

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE
COMPANY NO. 5582643

REPORT AND ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2009



SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

(Company limited by guarantee and not having share capital)

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2009

The directors, who are also the trustees, present their report and the accounts for the year ended 31 March 2009

Legal status

The company incorporated on 4 September 2005 and commenced its charitable activities on 1 April 2006.
The registration number of the company is 5582643. The company is also a registered charity (number 1112999).
The charity is constituted by their memorandum and articles of association

The liability of the members is limited by their guarantee. In the event of the company being wound up during the period of their membership (or within a year following), members undertake to contribute such amounts as may be required, up to a maximum of £1.

Registered office

11 Portchester Road
Woolston
Southampton
Hampshire
SO19 2JB

Accountants

Knight Goodhead Limited
7 Bournemouth Road
Chandler's Ford
Eastleigh
Hampshire
SO53 3DA

Bank

CAF Bank Ltd
Kings Hill
West Mailing
Kent
ME19 4JQ

Principal Activity

The principal activity of the charity is the provision of advice and representation in the fields of employment law and welfare benefits to residents of Southampton and Eastleigh.

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

(Company limited by guarantee and not having share capital)

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2009 (continued)

Objectives and activities

Within the field of employment rights and welfare benefits, the charity aims to provide its client with high quality, accurate advice and (where appropriate) representation at tribunals etc. This service is available to all who live within the areas of Southampton and Eastleigh, and those from other areas such as trade unions and housing associations with which the charity has funding agreements.

The strategies for achieving this aim and objectives may be summarised as follows:

- a) Staff - all staff are encouraged to provide an exceptional level of commitment to the client group. The charity has a well developed training programme that ensures the quality of advice is sound, consistent and accurate;
- b) The Community Level Services Quality Mark - adherence to the Quality Mark ensures that management and staff are committed to excellence based on a strong qualitative base;
- c) Centre of Excellence - the charity strives to be recognised as providing high quality advice and representation in its area of expertise;
- d) Specialists - the charity focuses only on its areas of expertise in welfare benefits and employment law;
- e) Outreach - in order to ensure that its services are available to all members of the community, the charity operated a number of outreach centres.
- f) Equality of opportunity - the charity's staff complement is intended to be broadly representative of the community which it serves.

Advice is available daily by telephone, by appointment at the main Woolston centre and drop in arrangements are in place at outreach sites.

Directors and Trustees

The directors who served during the year were:

G Scott	Chair
CA Cunio	Vice-Chair
T O'Rourke	Treasurer
DG Wrighton	Secretary
JP Bameveld	
Dr MT Bennett	
J Brear	
GF Drake	
R Olivent	
Dr SD Reeve	
M Tucker (resigned 28 May 2009)	
LSC Williams	
A Golden (appointed 9 December 2008)	

The charity is managed by the trustees, who delegate day to day responsibility to Gary Edwards, Co-ordinator.

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

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DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2009 (continued)

Appointment of Trustees

Trustees are elected to post having been selected from suitable candidates to ensure that the board contains an appropriate balance of expertise. Trustees undergo an initial induction course.

The trustees meet bi-monthly to attend to the legal and administrative affairs of the company and to review and set the policy and long term strategies of the charity. There are two subcommittees: Personnel and Service Development. The latter is charged with developing and monitoring delivery of the strategic plan. The day to day operations of the charity are delegated to the Co-ordinator and the management team.

Risk assessment

The trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the charity, and believe effective insurance, checks, controls and procedures are in place to mitigate those risks. As required by the QLS Quality Mark procedures, there is a full set of office manuals including financial procedures.

Financial review

A summary of the charity's financial performance is shown on page 6 of the accounts. The charity made a deficit of £11,905 (2008: Surplus of £17,440). The total reserves of the charity at year end were £70,042 (2008: £81,947).

Reserves policy

The trustees' objective is to maintain sufficient reserves to fund;

Operating costs to enable the organisation to continue trading during any unusual disruption to income.
This is estimated to represent at least 5% of annual turnover;

Costs of closure including redundancy costs, holiday pay and other final payments to creditors;

Anticipated building repairs and maintenance to ensure compliance with contractual obligations in terms of the lease and for an ongoing program of equipment replacement.

On the above basis it is currently estimated that between £60,000 and £85,000 is required to be held in reserve.

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

(Company limited by guarantee and not having share capital)

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2009 (continued)

Directors' responsibilities

The directors are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice.


