IRIS FARLEY  
Charity Secretary

**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 2008**

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 2008 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.

The Barn  
173 Church Road  
Birmingham  
B31 2LX

JOHN ELLIS & CO  
Chartered Accountants



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

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

**YEAR ENDED 31 MARCH 2008**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2008 £	Total Funds 2007 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds:					
Voluntary income	2	1,000	71,881	72,881	52,034
Other incoming resources	3	100	—	100	150
<b>TOTAL INCOMING RESOURCES</b>		<b>1,100</b>	<b>71,881</b>	<b>72,981</b>	<b>52,184</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Costs of generating voluntary income	4	—	—	—	(159)
Charitable activities		(9,666)	(68,645)	(78,311)	(42,919)
Governance costs	5	(234)	(846)	(1,080)	(1,216)
<b>TOTAL RESOURCES EXPENDED</b>		<b>(9,900)</b>	<b>(69,491)</b>	<b>(79,391)</b>	<b>(44,294)</b>
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR/NET (EXPENDITURE)/INCOME FOR THE YEAR</b>					
	6	(8,800)	2,390	(6,410)	7,890
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		30,103	1,285	31,388	23,497
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>21,303</b>	<b>3,675</b>	<b>24,978</b>	<b>31,387</b>

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**

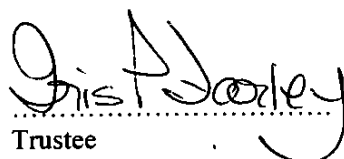
**31 MARCH 2008**

	Note	2008 £	2007 £
<b>FIXED ASSETS</b>			
Tangible assets	8	2,262	266
<b>CURRENT ASSETS</b>			
Cash at bank		25,815	37,059
<b>CREDITORS: Amounts falling due within one year</b>	9	<u>(3,099)</u>	<u>(5,937)</u>
<b>NET CURRENT ASSETS</b>		22,716	31,122
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>24,978</u>	<u>31,388</u>
<b>FUNDS</b>			
Restricted funds	10	3,675	1,285
Unrestricted funds	11	<u>21,303</u>	<u>30,103</u>
<b>TOTAL FUNDS</b>		<u>24,978</u>	<u>31,388</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 24.02.09 and are signed on their behalf by:

  
Trustee



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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**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:

Equipment - one third per annum on cost  
Fixture & Fittings - 25% reducing balance

**2. VOLUNTARY INCOME**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2008 £</b>	<b>Total Funds 2007 £</b>
<b>Grants receivable</b>				
Grants receivable	<u>1,000</u>	<u>71,881</u>	<u>72,881</u>	<u>52,034</u>

**3. OTHER INCOMING RESOURCES**

	<b>Unrestricted Funds £</b>	<b>Total Funds 2008 £</b>	<b>Total Funds 2007 £</b>
Internet PAYE filing incentive	<u>100</u>	<u>100</u>	<u>150</u>

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**4. COSTS OF GENERATING VOLUNTARY INCOME**

	<b>Total Funds 2008 £</b>	<b>Total Funds 2007 £</b>
Grants	<u>—</u>	<u>159</u>

**5. GOVERNANCE COSTS**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2008 £</b>	<b>Total Funds 2007 £</b>
Accountancy fees	—	846	846	966
Sundries	<u>234</u>	<u>—</u>	<u>234</u>	<u>250</u>
	<u>234</u>	<u>846</u>	<u>1,080</u>	<u>1,216</u>

**6. NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR**

This is stated after charging:

	<b>2008 £</b>	<b>2007 £</b>
Depreciation	<u>1,114</u>	<u>133</u>

**7. STAFF COSTS AND EMOLUMENTS**

**Total staff costs were as follows:**

	<b>2008 £</b>	<b>2007 £</b>
Wages and salaries	47,125	27,810
Social security costs	<u>4,454</u>	<u>2,915</u>
	<u>51,579</u>	<u>30,725</u>

**Particulars of employees:**

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

	<b>2008 No</b>	<b>2007 No</b>
Number of staff	<u>2</u>	<u>1</u>

No employee received emoluments of more than £60,000 during the year (2007 - Nil).

