

Registered Charity No 1123488  
Registered Company No 6428264

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED  
ACCOUNTS FOR THE YEAR ENDED  
31 MARCH 2012

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## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2012

Trustees	Margreet Armitstead Anneliese Dodds (from 7 December 2011) Helen Foreman Beryl Keen (from 18 January 2012) Bryan Keen Helen Potts Stephen Richardson Sue Tanner Peter Wlkinson (from 7 December 2011)
Treasurer	John McLintock
Registered Office	60 Ashurst Way Rose Hill Oxford OX4 4RF
Independent examiners	Critchleys LLP Greyfriars Court Paradise Square Oxford OX1 1BE
Bankers	Unity Trust Bank Nine Brindleyplace Birmingham B1 2HB
Registered Charity number	1123488
Registered Company number	6428264

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2012

The Trustees present their report along with the financial statements of the charity for the period ended 31 March 2012. The accounts for the period ended 31 March 2012 have been prepared in accordance with the revised Statement of Recommended Practice issued in 2005 (SORP 2005) and comply with the charity's governing document.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

Rose Hill and Donnington Advice Centre Limited is a company limited by guarantee and registered as a charity under the Charities Act. The charitable company is governed by its Memorandum and Articles of Association. Rose Hill and Donnington Advice Centre Limited was incorporated as a company on 15 November 2007 (registered company number 6428264) and registered by the Charity Commission on 7 April 2008 (charity number 1123488).

The charity is managed by the trustees who meet as and when required but usually at least seven times a year. The trustees do not receive remuneration or expenses.

New Trustees are appointed either to fill a casual vacancy or by way of addition to the Board. Particular emphasis is placed upon the appointment of Trustees with knowledge and experience relevant to the charity's activities. When new Trustees are appointed they are given an introduction to the work of the charity and provided with the information they need to fulfil their roles, which includes information about the role of the Trustees and their responsibilities under the Charities and Companies Acts.

Internal controls of the charity's resources are based principally on the requirement for two signatories for expenditure. Where the charity acts as a recipient of grants from other charities, for example for furniture or other essential household equipment, the funds are handled through a bank account separate from that used for the charity's own requirements. Appropriate insurance has been affected where available.

The trustee directors set out below held office during the whole of the year except where otherwise stated. The company has no share capital and the directors have no interests in it.

Margreet Armitstead  
Anneliese Dodds (from 7 December 2011)  
Helen Foreman  
Beryl Keen (from 18 January 2012)  
Bryan Keen  
Helen Potts  
Stephen Richardson  
Sue Tanner  
Peter Wilkinson (from 7 December 2011)

The Trustees would also like to express their thanks to all those who supported the centre during the year, whether financially, or by volunteering their time in other ways.

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

### REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2012 (CONTINUED)

The Trustees have identified and considered the major risks to which the charity is exposed and have established systems and procedures to manage those risks. The principal risk associated with the charity's operation remains the availability of operational grants.

#### OBJECTIVES AND ACTIVITIES

The objects of the charity are to relieve poverty in Rose Hill and Donnington and the surrounding area and to provide information, advice and assistance on all matters relating to welfare benefits and City and County and national services at both statutory and voluntary level.

The trustees have had regard to the requirement to demonstrate Public Benefit. They are satisfied that the charity's activities are available to all members of the public in the charity's geographical area of operation and that all its activities are demonstrably for the benefit of those members of the public who seek to avail themselves of its services.

The charity's activities have as a principal public benefit assisting individuals, often elderly and/or disabled, and families to continue to live in their own homes. This provides a major social benefit for the community as well as for the individuals and families assisted, it also makes a major contribution to reducing the demands made on the County and City Councils' services, for example support in rescheduling debt can prevent homelessness. This reduces the likelihood of children being taken into care by the County Council and removes any requirement for the City Council to provide emergency housing.

#### ACHIEVEMENTS AND PERFORMANCE

The level of activity of the charity and its staff increased in scope and complexity during the year, reflecting the continuing impact of the economic downturn. The trustees remain very grateful for the continued commitment of the staff in the face of the increasing workload. There were 1,619 client contacts during the year, an increase of 8.7% on 2010/11. Approximately 57% of clients were women and 32% were living with a disability or long-term illness. Nearly 74% described themselves as White British, 5% as black, nearly 14% Asian and 5% as White non-British. The charity dealt with many issues, including benefits, debt, housing, family, health including mental, employment, legal and general contract.

The Centre helped clients to access charity grants of £18,623 and additional, continuing benefits amounting to at least £82,140 pa. We helped clients to achieve debt write-off of £71,103.

