

Charity number: 1110955
Company number: 5490608

Cool Recovery
(A company limited by guarantee)
Trustees' report and financial statements
for the year ended 30 June 2013



Cool Recovery
(A company limited by guarantee)

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Cool Recovery
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Legal and administrative information

Charity number	1110955
Company registration number	5490608
Registered office	17 Morgan Avenue Torquay Devon TQ2 5RP
Trustees	F Etessami J A Drummond E G Butcher R K Sewhcomar R Ames
Secretary	E G Butcher
Accountants	Rupp & Fraser 7 St Paul's Road Newton Abbot Devon TQ12 2HP
Bankers	Nat West 108 Union Street Torquay Devon

Cool Recovery

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Report of the trustees (incorporating the directors' report)

for the year ended 30 June 2013

The trustees present their report and the financial statements for the year ended 30 June 2013. The trustees, who are also directors of Cool Recovery for the purposes of company law and who served during the year and up to the date of this report are set out on page 1.

Structure, governance and management

Governing Document

The organisation is a charitable company limited by guarantee (incorporated 24 June 2005) and does not have any share capital. It is a registered charity, governed by its Memorandum and Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £1.

Appointment of trustees

The directors of the company are also charity trustees for the purpose of charity law and are known in the company articles as members of the management committee. Under the requirements of the Memorandum and Articles of Association as follows -

9.1 The maximum number of trustees shall be determined by the company in general meeting, but unless and until so fixed there shall be no maximum number. The minimum number shall be three.

9.2 The first trustees shall be those appointed as directors of the company on its incorporation. Thereafter the trustees shall be appointed in accordance with the provisions of these Articles. None of the trustees shall be obliged to retire by rotation.

9.3 The trustees may appoint any individual aged 18 years or over to be a trustee, either to fill a vacancy amongst the trustees or as an additional trustee, provided that the appointment does not cause the number of trustees to exceed the maximum number for the time being in force pursuant to the provisions of the Articles. New trustees are appointed and selected on the basis of their knowledge, skills and experience, and are encouraged to attend meetings and events in order to appreciate the ethos and operating style of Cool Recovery prior to being invited to join as a trustee.

Trustee training and induction

New trustees are encouraged to attend training sessions to familiarise themselves with the charity and the context within which it operates. The training sessions cover the following:

- 1) The obligations of management committee members
- 2) The main documents which set out the operational framework for the charity including the Memorandum and Articles
- 3) Resourcing and the current financial position as set out in the latest published accounts
- 4) Future plans and objectives
- 5) Induction packs containing policies, job description and other relevant information has now been produced

Risk Management

Where appropriate systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions and projects. Procedures and policies are in place to ensure compliance with health and safety of staff, volunteers, members and visitors to the Cool House and other activities managed by Cool Recovery.

Organisational Structure

The Cool Recovery Limited directors will, as its trustees, ensure that all legal requirements of company law are adhered to and will also ensure that it meets the requirements of the Charities Commission. The day to day running of Cool Recovery is managed by Martin Smith.

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Report of the trustees (incorporating the directors' report)

for the year ended 30 June 2013

Management Structure

The following management structure has been agreed to seek ways to ensure the charity is run and managed from the bottom up

Members would hold meetings as required and arranged by them. This forum would enable feedback, give a place for debate and ensure members' views are taken up by management. Minutes would be given to the directors and Board of Governors (when established).

Specific groups would be formed of people having particular skills to offer. These groups could cover the main areas of work and responsibility within Cool Recovery (e.g. one group would be "dealing with information"). Each "organisational" group will elect a leader who will "ipso facto" become a Governor on the Board of Governors. Care will be taken to ensure at least one Governor is a carer and at least one is a mental health service user. The Board of Governors will meet as necessary, but at an interval of no more than one calendar month. The meeting will be operated via a rotating chair, the next chair will be agreed at the close of the meeting.

Work would be affected by the group according to the needs of the board of Governors, within an agreed budget. The directors will, from time to time, attend the meetings of the Governors Board. The directors will not directly influence the Governors Board so long as it stays within its remit.

