

**PEMBROKESHIRE ACTION TO COMBAT HARDSHIP
(PATCH)**

COMPANY LIMITED BY GUARANTEE

FINANCIAL STATEMENTS

31 MARCH 2013

Charity Number 1124949



**PEMBROKE SHIRE ACTION TO COMBAT HARDSHIP (PATCH)
COMPANY LIMITED BY GUARANTEE**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

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**PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)
COMPANY LIMITED BY GUARANTEE**

MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Registered charity name	Pembrokeshire Action To Combat Hardship (PATCH)
Charity number	1124949
Company registration number	6365713
Principal office	Unit C Havens Head Business Park Hakin Milford Haven Dyfed Wales SA73 3LD
Registered office	Unit C Havens Head Business Park Hakin Milford Haven Dyfed Wales SA73 3LD
Directors	S J Picton V A Jacobs N D O'Connor J R Halse J L Olin
Secretary	V A Jacobs (Appointed 12 April 2012)
Independent examiner	Evens & Co Ltd. Chartered Accountants Hamilton House Hamilton Terrace Milford Haven Pembrokeshire SA73 3JP
Bankers	National Westminster Bank Plc 4 Hamilton Terrace Milford Haven Pembrokeshire SA73 3AN

PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH) COMPANY LIMITED BY GUARANTEE

DIRECTORS ANNUAL REPORT

YEAR ENDED 31 MARCH 2013

The directors present their report and the unaudited financial statements of the company for the year ended 31 March 2013

REFERENCE AND ADMINISTRATIVE DETAILS

Reference and administrative details are shown in the schedule of members of the board and professional advisers on page 1 of the financial statements

THE DIRECTORS

The directors who served the company during the period were as follows

S J Harrison
D J Hawkins
T C P Olin
S J Picton
S C Crabb
V A Jacobs
J L Olin

V A Jacobs was appointed as a director on 12 April 2012
J L Olin was appointed as a director on 19 September 2012
D J Hawkins resigned as a director on 27 June 2012
T C P Olin resigned as a director on 24 July 2012
S C Crabb resigned as a director on 4 September 2012
N D O'Connor was appointed as a director on 9 August 2013
J R Halse was appointed as a director on 2 April 2013
S J Harrison resigned as a director on 2 April 2013

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The charity is controlled by its memorandum and articles of association and constitutes a limited company, limited by guarantee as defined by the Companies Act 2006

Trustees

In accordance with the constitution, members of the executive are elected annually and all executive committee members are elected Trustees of the charity

OBJECTIVES AND ACTIVITIES

We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing our aims and objectives and in planning our future activities. The charitable objective of the organisation is to relieve hardship and poverty in the Pembrokeshire community

ACHIEVEMENTS AND PERFORMANCE

Basics Banks

In this financial year we have seen approximately a 100% increase in the need for food parcels and clothing. We have also prevented tonnes of household and small electrical items from going to landfill by donating the items to clients that wouldn't otherwise be able to afford such items

PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH) COMPANY LIMITED BY GUARANTEE

DIRECTORS ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2013

Volunteers

We now have 60 volunteers many of whom were originally clients. Our volunteer age range is 4 to 70. In the PAVS (Pembrokeshire Association of Voluntary Services) awards we did exceptionally well for the 4th year running. We had winners in the group under 25 year old award and the individual under 25 year old award. The 'Mary Sigley award' (where volunteering has made a huge difference to the life of a volunteer) a volunteer received highly commended. The over 25 year old group won commended and we also received highly commended in the trustee award. Our young 4 year old volunteer won the youngest volunteer award.

The young volunteers from our Milford Haven base won the Milford Haven citizen award.

10 of our volunteers are under 25. Some of our volunteers are 'hard to place' volunteers and we have seen them grow in maturity and confidence. Some volunteers have gone on to successfully gain employment.

Christmas toy project

Our 3rd toy project was launched in October 2012. With the help of many individuals, churches and large companies we gave 4 to 5 age and gender appropriate gifts to over 500 children. The parcels were made up entirely by volunteers. This year another charity 'Pembrokeshire Frame' delivered all of the parcels.

