

***OPEN HANDS PROJECT (SHEFFIELD)***  
***(LIMITED BY GUARANTEE)***

***FINANCIAL STATEMENTS***

***FOR THE YEAR ENDED 30 SEPTEMBER 2009***

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COMPANIES HOUSE

**COMPANY NUMBER 6368608**  
**CHARITY NUMBER 1121814**

**Open Hands Project (Sheffield) (Limited by Guarantee)**

**Financial statements**

**For the year ended 30 September 2009**

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**Open Hands Project (Sheffield) (Limited by Guarantee)**

**Legal and administrative information**

**Board of Trustees**

Chair	Mr J S Bennett
Treasurer	Ms A King
Others	Ms N Foote Mr N R Allan

**Secretary**

Ms A King

**Project Manager**

Mr J S Bennett

**Registered Office and operation address**

6 Gilpin Street, Sheffield S6 3BL

**Independent Examiner**

CWS De Silva FCCA, 5 Whiteley Lane, Sheffield S10 4GL

**Bankers**

Lloyds TSB PLC, 14 Church Street, Sheffield S1 1HP

**Report of the Board of Trustees to the members of**  
**Open Hands Project (Sheffield) (Limited by Guarantee)**  
**For the year ended 30 September 2009**

The board of trustees present their report, together with the financial statements for the year ended 30 September 2009

## **Structure, Governance and Management**

### **Governing document**

The organisation is a charitable company limited by guarantee, incorporated on 12 September 2007 and registered as a charity on 04 December 2007. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. The total number of such guarantees at 30 September 2009 was 4 (2008 – 4).

### **Recruitment and appointment of board of governors**

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles are known as members of the board of trustees. Under the requirements of the Memorandum and Articles of Association all of the trustees must retire at each Annual General Meeting, but may offer themselves for re-election.

Mr J S Bennett, Ms A King, and Mr N R Allan will retire at the forthcoming AGM and, being eligible, offer themselves for re-election. Ms N Foote will not stand for re-election.

New members of the board of trustees are recruited by circulating vacancies.

### **Trustee induction and training**

It is our policy to appoint trustees from those who are involved with the day to day work of the charity and understand the ethos and vision of the charity. They will be familiar with the difficulties faced by destitute asylum seekers. We also like to have one trustee who is a minister or senior leader of one of the churches involved in the charity. All new trustees, as part of their induction, have a meeting with the Chair of the Trustees and also the opportunity for training in their responsibilities and duties. This is provided by Voluntary Action Sheffield and their legal officer.

### **Risk management**

The board of trustees examine the risks to the charity on an annual basis. The trustees consider the main external risk facing the organisation is a shortfall of funding. In order to monitor this risk the board receives a financial report each time it meets and decides any necessary action.

### **Organisational structure**

The charity has a board of trustees of up to 4 members who meet a minimum of twice but generally three times per annum and are responsible for the strategic direction and policy of the charity.

### **Related parties**

Mr N R Allan is also a director of Philadelphia Network Limited, a non profit-making company limited by guarantee.

### **Objectives and activities**

The objects of the charity are to relieve persons who are in need or hardship or who are aged or sick and to relieve the distress caused thereby in Sheffield and in such other parts of the United Kingdom as the trustees may from time to time think fit.

The charity achieves its main objective by providing accommodation to destitute asylum seekers in the Sheffield area.

**Report of the Board of Trustees to the members of**  
**Open Hands Project (Sheffield) (Limited by Guarantee) (Continued)**  
**For the year ended 30 September 2009**

**Achievements and performance**

The charity established two further houses with accommodation for six persons. Financial support was maintained during the year and the charity now house nine people. The turnover of asylum seekers in the houses is slow because it is hard for them to move to alternative accommodation without the hardship support given through Section 4 which has stringent requirements.

**Financial review**

The net incoming resources for the period amounted to £970. This is made up of £805 of net incoming resources on unrestricted projects and £165 of net incoming resources on restricted projects. The total unrestricted reserves amounted to £6,317 at the year end.

**Principal funding sources**

The charity is mainly funded by donations (including gift aid) which are mostly received from individuals who are members of St Thomas' church, Philadelphia, Sheffield and the Kings Centre, Sheffield.

The sources of income are set out in the statement of financial activities, however the charity is particularly grateful to the many individuals who have given during the last 12 months. Most of all the trustees are grateful to God for his provision in this first year.

**Investment policy**

The governors consider that it is appropriate for the funds of the charity to be retained in the bank current and savings accounts to meet the daily requirements of the charity's expenditure. They do not consider there are funds in excess of this requirement available for investment.

**Reserves policy**

The board of trustees have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be three months of the resources expended, which equates to £3,175 in general funds. At this level, the board of trustees feel that they would be able to continue the current activities of the charity, in the event of a significant drop in funding, whilst new sources of funding would be established or activities changed.

**Plans for future periods**

The trustees wish to encourage other churches and individuals to support the work of the charity. This will enable the charity to increase the number of asylum seekers it can house. The Trustees are seeking to renew the tenancy agreement of the Abbeydale Road house when it terminates in July 2010.

**Report of the Board of Trustees to the members of**  
**Open Hands Project (Sheffield) (Limited by Guarantee) (Continued)**  
**For the year ended 30 September 2009**

**Responsibility of the board of trustees**

Company law requires the board of trustees to prepare financial statements for each financial year, which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the board of trustees should follow best practice and

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent, and
- Prepare the financial statements on the going concern basis unless it is inappropriate to assume that the company will continue on that basis

The board of trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. The board of trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**Members of the board of trustees**

Members of the board of trustees, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are set out on page 1.

In accordance with charity law, as the trustees, we certify that

- So far as we are aware, there is no relevant accounting information of which the independent examiner is unaware, and
- As the trustees we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant accounting information and to establish that the charity's independent examiner is aware of that information

**Small company rules**

This report has been prepared in accordance with the Statement of Recommended Practice – Accounting and Reporting by Charities (issued in March 2005) and in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small entities.

Approved by the board of trustees on 21 May 2010 and signed on its behalf by



Ms A King  
Secretary

**Independent Examiner's Report to the Members of**  
**Open Hands Project (Sheffield) (Limited by Guarantee)**  
**For the year ended 30 September 2009**

I report on the unaudited financial statements for year ended 30 September 2009 set out on page 6 to 9

**Respective responsibilities of the board of trustees and the independent examiner**

As described on page 4 the trustees are responsible for the preparation of the report of the trustees and the financial statements in accordance with United Kingdom law and accounting standards, and they consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the 1993 Act) 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

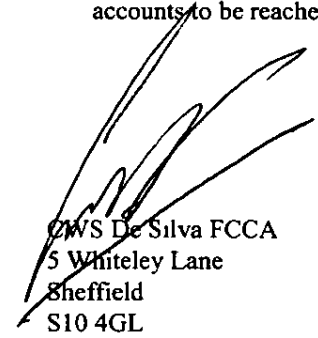
**Basis of independent examiner's report**

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 financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as governors 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

- 1) which gives me 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 (issued March 2005) have not been met, or
- 2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



ZWS De Silva FCCA  
5 Whiteley Lane  
Sheffield  
S10 4GL

21 May 2010

**Open Hands Project (Sheffield) (Limited by Guarantee)**

**Statement of Financial Activities (including Income and Expenditure Account)**

**For the year ended 30 September 2009**

	Note	Unrestricted Funds £	Restricted Funds £	Total 2009 £	Total 2008 £
<b>Incoming resources</b>					
Incoming resources from donors					
Donations and gifts		8,083	3,832	11,915	13,599
Gift aid and covenant tax claims		1,755	-	1,755	1,051
Bank interest		-	-	-	56
<b>Total incoming resources</b>		<b>9,838</b>	<b>3,832</b>	<b>13,670</b>	<b>14,706</b>
<b>Resources expended</b>					
Charitable expenditure					
Rent		7,175	-	7,175	5,375
Repairs and maintenance		-	-	-	214
Bedding		402	-	402	181
Household goods		129	-	129	71
Council tax		-	1,305	1,305	961
Water rates		-	283	283	181
Light and heat		-	1,935	1,935	1,382
Insurance		1,202	-	1,202	450
Photocopying, postage and stationary		-	-	-	120
Room hire		100	-	100	-
TV Licence		-	144	144	140
Hire of equipment		-	-	-	88
		9,008	3,667	12,675	9,163
Governance costs					
Company formation expenses		-	-	-	446
Bank charges		25	-	25	-
<b>Total resources expended</b>		<b>9,033</b>	<b>3,667</b>	<b>12,700</b>	<b>9,609</b>
<b>Net incoming/(outgoing) resources</b>	<b>3</b>	<b>805</b>	<b>165</b>	<b>970</b>	<b>5,097</b>
Total funds brought forward		5,512	(415)	5,097	-
<b>Total fund carried forward</b>		<b>6,317</b>	<b>(250)</b>	<b>6,067</b>	<b>5,097</b>

The notes on pages 8 and 9 form part of these financial statements



**Open Hands Project (Sheffield) (Limited by Guarantee)**

**Balance Sheet**

**As at 30 September 2009**

	<u>Note</u>	2009 £	2008 £
<b>Current assets</b>			
Debtors	5	1,129	137
Cash at bank and in hand		5,522	5,375
		<hr/> 6,651	<hr/> 5,512
<b>Creditors: - amounts falling due within one year</b>	6	584	415
		<hr/>	<hr/>
<b>Net current assets</b>		<b>6,067</b>	<b>5,097</b>
		<hr/>	<hr/>
<b>Net assets</b>	7	<b>6,067</b>	<b>5,097</b>
		<hr/>	<hr/>
<b>Funds</b>			
Unrestricted	8	6,317	5,512
Restricted	8	(250)	(415)
		<hr/>	<hr/>
<b>Total funds</b>	8	<b>6,067</b>	<b>5,097</b>
		<hr/>	<hr/>

The directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of s 477(1) of the Companies Act 2006. Members have not required the company, under s 476 of the Companies Act 2006, to obtain an audit for the year ended 30 September 2009. The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with s 386 and s 387 of the Companies Act 2006, and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 30 September 2009 and of its profit or loss for the period then ended in accordance with the requirements of s 396, and which otherwise comply with the requirements of the Act relating to the accounts so far as applicable to the company.

The financial statements, which have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 applicable to small companies, and in accordance with the Financial Reporting Standard for smaller entities, were approved by the board on 21 May 2010 and signed on its behalf



Mr J S Bennett  
Chair



Ms A King  
Treasurer

The notes on pages 8 and 9 form part of these financial statements

## **Open Hands Project (Sheffield) (Limited by Guarantee)**

### **Notes forming part of the Financial Statements**

#### **For the year ended 30 September 2009**

##### ***1 Accounting policies***

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

##### ***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), the Companies Act 1985 and the Statement of Recommended Practice Accounting and Reporting by Charities issued in March 2005

##### ***Fund accounting***

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity

Designated funds are unrestricted funds earmarked by the board of trustees for particular purposes

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal

##### ***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 in these accounts

Investment income is included when receivable

Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance

##### ***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

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

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the accountancy and costs linked to the strategic management of the charity

##### ***Leasing commitments***

Rentals paid under operating leases are charged to the income and expenditure account as the rentals accrue

##### ***2 Staff costs and numbers***

The Charitable company did not employ any person during the current period

##### ***3 Net incoming resources for the period***

The board of trustees received no remuneration during this period No travel costs and subsistence were reimbursed to the trustees during the period

**Open Hands Project (Sheffield) (Limited by Guarantee)**

**Notes forming part of the Financial Statements**

**For the year ended 30 September 2009**

**4 Taxation**

The charitable company is exempt from corporation tax on its charitable activities

**5 Debtors**

	2009 £	2008 £
Other debtors and prepayments	1,129	137

**6 Creditors: amounts falling due within one year**

	2009 £	2008 £
Other creditors and accruals	584	415

**7 Analysis of net assets between funds**

	Unrestricted £	Restricted £	Total £
Current assets	6,317	334	6,651
Current liabilities	-	(584)	(584)
Net assets at 30 September 2009	6,317	(250)	6,067

**8 Movement in funds**

	At 1 Oct 2008 £	Movement in resources Incoming £	Outgoing £	At 30 Sept 2009 £
Restricted funds	(415)	3,832	(3,667)	(250)
Unrestricted funds	5,512	9,838	(9,033)	6,317
Total Funds	5,097	13,670	(12,700)	6,067

The purpose of the restricted fund is to meet the costs of certain expenses related to the provision of facilities in the houses

**9 Other financial commitments**

At 30 September 2009 the charitable company had annual commitments under non-cancellable operating leases amounting to £8,146 (2008 - £6,300) due within one year. The leases to which these amounts relate will expire within twelve months of the balance sheet date.