Objectives and activities

Aims and objectives

The company's objectives and principal activities are for the advancement of health through the provision of care and services in relation to mental illness.

Cool Recovery's Core Objectives

We will improve awareness and understanding so that people affected by severe mental illness will be accepted as equal citizens.

We will campaign for breakthroughs in prevention, treatment and care.

We will fight for effective, holistic care and support we can rely on every hour of the day.

We will campaign for a better world where everyone living with severe mental illness can recover a quality of life that brings greater fulfilment.

Cool Recovery is for everyone affected by severe mental illness, which includes carers, families and friends.

Cool Recovery supporting statements

People with experience of mental distress drive all we do.

We respect everyone's experience and ensure inclusion is at the heart of our work.

We are committed to working with others and all who will help us achieve our aims.

Our independence ensures our integrity- we are never compromised.

We will challenge discrimination and campaign for better mental health.

Cool Recovery **(A company limited by guarantee)**

Report of the trustees (incorporating the directors' report) for the year ended 30 June 2013

Cool Recovery's activities

Cool Recovery is a local mental health charity involving carers and people with severe mental illness now in its ninth year

Our vision is of a society that promotes and protects good mental health for all, and that treats people with experience of mental distress, positively, fairly and with respect. The needs and experiences of our membership drives our work and we make sure those who can influence change hear us. Our independence gives us the freedom to stand up and speak out on real issues that affect daily lives. We provide information and support, campaign to improve policy and attitudes and, in partnership with the local community, business and other independent organisations, to develop local services. We make it possible for people who experience mental distress to live full lives, and play their full part in society.

The published Cool Recovery Annual Review 2013 fully covers the activities delivered to and by its members living within South Devon, both town and county

The Cool House in Torquay has continued to develop and grow organically. The amount of support being given and the daily Cool House attendance is now reaching its highest ever.

Despite the heavy wear-and-tear the Cool House has been repainted in key areas by members who have helped with maintenance, DIY, gardening, cleaning and day to day running of the house and Café. Many parts of Cool House and garden have also been beautifully repaired and repainted, we would like to thank the 12 Princess Trust Youth Volunteers for making this happen.

The informal drop-in times on Mondays and Tuesdays only have been working well. Wednesdays are dedicated to carers, Thursdays for appointments, recovery groups, training and booked activities. Also on Thursdays the house is full of people and kids learning to speak English from all over the World, it's great and it always reminds us how diverse South Devon really is. Fridays are appointments only for Cool Members, with Home Start and Young Adult Carers using the house offering support, advice and signposting for young people and families with under-fives throughout the year! This allows staff more time to manage and further develop the charity.

The house is being used in the evenings and at weekends for social events, support groups, meetings, training, counselling and by Young and Young Adult Carers.

The Cool Café is the hub of the Cool House and lunchtimes are social occasions. Good, tasty food has always been an important element and we are all indebted to the volunteer chefs who produce such appetizing and affordable meals, keeping members, staff and visitors well-nourished and content. We would like to thank Food in Community, Riverford and Sainsbury's Paignton for all their support and great organic ingredients. The Café and Cool House have a range of recovery opportunities in place, covering training, volunteering and personal development. The allotment is fully operational and provides many of the vegetables that are used in the Cool House café.

The therapies service is developing and is recognised locally as providing quality support, Counselling and Anger Management training services. We have increased the number of referrals and fee payment from other local services for this training. Massage, Therapies and Personal Health Clinics continue to keep us fit, healthy and relaxed. Thank you to all the Therapies team members.

All our activities are published monthly in Coolnews, Cool House and Rural Programmes and on our website (www.coolrecovery.org.uk), which is regularly updated. The Cool Recovery Website www.coolrecovery.org.uk has been managed by Cool Mediatech, they have also upgraded Cools computer security systems. Cool Mediatech is Cool Recovery's IT and Graphic Design business, for more information ask us or go to www.coolmediatech.com.

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Report of the trustees (incorporating the directors' report) for the year ended 30 June 2013

The Cool House has continued to support Young Carers and Home Start Family Time, a time for children under five years old and their families. With new Comic Relief funding enabling us to offer support to Young Adult Carers who are hard to reach and need specialist support. In partnership with Torbay Care Trust we are managing and further developing services for Young Adult Carers in Torbay.

Activities in rural areas continue to grow as the Dartmouth, Kingsbridge, South Brent Cool Groups are now well established. We have now started the Teignbridge Cool Carers Group and it's going very well. Carers recharge days are regular events within the South Hams, Barbara is seen regularly massaging people under the darts board in one local venue¹¹. The trustees are fully committed to the rural issues and will be highlighting areas of need.

Some significant new Cool Events this year

'Sun, Sea and Sanity' in partnership with Mirror Mirror Theatre at the Grosvenor Hotel in Torquay, attended by 50 carers aged 11 years-to older adults from all over South Devon.

Bridging the Gap project evolved from Cool and the Mirror Mirror Carers 'Play Time' event at KEVICC (July 2012), when a mother told her story of her son falling through the gaps between Mental Health and Drug and Alcohol Services -both services provided by Devon Partnership Mental Health Trust. Bridging the Gap will be talking to users and working with the third sector and is dedicated to bringing the three voices together, believing better coordination can help improve individual outcomes and allow valuable resources to be used as effectively as possible.

In February Dr Tom Cant, Consultant Psychiatrist and Joseph from Uganda Service Users Network met South Brent Cool and visited the Cool House to see community and peer support in action. This initial meeting with Tom Cant inspired our Families and Psychosis course which started in May 2013. Tom listened to what carers were saying, their need for information and education on how to sustain their own health and wellbeing while supporting a relative or friend affected by psychosis. Tom offered to work with Cool Recovery in leading six evening sessions each month at The Old School Centre, South Brent. These proved very helpful and carers came from Plymouth, S Devon, Torbay and Exeter. We hope to have financial support in order to continue these sessions in 2014.

Also in February Cool Recovery was invited to Wonford House by "Devon Partnership Trust Development Research and Innovation Group" to give a presentation to a Devon-wide audience demonstrating Cool's -'Recovery in Action' -the Cool team was 4 month old. Rowan, Charlotte, his mum, trustee Ron and Claudia.

We remember with fondness and in appreciation all our friends who have died, and express deepest sympathies to those who have lost someone close.

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Report of the trustees (incorporating the directors' report)
for the year ended 30 June 2013

Achievements and performance

This report is to be read in conjunction with the Cool Recovery Annual Report.

- 1 We have significantly improved the public's understanding of the role of the carer and reduced the stigma of severe mental illness
- 2 We have worked with local service providers to help develop alternative and better ways of working with people who need clinical services
- 3 We have substantially improved access to Cool Recovery throughout South Devon for those affected by mental illness and their carers
- 4 We have increased and supported the direct involvement and empowerment in Cool Recovery of people who use mental health services and their carers
- 5 We are working to increase the diversity of members and staff to reflect the communities we serve
- 6 We have fully supported innovative, evidence based and recovery practices across our activities
- 7 We retain a culture of innovation, learning and humanity as we grow and develop
- 8 We are committed to creating a more effective organisation by investing in people, systems and infrastructure
- 9 We are building a strong financial base for sustainable growth
- 10 The development of the public relation's team will continue to raise awareness and understanding of Cool Recovery

Financial review

This report covers all donations and expenditure up to end of June 2013

Cool Recovery continues to maintain the high standards required by the Charity Commission and Companies House. This has been achieved by our accountancy team (Rupp & Fraser) with the support of Martin Smith and Frances Tilley, our bookkeeper. We are keen to develop further "full cost recovery" accountancy systems to monitor costs ensuring funding needs are fully met.

Members and therapists have given both financially and personally. The trustees are fully aware of their contribution and are grateful to them and all our other funders and donors. We must again thank members and friends for their generous donations. This has again enabled us to keep Cool Recovery going this year.

We are extremely grateful to Big Lottery Fund, The Henry Smith Charity, Lloyds TSB Foundation, Comic Relief, Devon Community Foundation for funding us this year. These grants have enabled us to continue and develop our charity's activities, giving us more stability and support services to Rural Devon Communities. It will also enable us to further develop opportunities for Recovery within the Cool House, better outcomes monitoring and contracts management systems. Lutea Trustees Ltd has again given us support.

The Cool Young Carers Saturday Drop-in is being funded by Torbay Children's Services. The Southwest Foundation and the Skills Funding Agency have been funding us to train and support members. Our fund-raising efforts this year have been very successful and we are thankful to all the grant-givers, companies and individuals who have also supported us financially or with goods and services, and are recognised in this report.

Income generation through room rentals was still good. The Cafe has generated profits and continues to provide delicious, nutritious, low cost meals and much needed drinks to all our volunteers. Cool's Cafe and Italian Coffee Bar also provides internet access via laptops, and meals and refreshments are offered to Cool members and to the public. We thank Hele Hub for delivering NVQ and Food Hygiene training to our members as part of our onsite training program.

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Report of the trustees (incorporating the directors' report) for the year ended 30 June 2013

Cool Recovery Membership is £12 per year and has been more actively encouraged this year, as such we have increased income from this. Our membership year now falls in line with our accounting year as of last year, (1st July to 30th June). Cools new membership Database will enable us to monitor membership and renewals more efficiently over the coming year, thank you database team. Membership fees cover newsletter costs only but show commitment to Cool Recovery. We are now mailing our monthly Coolnews and other info to 'paid up' members only, all others can collect newsletters from the Cool House, at groups and from Cool Recovery supporters throughout South Devon. ALL Cool Recovery Publications are also sent to 400 e-mail addresses.

Activities in rural areas continue to grow. One to one links, word of mouth, e-mail and telephone contact are essential elements supporting rural members and we are looking at areas of funding to develop rural outreach work. All Cool Rural Support Groups meet regularly, joining up with members from all over South Devon and Plymouth. Dartmouth Cool is well-established and committed to recovery, promoting good mental health, events and fundraising throughout the year.

The trustees are fully committed to rural issues and will be highlighting areas of unmet needs, indeed Lottery funding has enabled us to develop and expand. Core funding has been secured for the next year, however long term funding still remains our biggest challenge.

Among the many supporters and fundraisers Paignton Sainsbury's got us packing, dressing up and painting shoppers! 12 Princes Trust volunteers gave the Cool House and gardens a makeover, Kate and Tom did a sponsored cycle to Amsterdam and Torquay Sunrise Rotary Club is fund raising for Cool- thank you everyone!

We value your practical and financial support and we invite you to become a regular Cool Supporter.

Our long term plans are to explore all avenues for sustainability include being aware and responsive to the opportunities arising from the current changing financial climate, in particular, the Government's Personalisation and Services contract agenda, it's available but has proven hard to access. This funding would have covered core operational costs and enabled us to maintain the high standards of services offered to our members and those who rent rooms or use the Cool House. Over the next year we will be actively pursuing this funding stream.

We are developing additional outcome recording systems and local business support, as we believe Cool Recovery offers great value for money.

The Trustees would like to thank all staff, self-employed staff and volunteers for all you have done and given to enable Cool Recovery to become such a successful Charity over the past year.

The personal time given by members, supporters and those offering their services to Cool Recovery is priceless and highly valued by Trustees. With this personal commitment we have been able to achieve all that you read in the Annual Review-and more!

Cool Recovery Annual Review 2013 is available on request.

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Report of the trustees (incorporating the directors' report)
for the year ended 30 June 2013