Website

The charity has a website, www.patchcharity.org.uk which gives information on the activities carried out by the charity to potential donors and informs those individuals that require assistance of what services are available to them. PATCH can also be found on Facebook 'PATCH Charity' and Twitter 'PATCH Charity'.

Christmas Day

On Christmas Day 2012 the Mayor of Milford Haven hosted a Christmas Lunch for people that may find themselves otherwise alone on Christmas Day. PATCH was heavily involved in the successful venture.

Employment

We are now in a financial position to employ our co-ordinator for 10 hours per week. She continues her other hours in a voluntary capacity.

FINANCIAL REVIEW

The reserves held at the end of the year are £23,237 surplus (2012 - £18,949 surplus). Reserves are set aside for future projects.

PLANS FOR FUTURE YEARS

For the last five years our head quarters have been a Church in Milford Haven. We have now grown too big for them to continue to accommodate us. With the help of Milford Haven Port Authority and Quayside Estates we have found new premises. On signing the contract the building was an empty shell. We have now fitted stud walls making different rooms for our clients to browse the donations and also for volunteers to sort all that comes in. This new head quarters opened on 26 June 2013.

PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH) COMPANY LIMITED BY GUARANTEE

DIRECTORS ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2013

RESPONSIBILITIES OF THE DIRECTORS

The directors (who are also the directors of Pembrokehire Action to Combat Hardship (Patch) for the purposes of company law) are responsible for preparing the Directors Annual Report and financial statements in accordance with the applicable law and United Kingdom Accounting standards (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 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 directors 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 directors 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. 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.

INDEPENDENT EXAMINER


Evens & Co Ltd,

Chartered Accountants has been re-appointed as independent examiner for the ensuing year

Registered office
Unit C Havens Head Business Park
Hakin
Milford Haven
Dyfed
Wales
SA73 3LD

Signed on behalf of the directors

J L Olin



Director

2 October 2013

PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH) COMPANY LIMITED BY GUARANTEE

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)

YEAR ENDED 31 MARCH 2013

We report on the accounts of the company for the year ended 31 March 2013 which are set out on pages 7 to 12

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of Pembrokehire Action to Combat Hardship (Patch) 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied ourselves that the company is not subject to audit under company law and is eligible for independent examination, it is our responsibility to

- examine the accounts under section 145 of the 2011 Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act, and
- to state whether particular matters have come to my attention

BASIS OF INDEPENDENT EXAMINER'S REPORT

Our 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 company 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 our examination, no matter has come to our attention

(1) which gives us reasonable cause to believe that in any material respect the requirements

- to keep 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

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

**PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)
COMPANY LIMITED BY GUARANTEE**

**INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS OF
PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH) *(continued)***

YEAR ENDED 31 MARCH 2013

Evens & Co Ltd.
Chartered Accountants



Hamilton House
Hamilton Terrace
Milford Haven
Pembrokeshire
SA73 3JP

2 October 2013

**PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)
COMPANY LIMITED BY GUARANTEE**

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2013

		Total Funds 2013 £	Total Funds 2012 £
	Note		
INCOMING RESOURCES			
Incoming resources from generating funds			
Voluntary income	2	27,504	28,915
Investment income	3	6	2
TOTAL INCOMING RESOURCES		<u>27,510</u>	<u>28,917</u>
RESOURCES EXPENDED			
Costs of generating funds			
Fundraising trading cost of goods sold and other costs	4	(23,222)	(18,482)
TOTAL RESOURCES EXPENDED		<u>(23,222)</u>	<u>(18,482)</u>
NET INCOMING RESOURCES FOR THE YEAR	5	4,288	10,435
RECONCILIATION OF FUNDS			
Total funds brought forward		18,949	8,514
TOTAL FUNDS CARRIED FORWARD		<u>23,237</u>	<u>18,949</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 notes on pages 10 to 12 form part of these financial statements.

**PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)
COMPANY LIMITED BY GUARANTEE**

INCOME AND EXPENDITURE ACCOUNT

YEAR ENDED 31 MARCH 2013

	Note	2013 £	2012 £
INCOME		27,504	28,915
TOTAL EXPENDITURE		(23,222)	(18,482)
OPERATING SURPLUS	5	4,282	10,433
OTHER INCOME			
Interest receivable and similar income	3	6	2
RETAINED SURPLUS FOR THE FINANCIAL YEAR		<u>4,288</u>	<u>10,435</u>

The Income and Expenditure Account 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 notes on pages 10 to 12 form part of these financial statements.

**PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)
COMPANY LIMITED BY GUARANTEE**

BALANCE SHEET

31 MARCH 2013

	Note	2013 £	2012 £
FIXED ASSETS			
Tangible assets	7	2,090	779
CURRENT ASSETS			
Cash at bank and in hand		21,626	18,650
CREDITORS: Amounts falling due within one year	8	<u>(479)</u>	<u>(480)</u>
NET CURRENT ASSETS		21,147	18,170
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>23,237</u>	<u>18,949</u>
FUNDS			
Unrestricted income funds	9	<u>23,237</u>	<u>18,949</u>
TOTAL FUNDS		<u>23,237</u>	<u>18,949</u>

For the year ended 31 March 2013 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies

Directors' responsibilities

- The members have not required the company to obtain an audit of its accounts for the year in question in accordance with section 476, and
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts

These financial statements were approved by the director and authorised for issue on the 2 October 2013 and are signed on their behalf by



J L OLIN

Company Registration Number 6365713

The notes on pages 10 to 12 form part of these financial statements.

PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH) COMPANY LIMITED BY GUARANTEE

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), and the requirements of the Statement of Recommended Practice 'Accounting and Reporting by Charities' issued in March 2005 (SORP 2005)

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	- 25% on a reducing balance basis
Motor Vehicles	- 25% on a reducing balance basis

2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Donations			
Donations	24,224	24,224	20,841
D & P Textiles	3,265	3,265	2,200
Employment Subsidy	—	—	4,599
Grant	15	15	805
Saundersfoot Festival	—	—	470
	<u>27,504</u>	<u>27,504</u>	<u>28,915</u>

3. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
Bank interest receivable	<u>6</u>	<u>6</u>	<u>2</u>

4. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds £	Total Funds 2013 £	Total Funds 2012 £
General expenses	18,059	18,059	14,133
Business expenses	5,163	5,163	4,349
	<u>23,222</u>	<u>23,222</u>	<u>18,482</u>

**PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

5. NET INCOMING RESOURCES FOR THE YEAR

This is stated after charging

	2013	2012
	£	£
Depreciation	<u>697</u>	<u>260</u>

6. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2013	2012
	£	£
Wages and salaries	2,288	3,794
Social security costs	<u>—</u>	<u>—</u>
	<u>2,288</u>	<u>3,794</u>

Particulars of employees:

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

	2013	2012
	No	No
Number of production staff	<u>1</u>	<u>1</u>

No employee received remuneration of more than £60,000 during the year (2012 - Nil)

7. TANGIBLE FIXED ASSETS

	Equipment	Motor	Total
	£	Vehicles	£
	£	£	£
COST			
At 1 April 2012	1,039	—	1,039
Additions	<u>108</u>	<u>1,900</u>	<u>2,008</u>
At 31 March 2013	<u>1,147</u>	<u>1,900</u>	<u>3,047</u>
DEPRECIATION			
At 1 April 2012	260	—	260
Charge for the year	<u>222</u>	<u>475</u>	<u>697</u>
At 31 March 2013	<u>482</u>	<u>475</u>	<u>957</u>
NET BOOK VALUE			
At 31 March 2013	<u>665</u>	<u>1,425</u>	<u>2,090</u>
At 31 March 2012	<u>779</u>	<u>—</u>	<u>779</u>

**PEMBROKESHIRE ACTION TO COMBAT HARDSHIP (PATCH)
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NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2013

8. CREDITORS: Amounts falling due within one year

	2013	2012
	£	£
Other creditors	<u>479</u>	<u>480</u>

9. UNRESTRICTED INCOME FUNDS

	Balance at 1 April 2012	Incoming resources	Balance at 31 March 2013
	£	£	£
General Funds	<u>18,949</u>	<u>4,288</u>	<u>23,237</u>

10 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets	Net current assets	Total
	£	£	£
Unrestricted Income Funds	<u>2,090</u>	<u>21,146</u>	<u>23,236</u>
Total Funds	<u>2,090</u>	<u>21,146</u>	<u>23,236</u>

11 COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee