

5079743

COMPANY REGISTRATION NUMBER

THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
31 MARCH 2009

Charity Number 1105456

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

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

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

CONTENTS	PAGE
Trustees Annual Report	1
Independent examiner's report to the members	4
Statement of financial activities (incorporating the income and expenditure account)	6
Balance sheet	7
Notes to the financial statements	8
The following pages do not form part of the financial statements	
Detailed statement of financial activities	13

THE JAN FOUNDATION LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2009

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 2009

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
Ms H Taylor

Ms M A Salmon was appointed as a member of the committee on 4 September 2009
Ms L M Clarke was appointed as a member of the committee on 4 September 2009
Ms J S Sidhu was appointed as a member of the committee on 4 September 2009
Ms J E Drinkwater was appointed as a member of the committee on 8 October 2009
Ms H Taylor retired as a member of the committee on 18 May 2009

Secretary Iris Farley

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

ACHIEVEMENTS AND PERFORMANCE

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

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

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2009

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 (who are also the directors of the Jan Foundation Limited for the purposes of company law) are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

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 the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the trustees are required to

select suitable accounting policies and then apply them consistently,

observe the methods and principles in the Charities SORP,

make judgements and estimates that are reasonable and prudent,

state whether applicable UK 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 operation

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

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

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2009

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**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE JAN
FOUNDATION LIMITED**

YEAR ENDED 31 MARCH 2009

I report on the accounts of the charity for the year ended 31 March 2009 set out on page

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees (who are also the directors of the Jan Foundation Limited 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 year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) 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(3)(a) of the 1993 Act, as amended),
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

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 I do not express an audit opinion on whether the accounts present a 'true and fair view'.

INDEPENDENT EXAMINER'S STATEMENT

In connection with my examination, no matter has come to my attention

(1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that

- proper accounting records are kept (in accordance with section 221 of the Companies Act 1985), and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 226(A) of the Companies Act 1985 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities, or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

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

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF THE JAN
FOUNDATION LIMITED *(continued)***

YEAR ENDED 31 MARCH 2009

John G Ellis FCA
Independent examiner

The Barn
173 Church Road
Birmingham
B31 2LX

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

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

YEAR ENDED 31 MARCH 2009

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
INCOMING RESOURCES					
Incoming resources from generating funds					
Voluntary income	2	159	86,201	86,360	72,881
Other incoming resources	3	150	—	150	100
TOTAL INCOMING RESOURCES		309	86,201	86,510	72,981
RESOURCES EXPENDED					
Charitable activities	4/5	(750)	(88,916)	(89,666)	(78,311)
Governance costs	6	(166)	(960)	(1,126)	(1,080)
TOTAL RESOURCES EXPENDED		(916)	(89,876)	(90,792)	(79,391)
NET OUTGOING RESOURCES FOR THE YEAR/NET EXPENDITURE FOR THE YEAR					
RECONCILIATION OF FUNDS	7	(607)	(3,675)	(4,282)	(6,410)
Total funds brought forward		21,303	3,675	24,978	31,388
TOTAL FUNDS CARRIED FORWARD		20,696	—	20,696	24,978

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 2009


	Note	2009 £	2008 £
FIXED ASSETS			
Tangible assets	9	1,189	2,262
CURRENT ASSETS			
Debtors	10	4,260	—
Cash at bank		17,209	25,815
		<u>21,469</u>	<u>25,815</u>
CREDITORS: Amounts falling due within one year	11	<u>(1,962)</u>	<u>(3,099)</u>
NET CURRENT ASSETS		19,507	22,716
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>20,696</u>	<u>24,978</u>
FUNDS			
Restricted income funds	12	—	3,675
Unrestricted income funds	13	20,696	21,303
TOTAL FUNDS		<u>20,696</u>	<u>24,978</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 25.01.10 and are signed on their behalf by


Company Registration Number 5079743

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

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

	Unrestricted Funds £	Restricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Donations				
Donations	159	—	159	—
Grants receivable				
Grants receivable	—	86,201	86,201	72,881
	<u>159</u>	<u>86,201</u>	<u>86,360</u>	<u>72,881</u>

3. OTHER INCOMING RESOURCES

	Unrestricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Internet PAYE filing incentive	150	150	100

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

4. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£	£
Direct charitable costs	357	87,136	87,493	71,511
Support costs	393	1,780	2,173	6,800
	<u>750</u>	<u>88,916</u>	<u>89,666</u>	<u>78,311</u>

5. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Support costs	Total Funds 2009	Total Funds 2008
	£	£	£	£
Direct charitable costs	<u>87,494</u>	<u>2,173</u>	<u>89,667</u>	<u>78,311</u>

6. GOVERNANCE COSTS

	Unrestricted Funds	Restricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£	£
Accountancy fees	–	960	960	846
Sundries	<u>166</u>	<u>–</u>	<u>166</u>	<u>234</u>
	<u>166</u>	<u>960</u>	<u>1,126</u>	<u>1,080</u>

7. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2009	2008
	£	£
Depreciation	<u>1,072</u>	<u>1,114</u>

8. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2009	2008
	£	£
Wages and salaries	50,502	47,125
Social security costs	<u>4,776</u>	<u>4,454</u>
	<u>55,278</u>	<u>51,579</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

8. STAFF COSTS AND EMOLUMENTS *(continued)*

Particulars of employees:

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

	2009	2008
	No	No
Number of staff	<u>3</u>	<u>2</u>

No employee received emoluments of more than £60,000 during the year (2008 - Nil)

9. TANGIBLE FIXED ASSETS

	Equipment £	Fixtures & Fittings £	Total £
COST			
At 1 April 2008 and 31 March 2009	<u>2,848</u>	<u>661</u>	<u>3,509</u>
	<u>-</u>	<u>-</u>	<u>-</u>
DEPRECIATION			
At 1 April 2008	1,082	165	1,247
Charge for the year	<u>949</u>	<u>124</u>	<u>1,073</u>
At 31 March 2009	<u>2,031</u>	<u>289</u>	<u>2,320</u>
	<u>-</u>	<u>-</u>	<u>-</u>
NET BOOK VALUE			
At 31 March 2009	<u>817</u>	<u>372</u>	<u>1,189</u>
	<u>-</u>	<u>-</u>	<u>-</u>
At 31 March 2008	<u>1,766</u>	<u>496</u>	<u>2,262</u>
	<u>-</u>	<u>-</u>	<u>-</u>

10. DEBTORS

	2009	2008
	£	£
Other debtors	3,699	-
Prepayments	<u>561</u>	<u>-</u>
	<u>4,260</u>	<u>-</u>
	<u>-</u>	<u>-</u>

11. CREDITORS: Amounts falling due within one year

	2009	2008
	£	£
Trade creditors	1,834	999
PAYE and social security	128	173
Wages control account	<u>-</u>	<u>1,927</u>
	<u>1,962</u>	<u>3,099</u>
	<u>-</u>	<u>-</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

12. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2008	Incoming resources	Outgoing resources	Balance at 31 Mar 2009
	£	£	£	£
Restricted Funds	3,675	86,201	(89,876)	-
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

13. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2008	Incoming resources	Outgoing resources	Balance at 31 Mar 2009
	£	£	£	£
General Funds	21,303	309	(916)	20,696
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

14. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted Income Funds	1,189	19,507	20,696
Total Funds	<u>1,189</u>	<u>19,507</u>	<u>20,696</u>

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 2009

**The following page does not form part of the statutory financial statements
which are the subject of the independent examiner's report on page**

THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2009

	2009 £	2008 £
INCOMING RESOURCES		
VOLUNTARY INCOME		
Donations	159	—
Grants receivable	86,201	72,881
	<u>86,360</u>	<u>72,881</u>
OTHER INCOMING RESOURCES		
Internet PAYE filing incentive	150	100
	<u>150</u>	<u>100</u>
TOTAL INCOMING RESOURCES	<u>86,510</u>	<u>72,981</u>
RESOURCES EXPENDED		
CHARITABLE ACTIVITIES		
Staff costs - Wages & Salaries	50,502	47,125
Staff costs - Employer's NIC	4,776	4,454
Establishment - Rent	1,000	—
Establishment - Insurance	450	—
Motor and travel costs - Other	5,140	2,525
Professional - Accountancy fees	157	—
Office expenses - Telephone	1,987	—
Office expenses - Other	2,168	432
Depreciation	1,072	1,114
Other costs	2,237	2,533
Creche	—	670
Training	17,287	12,658
Website and publicity	486	—
Repairs to equipment	232	—
Administration staff	2,173	6,800
	<u>89,667</u>	<u>78,311</u>
GOVERNANCE COSTS		
Accountancy fees	960	846
Sundries	165	234
	<u>1,125</u>	<u>1,080</u>
TOTAL RESOURCES EXPENDED	<u>90,792</u>	<u>79,391</u>
NET OUTGOING RESOURCES FOR THE YEAR	<u>(4,282)</u>	<u>(6,410)</u>

THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
YEAR ENDED 31 MARCH 2009

	2009 £	2008 £
CHARITABLE ACTIVITIES		
Direct charitable costs		
<i>Activities undertaken directly</i>		
Staff costs - Wages & Salaries	50,502	47,125
Staff costs - Employer's NIC	4,776	4,454
Establishment - Rent	1,000	—
Establishment - Insurance	450	—
Motor and travel costs - Other	5,140	2,525
Professional - Accountancy fees	157	—
Office expenses - Telephone	1,987	—
Office expenses - Other	2,168	432
Depreciation	1,072	1,114
Other costs	2,237	2,533
Creche	—	670
Training	17,287	12,658
Website and publicity	486	—
Repairs to equipment	232	—
	<u>87,494</u>	<u>71,511</u>
<i>Support costs</i>		
Administration staff	2,173	6,800
	<u>89,667</u>	<u>78,311</u>
	<u>89,667</u>	<u>78,311</u>