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**8. TANGIBLE FIXED ASSETS**

	<b>Equipment £</b>	<b>Fixtures &amp; Fittings £</b>	<b>Total £</b>
<b>COST</b>			
At 1 April 2007	399	—	399
Additions	2,449	661	3,110
<b>At 31 March 2008</b>	<b>2,848</b>	<b>661</b>	<b>3,509</b>
<b>DEPRECIATION</b>			
At 1 April 2007	133	—	133
Charge for the year	949	165	1,114
<b>At 31 March 2008</b>	<b>1,082</b>	<b>165</b>	<b>1,247</b>
<b>NET BOOK VALUE</b>			
<b>At 31 March 2008</b>	<b>1,766</b>	<b>496</b>	<b>2,262</b>
At 31 March 2007	266	—	266

**9. CREDITORS: Amounts falling due within one year**

	<b>2008 £</b>	<b>2007 £</b>
Trade creditors	999	2,245
PAYE and social security	173	1,718
Wages control account	1,927	1,974
	<b>3,099</b>	<b>5,937</b>

**10. RESTRICTED FUNDS**

	<b>Balance at 1 Apr 2007 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Balance at 31 Mar 2008 £</b>
Creche Fund	1,285	—	(1,285)	—
Lantern Project	—	71,881	(68,206)	3,675

**11. UNRESTRICTED FUNDS**

	<b>Balance at 1 Apr 2007 £</b>	<b>Incoming resources £</b>	<b>Outgoing resources £</b>	<b>Balance at 31 Mar 2008 £</b>
General Funds	30,103	1,100	(9,900)	21,303

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

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2008**

**12. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>Total £</b>
<b>Restricted Funds:</b>			
Lantern Project	–	3,675	3,675
	–	3,675	3,675
<b>Unrestricted Funds</b>	<b>2,262</b>	<b>19,041</b>	<b>21,303</b>
<b>Total Funds</b>	<b>2,262</b>	<b>22,716</b>	<b>24,978</b>

**13. 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 2008**

**The following page does not form part of the statutory financial statements  
which are the subject of the accountants' report on page 4.**

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2008**

	2008 £	2007 £
<b>INCOMING RESOURCES</b>		
<b>VOLUNTARY INCOME</b>		
Grants receivable	72,881	52,034
<b>OTHER INCOMING RESOURCES</b>		
Internet PAYE filing incentive	100	150
<b>TOTAL INCOMING RESOURCES</b>	72,981	52,184
<b>RESOURCES EXPENDED</b>		
<b>COSTS OF GENERATING VOLUNTARY INCOME</b>		
Establishment - Other	—	159
<b>CHARITABLE ACTIVITIES</b>		
Staff costs - Wages & Salaries	47,125	27,810
Staff costs - Employer's NIC	4,454	2,915
Motor and travel costs	2,525	2,289
Legal & professional	—	1,593
Office expenses	432	156
Depreciation	1,114	133
Other costs	2,533	377
Creche	670	328
Training	12,658	7,318
Administration staff	6,800	—
	78,311	42,919
<b>GOVERNANCE COSTS</b>		
Accountancy fees	846	966
Sundries	234	250
	1,080	1,216
<b>TOTAL RESOURCES EXPENDED</b>	79,391	44,294
<b>NET (OUTGOING)/INCOMING RESOURCES FOR THE YEAR</b>	(6,410)	7,890

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

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**

**YEAR ENDED 31 MARCH 2008**

	2008 £	2007 £
<b>COSTS OF GENERATING VOLUNTARY INCOME</b>		
Costs of generating income - Grants		
Establishment - Other	—	159
<b>CHARITABLE ACTIVITIES</b>		
<b>Direct charitable costs</b>		
<i>Activities undertaken directly</i>		
Staff costs - Wages & Salaries	47,125	27,810
Staff costs - Employer's NIC	4,454	2,915
Motor and travel costs	2,525	2,289
Legal & professional	—	1,593
Office expenses	432	156
Depreciation	1,114	133
Other costs	2,533	377
Creche	670	328
Training	12,658	7,318
	<u>71,511</u>	<u>42,919</u>
<i>Support costs</i>		
Administration staff	6,800	—
	<u>78,311</u>	<u>42,919</u>
	<u>78,311</u>	<u>42,919</u>