

THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE
UNAUDITED FINANCIAL STATEMENTS
FOR
31 MARCH 2010

Charity Number 1105456

MONDAY



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COMPANIES HOUSE

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

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

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

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THE JAN FOUNDATION LIMITED COMPANY LIMITED BY GUARANTEE

TRUSTEES ANNUAL REPORT

YEAR ENDED 31 MARCH 2010

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 2010

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 M A Salmon	(Appointed 4 September 2009)
Ms L M Clarke	(Appointed 4 September 2009)
Mr J S Sidhu	(Appointed 4 September 2009)
Ms J E Drinkwater	(Appointed 8 October 2009)
Ms H Taylor	(Retired 18 May 2009)

Mrs I P Farley was appointed as a member of the committee on 14 July 2010

Ms J Miller retired as a member of the committee on 31 August 2010

Ms M A Salmon retired as a member of the committee on 13 July 2010

Ms J E Drinkwater retired as a member of the committee on 21 May 2010

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 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 2010

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 two full-time persons and one part-time

FINANCIAL REVIEW

Reserves Policy

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

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 JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE**

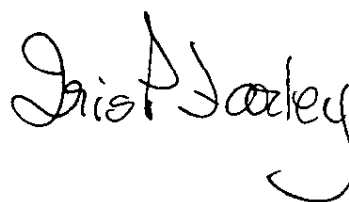
TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2010

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 2006. 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.

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 2010

I report on the accounts of the charity for the year ended 31 March 2010 set out on pages 6 to 11

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'.

**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 2010

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 386 of the Companies Act 2006), and
- accounts are prepared which agree with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 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

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 2010

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2010 £	Total Funds 2009 £
INCOMING RESOURCES					
Incoming resources from generating funds					
Voluntary income	2	65,971	23,000	88,971	86 360
Incoming resources from charitable activities	3	3,350	—	3,350	—
Other incoming resources	4	—	—	—	150
TOTAL INCOMING RESOURCES		<u>69,321</u>	<u>23,000</u>	<u>92,321</u>	<u>86 510</u>
RESOURCES EXPENDED					
Charitable activities	5/6	(56,379)	(23,000)	(79,379)	(89 667)
Governance costs	7	(1,598)	—	(1,598)	(1 125)
TOTAL RESOURCES EXPENDED		<u>(57,977)</u>	<u>(23,000)</u>	<u>(80,977)</u>	<u>(90 792)</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR/NET INCOME/(EXPENDITURE) FOR THE YEAR					
	8	11,344	—	11,344	(4 282)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>20,696</u>	<u>—</u>	<u>20,696</u>	<u>24 978</u>
TOTAL FUNDS CARRIED FORWARD		<u>32,040</u>	<u>—</u>	<u>32,040</u>	<u>20,696</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 2010

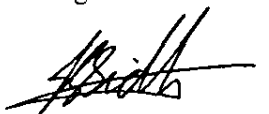
	Note	2010 £	2009 £
FIXED ASSETS			
Tangible assets	10	279	1,189
CURRENT ASSETS			
Debtors	11	814	4,260
Cash at bank		34,943	17,209
		35,757	21,469
CREDITORS. Amounts falling due within one year	12	(3,996)	(1,962)
NET CURRENT ASSETS		31,761	19,507
TOTAL ASSETS LESS CURRENT LIABILITIES		32,040	20,696
FUNDS			
Restricted income funds	13	—	—
Unrestricted income funds	14	32,040	20,696
TOTAL FUNDS		32,040	20,696

The trustees are satisfied that the charity 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(2), and that no member or members have requested an audit pursuant to section 476(1) of the Act

The trustees acknowledge their responsibilities for

- (i) ensuring that the charity keeps adequate accounting records which comply with section 386 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 393, 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 _____ and are signed on their behalf by



MRS P A O'KINNELL

J S S 1640

Company Registration Number 5079743

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

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 2006

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 2010 £	Total Funds 2009 £
Donations				
Donations	65,971	23,000	88,971	159
Grants receivable				
Grants receivable	—	—	—	86,201
	<u>65,971</u>	<u>23,000</u>	<u>88,971</u>	<u>86,360</u>

3. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2010 £	Total Funds 2009 £
Provision of training and support to other organisations	3,350	3,350	—

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

4. OTHER INCOMING RESOURCES

	Total Funds 2010	Total Funds 2009
	£	£
Internet PAYE filing incentive	<u>-</u>	<u>150</u>

5 COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Restricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£	£
Direct charitable costs	56,379	23,000	79,379	87,494
Support costs	-	-	-	2,173
	<u>56,379</u>	<u>23,000</u>	<u>79,379</u>	<u>89,667</u>

6 COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly	Total Funds 2010	Total Funds 2009
	£	£	£
Direct charitable costs	79,378	79,378	89,667