Company law requires the directors to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the company and of the income and expenditure of the company for that period. In preparing those accounts the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the accounts on the going concern basis unless it is inappropriate to presume the company will continue in operation.

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

This report has been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by order of the board on 11/08/09
and signed on their behalf by



DG Wrighton

ACCOUNTANTS' REPORT

TO THE MEMBERS OF SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

We report on the accounts for the year ended 31 March 2009i set out on pages 6 to 11.

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND REPORTING ACCOUNTANTS

As described on page 4, the company's directors are responsible for the preparation of the accounts, and they consider that the company is exempt from audit. It is our responsibility to carry out procedures designed to enable us to report our opinion.

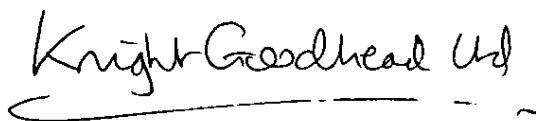
BASIS OF OPINION

We conducted our examination in accordance with the Statement of Standards for Reporting Accountants and so our procedures consisted of comparing the accounts with the accounting records kept by the company, and making such limited enquiries of the officers of the company as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed by our opinion.

OPINION

In our opinion:-

- a) the accounts are in agreement with those accounting records kept by the company under Section 221 of the Companies Act 1985;
- b) having regard only to, and on the basis of, the information contained in those accounting records:
 - i) the accounts have been drawn up in a manner consistent with the accounting requirements specified in Section 249(C)(6) of the Act; and
 - ii) the company satisfied the conditions for exemption from an audit of the accounts for the year specified in Section 249A(4) of the Act as modified by Section 249A(5) and did not, at any time within that year, fall within any of the categories of companies not entitled to the exemption specified in Section 249B(1).



KNIGHT GOODHEAD LIMITED

Reporting Accountants

7 Bourmemouth Road
Chandler's Ford
Eastleigh
Hampshire SO53 3DA

7 September 2009

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

(Company limited by guarantee and not having share capital)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2009

(Including Income and Expenditure account)

	Notes	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		4,213	-	4,213	5,015
Investment income		3,670	-	3,670	4,409
Incoming resources from charitable activities	2	303,460	-	303,460	293,978
TOTAL INCOMING RESOURCES		311,343	-	311,343	303,402
RESOURCES EXPENDED					
Cost of generating funds	4a	790	-	790	1,098
Charitable activities	4a	321,524	-	321,524	282,659
Governance costs	4b	1,751	-	1,751	1,356
Other resources expended	5	(817)	-	(817)	849
TOTAL RESOURCES EXPENDED		323,248	-	323,248	285,962
NET INCOME FOR YEAR		(11,905)	-	(11,905)	17,440
FUND BALANCE AT 1 APRIL 2008		81,947	-	81,947	64,507
FUND BALANCE AT 31 MARCH 2009		70,042	-	70,042	81,947

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE
(Company limited by guarantee and not having share capital)

BALANCE SHEET AT 31 MARCH 2009

	Notes	£	2009 £	2008 £
FIXED ASSETS				
Tangible assets	6		20,768	10,270
CURRENT ASSETS				
Debtors	7	1,880		648
Cash at bank and in hand		<u>61,525</u>	<u>82,051</u>	
		63,405	82,699	
CREDITORS: amounts falling due within one period	8	<u>(14,131)</u>	<u>(11,022)</u>	
NET CURRENT ASSETS			49,274	71,677
NET ASSETS			<u>70,042</u>	<u>81,947</u>
FUNDS				
Unrestricted funds			70,042	81,947
Restricted funds			-	-
TOTAL FUNDS			<u>70,042</u>	<u>81,947</u>

For the financial year ended 31 March 2009, the company was entitled to exemption from audit under section 249A(1) Companies Act 1985; and no notice has been deposited under section 249B(2). The directors acknowledge their responsibilities for ensuring that the company keeps accounting records, which comply with section 221, and preparing accounts, which give a true and fair view of the state of affairs of the company as at the end of the 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 Companies Act 1985 relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small companies.

Approved by the Trustees on 11/08/09
and signed on their behalf by



T O'Rourke
Treasurer

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

(Company limited by guarantee and not having share capital)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009

1 ACCOUNTING POLICIES

a) Accounting convention

The accounts have been prepared under the historical cost convention, in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007), the Statement of Recommended Practice 'Accounting and Reporting by Charities' (issued 2005) and the Companies Act 1985.

