

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE
(REGISTERED NUMBER : 05582643)

**REPORT AND UNAUDITED ACCOUNTS
FOR THE YEAR ENDED 31 MARCH 2010**

TUESDAY



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16/11/2010
COMPANIES HOUSE

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

(Company limited by guarantee and not having share capital)

DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2010

The directors, who are also the trustees, present their report and the accounts for the year ended 31 March 2010

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 Porchester 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 Malling
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 2010 (continued)

Objectives and activities

Within the field of employment rights and welfare benefits, the charity aims to provide it's 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 it's 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 it's 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 (resigned 9 February 2010)	
A Golden	

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

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DIRECTORS' REPORT FOR THE YEAR ENDED 31 MARCH 2010 (continued)

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

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 manage 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 surplus of £4,091 (2009 Deficit of £11,905) The total reserves of the charity at year end were £74,133 (2009 £70,042)

Reserves policy

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

- (i) 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,
- (ii) Costs of closure including redundancy costs, holiday pay and other final payments to creditors,
- (iii) Anticipated building repairs and maintenance to ensure compliance with contractual obligations in terms of the lease and for an ongoing programme 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 2010 (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 2006. 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 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board on 26 October 2010
and signed on their behalf by


Secretary

Trustee

D G WRIGHTON

ACCOUNTANTS' REPORT

TO THE MEMBERS OF SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

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

RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND REPORTING ACCOUNTANTS

As described on page 4, the trustees (who are also directors of the company 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 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 of the 1993 Act,
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- to state whether particular matters have come to my attention

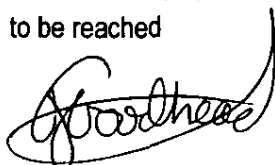
BASIS OF INDEPENDENT EXAMINER'S REPORT

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 of 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 the those matters set out in the statement below.

INDEPENDENT EXAMINER'S STATEMENT

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

- which gives me reasonable cause to believe that, in any material respect, the requirements,
 - a) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - b) to prepare accounts which accord with the accounting records, comply with the accounting requirements of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities 2005 (revised 2008) have not been met, or
- to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



22 October 2010

Chris Goodhead FCA
KNIGHT GOODHEAD LIMITED
Reporting Accountants

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

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

(Company limited by guarantee and not having share capital)

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 MARCH 2010

(Including Income and Expenditure account)

	Notes	2010 £	2009 £
INCOMING RESOURCES			
Incoming resources from generated funds			
Voluntary income		5,334	4,213
Investment income		189	3,670
Incoming resources from charitable activities	2	311,995	303,460
TOTAL INCOMING RESOURCES		317,518	311,343
RESOURCES EXPENDED			
Cost of generating funds	4a	933	790
Charitable activities	4a	310,795	321,524
Governance costs	4b	1,699	1,751
Other resources expended	5	-	(817)
TOTAL RESOURCES EXPENDED		313,427	323,248
NET INCOME/(EXPENDITURE) FOR YEAR		4,091	(11,905)
FUND BALANCE AT 1 APRIL 2009		70,042	81,947
FUND BALANCE AT 31 MARCH 2010		74,133	70,042

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

REGISTERED NUMBER : 05582643

(Company limited by guarantee and not having share capital)

BALANCE SHEET AT 31 MARCH 2010

	Notes	£	2010 £	2009 £
FIXED ASSETS				
Tangible assets	6		20,012	20,768
CURRENT ASSETS				
Debtors	7	1,627		1,880
Cash at bank and in hand		62,904		61,525
		<u>64,531</u>		<u>63,405</u>
CREDITORS amounts falling due within one period	8	<u>(10,410)</u>	<u>(14,131)</u>	
NET CURRENT ASSETS			54,121	49,274
NET ASSETS			<u>74,133</u>	<u>70,042</u>
FUNDS				
Unrestricted funds			74,133	70,042
TOTAL FUNDS			<u>74,133</u>	<u>70,042</u>