We all thank:-

All Saints Church Torquay, Anode Torbay, Babbacombe Lions, Barbara Hall Reflexology, BBC Spotlight, Be Involved Devon, Big Lottery Fund, Birdwood House Totnes, BMAD (Bikers Make A Difference), Bridge Associates (Pattern Changing Course), Brixham Carers Centre, Brixham College, Brixham Foodbank, Carers Week Walk, Castle Motors, Central Church Torquay, Churston Farm Shop, Comic Relief, Cool Mediatech, Costa Rica Coffee Plantation, Crossroad Care South West, Dart Cool, Dartmouth Academy, Dartmouth Baptist Church, Dartmouth Chronicle, Dartmouth Medical Practice, Dartmouth Rotary, Dartmouth United Charities, Devon & Cornwall Police, Devon Carer's Link, Devon Carers, Devon Community Foundation, Devon County Council, Devon Partnership NHS Trust, Devon Wooden Spoon, Dr Tom Cant, Eat That Frog, Education Other Than at School, ESOL English for Speakers of Other Languages, European Social Fund, Fernlea Trust, Food In Community & Riverford, Grosvenor Hotel Torquay, Harbour House Kingsbridge, Healthwatch Devon, Healthwatch Torbay, Herald Express, Home Start Torbay, IMAGINE Torbay Multicultural Group, Inkind Direct, Jazzpower Ltd, June Braithwaite, KEVICC, Kingsbridge Cool, Kitson Hutchins Solicitors, Leonardo Project, Lions Club Torbay, Lloyds TSB Foundation, Local Employment Services, Marion & Steve (Pheasant), MASH, MIFSUD Photographic Ltd, Mirror Mirror Playback Theatre Company, Narcotics Anonymous, NaturallyU, Old School Centre South Brent, Pack Horse Inn S Brent, Plymouth & Exeter University, Radio Devon, Recovery Devon, Refurnish (Totnes), Riviera FM, Rose Prowse's Family, Royal Castle Hotel Dartmouth, Rupp and Fraser Chartered Accountants, Rural Racism Project Safer Communities, Sainsbury's Paignton, Seaways Insurance Co, Seven Stars Totnes, Shekinah Mission, Skills Funding Agency, SMART Recovery, South Brent Village Hall, South Devon CCG (Clinical Commissioning Group), South Devon Coalition of Disabled People, South Devon College, South Hams CVS, South West Foundation, St Mary's Church Brixham, St Marychurch Conservative Club, St Petroc's Church S Brent, Sunset Counselling, Teignbridge Cool Carers, The Edge Brixham, The Elephant Restaurant (Torquay), The Flavel Dartmouth, The Grand Hotel Torquay, The Henry Smith Charity, The University of Plymouth, The Zebra Collective Ltd, Time to Change, TOFFY Fund (TORBAY), Tom & Kate Worley, Tony Everett & Sponsors, Torbay & Southern Devon Health & NHS Trust, Torbay B1 Polar Group, Torbay Care Trust, Torbay Council, Torbay Council and Carers Services, Torbay CVA, Torbay CVS, Torbay Men's Network, Torbay Symphony Orchestra, Torbay Times, Torbay Voice, Torbay Young Adult Carers Services, Torbay Children's & Young Carers Services, Torquay 'Sunrise' Rotary Club, Torquay Charities, Torquay Community College, Torquay Theosophical Society, Totnes FM, Triumph Over Phobia, V Day Totnes, Vance Briggs & Company Ltd, Westlands School, Woman's Network, Wooden Spoon, Workers Education Assoc, Yorkshire Building Society, Young Devon

Reserve Policy

Taking into account the nature and volume of income streams and the pattern of expenditure in meeting the charity's objects, the trustees have maintained their view that to ensure efficient management, and work towards the provision of a financial buffer allowing uninterrupted services, a free reserve equivalent to six months' of total expenditure is required. This amounts to a minimum of £97,000 on the basis of 2012/13 expenditure.

Cool Recovery
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Report of the trustees (incorporating the directors' report)
for the year ended 30 June 2013

Statement of trustees' responsibilities

The trustees (who are also directors of Cool Recovery for the purpose of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and 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 departure disclosed and explained in the financial statements,
- 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 charitable company and which enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006

On behalf of the Trustees



Cool Recovery
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Independent examiner's report to the trustees on the unaudited financial statements of Cool Recovery.