(b) 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, legacies and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, when 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.

Investment income is included when receivable.

Resources are deferred when, at the end of an accounting period, they have been received but the charity has yet to become unconditionally entitled to them.

(c) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. It includes any VAT paid.

Charitable activities 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.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include Independent examination fees and the costs linked to the strategic management of the charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly.

(d) Fixed assets

Fixed assets are capitalised for ongoing use within the company, where the individual cost of the asset exceeds £100.

Depreciation is provided on fixed assets to spread the cost over the estimated useful lives of the relevant assets at the following rates:

Office equipment	33% Straight line
Furniture and fittings	33% Straight line
Leasehold improvements	33% Straight line

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE
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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009 (continued)

2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total 2009 £	Total 2008 £
Funding contracts and grants:				
Southampton City Council	238,451	-	238,451	233,991
Eastleigh Borough Council	13,452	-	13,452	12,000
Southampton PCT	2,000	-	2,000	-
Macmillan	32,500	-	32,500	32,500
Unison	8,120	-	8,120	7,630
Age Discrimination	-	-	-	3,800
Other small grants	8,937	-	8,937	4,057
	<u>303,460</u>	<u>-</u>	<u>303,460</u>	<u>293,978</u>

3 STAFF COSTS

	2009 £	2008 £
Wages and salaries	210,483	196,739
Social security costs	20,543	19,613
Pension	26,290	24,024
	<u>257,316</u>	<u>240,376</u>

The average number of staff employed during the year was 9 (2008: 8). The highest paid employee had emoluments of no more than £45,000.

No remuneration was paid to trustees/directors during this year or the previous year.

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009 (continued)

4 a TOTAL RESOURCES EXPENDED

	Voluntary income £	Advice service £	Total 2009 £	Total 2008 £
Costs directly allocated to activities				
Direct staff costs (see note 3)	-	257,316	257,316	240,376
Staff and volunteer expenses	-	2,603	2,603	2,721
Staff welfare	-	292	292	313
Training	-	4,230	4,230	3,685
Age discrimination expenses	-	-	-	1,087
Equality project expenses	-	195	195	-
Quality mark audit	-	-	-	1,293
	-	264,636	264,636	249,475
Support costs allocated to activities				
Rent and rates	172	12,365	12,537	12,202
Light and heat	53	3,826	3,879	2,251
Cleaning	39	2,790	2,829	2,625
Computer costs	80	5,759	5,839	3,180
Publications and subscriptions	33	2,397	2,430	2,850
Telephone	41	2,973	3,014	2,284
Postage printing and stationery	35	2,492	2,527	2,739
Insurance	34	2,424	2,458	2,441
Repairs and Renewals	4	298	302	320
Equipment maintenance	16	1,164	1,180	1,156
Depreciation	283	20,370	20,653	2,200
Bank charges	-	30	30	34
	790	321,524	322,314	283,757

Costs are apportioned inline with the income received from that source during the year.

b GOVERNANCE COSTS

	2009 £	2008 £
Accountancy and examination fees	1,656	969
AGM costs	95	387
	1,751	1,356

5 OTHER RESOURCES EXPENDED

Other resources expended represents corporation tax payable on the non primary purpose trading income and a proportion of the investment income received by the charity.

The charity is in fact able to claim exemption under the small trading profits rules. Therefore the figure for 2009 represents the refund due from HMRC on amounts paid in relation to 2007/08

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2009 (continued)

6 TANGIBLE ASSETS

	Office equipment	Furniture & fittings	Leasehold improvements	Total
Cost	£	£	£	£
At start of the year	14,670	-	-	14,670
Additions	712	2,076	28,363	31,151
At end of year	15,382	2,076	28,363	45,821
Depreciation				
At beginning of the year	4,400	-	-	4,400
Charge	10,507	692	9,454	20,653
At end of period	14,907	692	9,454	25,053
Net book value				
At end of period	475	1,384	18,909	20,768
At beginning of period	10,270	-	-	10,270

7 DEBTORS

	2009	2008
	£	£
Prepayments	975	-
Corporation tax	905	-
Other debtors	-	648
	<u>1,880</u>	<u>648</u>

8 CREDITORS: amounts falling due within one year

	2009	2008
	£	£
Trade creditors	-	75
Corporation tax	-	849
PAYE and social security	6,576	5,582
Accruals and deferred income	3,359	900
Other creditors	4,196	3,616
	<u>14,131</u>	<u>11,022</u>