For the financial year ended 31 March 2010, the company was entitled to exemption from audit under section 477 Companies Act 2006, and no notice has been deposited under section 476. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records, which comply with section 386, 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 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 26 October 2010
and signed on their behalf by



T O'Rourke
Treasurer

SOUTHAMPTON ADVICE & REPRESENTATION CENTRE

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010

1 ACCOUNTING POLICIES

a) Accounting convention

The accounts have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice 'Accounting and Reporting by Charities' 2005 (revised 2008) and the Companies Act 2006

(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 of 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

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010 (continued)

(e) Pension costs

Contributions in respect of the company's defined contribution scheme are charged to the profit and loss account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

2 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2010	2009
	£	£
Funding contracts and grants:		
Southampton City Council	239,776	238,451
Eastleigh Borough Council	10,290	13,452
Southampton PCT	2,000	2,000
Macmillan	24,375	32,500
Unison	8,580	8,120
Other small grants	26,974	8,937
	<u>311,995</u>	<u>303,460</u>

3 STAFF COSTS

	2010	2009
	£	£
Wages and salaries	203,617	210,483
Social security costs	19,945	20,543
Pension	25,012	26,290
	<u>248,574</u>	<u>257,316</u>

The average number of staff employed during the year was 9 (2009: 9). The highest paid employee had emoluments of no more than £60,000.

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

No expenses were reimbursed to trustees during this year or the previous year.

At the year end there were outstanding pension contributions payable of £3,203 (2009: £4,065).

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010 (continued)

4 a TOTAL RESOURCES EXPENDED

	Voluntary income	Advice service	Total 2010	Total 2009
	£	£	£	£
Costs directly allocated to activities				
Direct staff costs (see note 3)	-	248,574	248,574	257,316
Staff and volunteer expenses	-	2,570	2,570	2,603
Staff welfare	-	288	288	292
Training	-	4,483	4,483	4,230
Equality project expenses	-	253	253	195
	-	256,168	256,168	264,636
Support costs allocated to activities				
Rent and rates	235	13,770	14,005	12,537
Light and heat	63	3,712	3,775	3,879
Cleaning	48	2,792	2,840	2,829
Computer costs	94	5,523	5,617	5,839
Publications and subscriptions	38	2,204	2,242	2,430
Telephone	69	4,062	4,131	3,014
Postage printing and stationery	48	2,795	2,843	2,527
Insurance	32	1,854	1,886	2,458
Repairs and Renewals	10	589	599	302
Equipment maintenance	41	2,399	2,440	1,180
Depreciation	255	14,917	15,172	20,653
Bank charges	-	10	10	30
	933	310,795	311,728	322,314

Costs are apportioned in line with the income received from that source during the year

b GOVERNANCE COSTS

	2010	2009
	£	£
Accountancy and examination fees	1,480	1,656
AGM costs	219	95
	1,699	1,751

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

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NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2010 (continued)**6 TANGIBLE ASSETS**

	Leasehold improvements £	Office equipment £	Furniture & fittings £	Total £
Cost				
At start of the year	28,363	15,382	2,076	45,821
Additions	12,126	1,118	1,172	14,416
At end of year	40,489	16,500	3,248	60,237
Depreciation				
At beginning of the year	9,454	14,907	692	25,053
Charge	13,496	604	1,072	15,172
At end of period	22,950	15,511	1,764	40,225
Net book value				
At end of period	17,539	989	1,484	20,012
At beginning of period	18,909	475	1,384	20,768

7 DEBTORS

	2010 £	2009 £
Prepayments	1,627	975
Corporation tax	-	905
	1,627	1,880

8 CREDITORS amounts falling due within one year

	2010 £	2009 £
Bank overdraft	115	-
PAYE and social security	6,226	6,576
Other creditors	2,718	4,196
Accruals and deferred income	1,351	3,359
	10,410	14,131