I report on the accounts of Cool Recovery for the year ended 30 June 2013 set out on pages 2 to 21

Respective responsibilities of trustees and independent examiner

The charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(1) of the Charities Act 2011 and that an independent examination is needed. It is my responsibility to examine the accounts under section 145(1) of the Charities Act 2011, to follow the procedures laid down in the General Directions given by the Charity Commission, 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 no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

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

- (i) which gives me reasonable cause to believe that in any material respect the requirements
- to keep proper accounting records in accordance with section 386 of the Companies Act 2006, and
 - to prepare accounts which accord 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
- have not been met, or
- (ii) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

Mr I S Fraser FCA
19 November 2013

Independent examiner
For and on behalf of:-

Rupp & Fraser
Chartered Accountants & Registered Auditor
7 St Paul's Road
Newton Abbot
Devon
TQ12 2HP

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Statement of financial activities (incorporating the income and expenditure account)

For the year ended 30 June 2013

	Notes	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Incoming resources					
Incoming resources from generating funds					
Voluntary income	2	88,768	97,463	186,231	140,373
Fundraising Activities	3	35,438	-	35,438	40,214
Investment income		677	-	677	178
Total incoming resources		<u>124,883</u>	<u>97,463</u>	<u>222,346</u>	<u>180,765</u>
Resources expended					
Costs of generating funds					
Fundraising Costs					
cost of goods sold and other costs	4	4,344	-	4,344	7,654
Charitable activities	5	104,576	81,834	186,410	147,022
Governance costs	6	3,415	-	3,415	2,481
Total resources expended		<u>112,335</u>	<u>81,834</u>	<u>194,169</u>	<u>157,157</u>
Net incoming resources for the year /					
Net income for the year		12,548	15,629	28,177	23,608
Total funds brought forward		<u>158,597</u>	<u>16,186</u>	<u>174,783</u>	<u>151,175</u>
Total funds carried forward		<u>171,145</u>	<u>31,815</u>	<u>202,960</u>	<u>174,783</u>

The notes on pages 14 to 21 form an integral part of these financial statements.

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Balance sheet
as at 30 June 2013

	Notes	2013 £	2012 £
Fixed assets			
Tangible assets	11	36,841	46,260
Current assets			
Stocks		1,300	1,050
Debtors	12	3,725	5,125
Cash at bank and in hand		162,679	123,914
		<u>167,704</u>	<u>130,089</u>
Creditors: amounts falling due within one year	13	<u>(1,585)</u>	<u>(1,566)</u>
Net current assets		<u>166,119</u>	<u>128,523</u>
Net assets		<u>202,960</u>	<u>174,783</u>
Funds	14		
Restricted income funds		31,815	16,186
Unrestricted income funds		171,145	158,597
Total funds		<u>202,960</u>	<u>174,783</u>

The Balance Sheet continues on the following page

The notes on pages 14 to 21 form an integral part of these financial statements.

Cool Recovery
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Balance sheet (continued)

**Trustees statements required by the Companies Act 2006
for the year ended 30 June 2013**

In approving these financial statements as trustees of the company we hereby confirm

(a) that for the year stated above the company was entitled to the exemption conferred by section 477 of the Companies Act 2006 ,

(b) that no notice has been deposited at the registered office of the company pursuant to section 476 of the Companies Act 2006 requesting that an audit be conducted for the year ended 30 June 2013

(c) that we acknowledge our responsibilities for

(1) ensuring that the company keeps proper accounting records which comply with section 386 of the Companies Act 2006, and

(2) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the year then ended in accordance with the requirements of sections 394 and 395, and which otherwise comply with the provisions of the Companies Act relating to financial statements, so far as applicable to the company

These financial statements are prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008)

The financial statements were approved by the board on 19 November 2013 and signed on its behalf by



R K Sewhcomar
Director

The notes on pages 14 to 21 form an integral part of these financial statements.

Cool Recovery

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Notes to financial statements

for the year ended 30 June 2013

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and the preceding year.

1.1. Basis of accounting

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities (Accounts & Reports) Regulations 2008 and the Companies Act 2006.

The company has taken advantage of the exemption in FRS1 from the requirement to produce a cashflow statement because it is a small company.

1.2. Fund accounting

Unrestricted Funds

These are the funds that can be used in accordance with the charitable objects at the discretion of the trustees.