7 GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2010	Total Funds 2009
	£	£	£
Accountancy fees	1,428	1,428	960
Other financial costs	10	10	-
Sundries	160	160	165
	<u>1,598</u>	<u>1,598</u>	<u>1,125</u>

8 NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR

This is stated after charging

	2010	2009
	£	£
Depreciation	<u>910</u>	<u>1,072</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

9 STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2010	2009
	£	£
Wages and salaries	52,035	50,502
Social security costs	4,682	4,776
	<u>56,717</u>	<u>55,278</u>

Particulars of employees

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

	2010	2009
	No	No
Number of staff	<u>3</u>	<u>3</u>

No employee received remuneration of more than £60,000 during the year (2009 - Nil)

10. TANGIBLE FIXED ASSETS

	Equipment	Fixtures & Fittings	Total
	£	£	£
COST			
At 1 April 2009 and 31 March 2010	2,848	661	<u>3,509</u>
DEPRECIATION			
At 1 April 2009	2,031	289	2,320
Charge for the year	817	93	910
At 31 March 2010	2,848	382	<u>3,230</u>
NET BOOK VALUE			
At 31 March 2010	—	279	<u>279</u>
At 31 March 2009	817	372	<u>1,189</u>

11. DEBTORS

	2010	2009
	£	£
Trade debtors	750	—
Other debtors	64	3,699
Prepayments	—	561
	<u>814</u>	<u>4,260</u>

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

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2010

12. CREDITORS: Amounts falling due within one year

	2010	2009
	£	£
Trade creditors	2,650	1,834
PAYE and social security	1,346	128
	<u>3,996</u>	<u>1,962</u>

13. RESTRICTED INCOME FUNDS

	Incoming resources	Outgoing resources	Balance at 31 Mar 2010
	£	£	£
Guiding Light Fund	<u>23,000</u>	<u>(23,000)</u>	<u>-</u>

14. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2009	Incoming resources	Outgoing resources	Balance at 31 Mar 2010
	£	£	£	£
General Funds	<u>20,696</u>	<u>69,321</u>	<u>(57,977)</u>	<u>32,040</u>

15. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted Income Funds	<u>279</u>	<u>31,761</u>	<u>32,040</u>
Total Funds	<u>279</u>	<u>31,761</u>	<u>32,040</u>

16. 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 2010

**The following pages do not form part of the statutory financial statements
which are the subject of the independent examiner's report on pages 4 to 5**

THE JAN FOUNDATION LIMITED
COMPANY LIMITED BY GUARANTEE

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2010

	2010 £	2009 £
INCOMING RESOURCES		
VOLUNTARY INCOME		
Donations	88,971	159
Grants receivable	–	86,201
	<u>88,971</u>	<u>86,360</u>
INCOMING RESOURCES FROM CHARITABLE ACTIVITIES		
Provision of training and support to other organisations	3,350	–
OTHER INCOMING RESOURCES		
Internet PAYE filing incentive	–	150
	<u>–</u>	<u>150</u>
TOTAL INCOMING RESOURCES	<u>92,321</u>	<u>86,510</u>
RESOURCES EXPENDED		
CHARITABLE ACTIVITIES		
Staff costs - Wages & Salaries	52,035	50,502
Staff costs - Employer's NIC	4,682	4,776
Establishment - Rent	2,940	1,000
Establishment - Insurance	561	450
Motor and travel costs - Other	5,011	5,140
Professional - Accountancy fees	–	157
Office expenses - Telephone	1,269	1,987
Office expenses - Other	1,103	2,168
Depreciation	910	1,072
Other costs	3,688	2,237
Training	6,045	17,287
Website and publicity	705	486
Repairs to equipment	429	232
Administration staff	–	2,173
	<u>79,378</u>	<u>89,667</u>
GOVERNANCE COSTS		
Accountancy fees	1,429	960
Other financial costs	10	–
Sundries	160	165
	<u>1,599</u>	<u>1,125</u>
TOTAL RESOURCES EXPENDED	<u>80,977</u>	<u>90,792</u>
NET INCOMING/(OUTGOING) RESOURCES FOR THE YEAR	<u>11,344</u>	<u>(4,282)</u>

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

DETAILED STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2010

	2010 £	2009 £
CHARITABLE ACTIVITIES		
Direct charitable costs		
<i>Activities undertaken directly</i>		
Staff costs - Wages & Salaries	52,035	50,502
Staff costs - Employer's NIC	4,682	4,776
Establishment - Rent	2,940	1,000
Establishment - Insurance	561	450
Motor and travel costs - Other	5,011	5 140
Professional - Accountancy fees	—	157
Office expenses - Telephone	1,269	1 987
Office expenses - Other	1,103	2 168
Depreciation	910	1 072
Other costs	3,688	2 237
Training	6,045	17,287
Website and publicity	705	486
Repairs to equipment	429	232
	<u>79,378</u>	<u>87 494</u>
<i>Support costs</i>		
Administration staff	—	2,173
	<u>79,378</u>	<u>89,667</u>