Designated Funds

These are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted Funds

These are funds that can be used for particular purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

1.3. Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of grants, donations and gifts and is included in full in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included.

Gifts donated for resale are included as incoming resources within activities for generating funds when they are sold.

Grants, including grants for the purchase of fixed assets, are recognised in full in the statement of financial activities in the year in which they are receivable.

Income from investments is included in the year in which it is receivable.

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Notes to financial statements

for the year ended 30 June 2013

1.4. Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes including the charity's shop.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities.

Support costs are those costs incurred directly in support of expenditure on the objects of the charity and include project management.

1.5. Tangible fixed assets and depreciation

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

Leasehold properties	-	Straight line over the life of the lease
Equipment	-	25% reducing balance
Fixtures, fittings and equipment	-	25% reducing balance

1.6. Stock

Stock is valued at the lower of cost and net realisable value.

1.7. Defined contribution pension schemes

The pension costs charged in the financial statements represent the contribution payable by the charity during the year.

2. Voluntary income

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Donations	12,285	-	12,285	33,769
Grants receivable	55,879	97,463	153,342	85,992
Rent in kind	20,604	-	20,604	20,612
	<u>88,768</u>	<u>97,463</u>	<u>186,231</u>	<u>140,373</u>

Cool Recovery
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Notes to financial statements
for the year ended 30 June 2013

3. Fundraising Activities

	Unrestricted funds £	2013 Total £	2012 Total £
Cafe Income	6,556	6,556	3,959
Fundraising	1,698	1,698	8,960
Membership fees	1,719	1,719	921
Counselling and therapies	10,096	10,096	8,422
Room letting	15,093	15,093	17,582
Cool Mediatech income	276	276	370
	<u>35,438</u>	<u>35,438</u>	<u>40,214</u>

4. Fundraising Costs

	Unrestricted funds £	2013 Total £	2012 Total £
Cafe Costs	1,844	1,844	5,154
Volunteers & Guests refreshments	2,500	2,500	2,500
	<u>4,344</u>	<u>4,344</u>	<u>7,654</u>

Volunteer and guest refreshments have been provided in these accounts at £1 per person per day

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5. Costs of charitable activities - by fund type

	Unrestricted funds £	Restricted funds £	2013 Total £	2012 Total £
Wages and Salaries	32,908	29,405	62,313	56,342
Staff - Pension costs	1,545	-	1,545	1,545
Rent	20,612	-	20,612	20,612
Rates and water	2,613	665	3,278	3,282
Light & heat	2,559	2,475	5,034	4,469
Repairs and maintenance	6,786	427	7,213	2,425
Insurance	1,018	-	1,018	1,103
Beneficiaries training costs	1,276	14,154	15,430	4,928
Staff travel costs	830	2,902	3,732	2,483
Health and safety	2,245	1,074	3,319	1,551
Volunteer & Beneficiaries travel costs	806	4,679	5,485	5,380
Freelance worker fees	7,534	6,603	14,137	15,273
Freelance workers- admin support	1,135	1,790	2,925	1,779
Freelance workers- volunteer support	1,624	5,995	7,619	977
Telephone and broadband	1,117	391	1,508	1,187
Sundry expenses	135	106	241	329
Promotional costs	623	5,189	5,812	1,396
Amortisation	9,700	-	9,700	9,700
Depreciation	2,453	-	2,453	1,995
Room Hire	499	209	708	853
Donations	500	-	500	-
Subscriptions	-	-	-	104
Printing, postage and stationery	915	1,536	2,451	1,841
Computer and CCTV costs	1,238	1,710	2,948	2,687
Group activity costs and trips	1,264	1,299	2,563	3,448
Social events/Activities	2,641	1,225	3,866	1,333
	<u>104,576</u>	<u>81,834</u>	<u>186,410</u>	<u>147,022</u>

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6. Governance costs

	Unrestricted funds £	2013 Total £	2012 Total £
Accountancy fees	1,584	1,584	1,574
Bookkeeping	426	426	354
Bad debt write off	980	980	-
Bank charges	425	425	553
	<u>3,415</u>	<u>3,415</u>	<u>2,481</u>

7. Net incoming resources for the year

	2013 £	2012 £
Net incoming resources is stated after charging		
Depreciation and other amounts written off tangible fixed assets	<u>12,152</u>	<u>11,695</u>

8. Employees

Employment costs	2013 £	2012 £
Wages and salaries	62,313	56,342
Pension costs	<u>1,545</u>	<u>1,545</u>
	<u>63,858</u>	<u>57,887</u>

No employee received emoluments of more than £60,000 (2012 None)

Number of employees

The average monthly numbers of employees (excluding the trustees) during the year, calculated on the basis of full time equivalents, was as follows

	2013 Number	2012 Number
Number of employees	<u>3</u>	<u>2</u>

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9. Pension costs

The company operates a defined contribution pension scheme in respect of the employees. The scheme and its assets are held by independent managers. The pension charge represents contributions due from the company and was as follows:

	2013	2012
	£	£
Pension charge	<u>1,545</u>	<u>1,545</u>

10. Taxation

The charity's activities fall within the exemptions afforded by the provisions of the Corporation Tax Act 2010. Accordingly, there is no taxation charge in these accounts.

11. Tangible fixed assets

	Short leasehold property £	Plant & machinery £	Fixtures, fittings & equipment £	Total £
Cost				
At 1 July 2012	76,424	11,712	10,239	98,375
Additions	-	2,658	75	2,733
At 30 June 2013	<u>76,424</u>	<u>14,370</u>	<u>10,314</u>	<u>101,108</u>
Depreciation				
At 1 July 2012	38,800	5,968	7,347	52,115
Charge for the year	9,700	1,712	740	12,152
At 30 June 2013	<u>48,500</u>	<u>7,680</u>	<u>8,087</u>	<u>64,267</u>
Net book values				
At 30 June 2013	<u>27,924</u>	<u>6,690</u>	<u>2,227</u>	<u>36,841</u>
At 30 June 2012	<u>37,624</u>	<u>5,744</u>	<u>2,892</u>	<u>46,260</u>

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12. Debtors

	2013 £	2012 £
Trade debtors	3,489	3,889
Prepayments	236	1,236
	<u>3,725</u>	<u>5,125</u>

13. Creditors: amounts falling due within one year

	2013 £	2012 £
Other taxes and social security	-	3
Accruals and deferred income	1,585	1,563
	<u>1,585</u>	<u>1,566</u>

14. Analysis of net assets between funds

	Unrestricted funds £	Restricted funds £	Total funds £
Fund balances at 30 June 2013 as represented by			
Tangible fixed assets	36,841	-	36,841
Net Current assets	135,889	31,815	167,704
Current liabilities	(1,585)	-	(1,585)
	<u>171,145</u>	<u>31,815</u>	<u>202,960</u>

15. Unrestricted funds

	At 1 July 2012 £	Incoming resources £	Outgoing resources £	At 30 June 2013 £
General Fund	158,597	124,883	(112,335)	171,145

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16. Restricted funds

	At 1 July 2012 £	Incoming resources £	Outgoing resources £	At 30 June 2013 £
Big Lottery fund	16,186	82,463	(75,103)	23,546
DCF Comic Relief	-	15,000	(6,731)	8,269
	<u>16,186</u>	<u>97,463</u>	<u>(81,834)</u>	<u>31,815</u>

17. Transactions with trustees

During the year one trustee was reimbursed travel expenses. No other trustee received any payment for out of pocket expenses.

18. Related party transactions

The charity has a contractual relationship with a trustee of the charity, Friederike Etessami, with regard to the building, 17 Morgan Avenue. The building is owned by Friederike Etessami and an annual rent of £1 is invoiced for the use of it. A market rate of £1,718 per month is included in the accounts, in accordance with the SORP 2005.

19. Company limited by guarantee

Cool Recovery is a company limited by guarantee and accordingly does not have a share capital.

Every member of the company undertakes to contribute such amount as may be required not exceeding £1 to the assets of the charitable company in the event of its being wound up while he or she is a member, or within one year after he or she ceases to be a member.