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2012 (CONTINUED)

## FINANCIAL REVIEW

The Trust has a policy of retaining sufficient unrestricted reserves to finance its planned programme and meet its future financial obligations. For this purpose, the Trustees monitor financial performance and forecast future commitments and reserves for a minimum of 18 months ahead.

The charity's activities continue to be funded substantially by the grants received from the Oxford City Council and Oxfordshire County Council. The trustees are very grateful for this continued essential funding and for the significant support offered by local and other charities in the fulfilment of the charity's objects. The trustees are concerned as to the continuing availability of funding from the local authorities in current economic circumstances.

Approved by the Trustees and signed on their behalf by

*Susan G. Tanner*  
Trustee

P.G. TANNER

*10 September 2012*

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31 MARCH 2012

## TRUSTEES' RESPONSIBILITIES

Company law requires the trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charitable company at the end of the financial year and of its surplus or deficit for that year. In doing so the trustees are required to

- Select suitable accounting policies and then apply them consistently,
- Make sound judgements and estimates that are reasonable and prudent, and
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in business

The trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the accounts 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.

Approved by the Trustees on 10.9 2012 and signed on their behalf by

*Rusan G. Tanner*

Trustee

*SG Tanner*

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED**

I report on the accounts of the Charity for the period ended 31 March 2012, which are set out on pages 7 to 12

**Respective responsibilities of trustees and examiner**

The trustees (who are also the 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 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed

Having satisfied myself that the charity is not subject to audit under Part 16 of the Companies Act 2006 and is eligible for independent examination, it is my 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 examiners' 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 the 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 those matters set out in the statement below

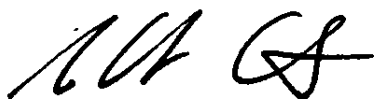
**Independent examiners' statement**

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 (revised 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



Robert Kirtland FCA  
Critchleys LLP  
Greyfriars Court  
Paradise Square  
Oxford  
OX1 1BE

Date 21/9/2012

ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED  
(Registered Company No. 6428264)  
STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2012

	Note	Unrestricted Fund £	Restricted Fund £	Total Funds 2012 £	Total Funds 2011 £
<b>INCOMING RESOURCES</b>					
Income from activities for generating funds		5,733	-	5,733	14,721
Incoming resources from charitable activities		<u>104,838</u>	<u>4,200</u>	<u>109,038</u>	<u>95,103</u>
		110,571	4,200	114,771	109,824
<b>RESOURCES EXPENDED</b>					
Costs of charitable activity					
Provision of advisory service	2	99,586	3,800	103,386	100,245
Governance costs	3	<u>1,634</u>	<u>-</u>	<u>1,634</u>	<u>1,043</u>
		101,220	3,800	105,020	101,288
<b>NET INCOMING RESOURCES</b>		9,351	400	9,751	8,536
Transfers between funds		<u>(9,600)</u>	<u>9,600</u>	<u>-</u>	<u>-</u>
<b>MOVEMENT IN FUNDS</b>		(249)	10,000	9,751	8,536
<b>BALANCE AT</b>					
1 April 2011		<u>19,524</u>	<u>-</u>	<u>19,524</u>	<u>10,988</u>
<b>BALANCE AT</b>					
31 March 2012		<u>19,275</u>	<u>10,000</u>	<u>29,275</u>	<u>19,524</u>

The notes on pages 9 to 12 form part of these accounts

All activities are continuing. There are no gains or losses other than those recognised through the Statement of Financial Activities. The Statement of Financial Activities incorporates the income and expenditure.

As a company limited by guarantee and with charitable objects, a "reconciliation of shareholders funds" is not considered appropriate.



## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

*Registered number: 06428264*BALANCE SHEET  
AS AT 31 MARCH 2012

	Note	2012 £	2011 £
FIXED ASSETS	4	1,259	1,149
CURRENT ASSETS			
Debtors	5	2,649	2,920
Cash at bank		<u>48,211</u>	<u>41,656</u>
		50,860	44,576
CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR	6	<u>(22,844)</u>	<u>(26,201)</u>
NET CURRENT ASSETS		<u>28,016</u>	<u>18,375</u>
NET ASSETS		<u>29,275</u>	<u>19,524</u>
FUNDS			
Unrestricted funds	8	19,275	19,524
Restricted fund		<u>10,000</u>	<u>-</u>
		<u>29,275</u>	<u>19,524</u>

The directors consider that for the year ended 31 March 2012 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies. No member or members have deposited a notice requesting an audit for the current financial year under section 476 of the Act.

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 financial year and of its surplus or deficit for the financial year in accordance with the requirements of sections 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.

These accounts are prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

The notes on pages 9 to 12 form part of the accounts.

These accounts were approved and authorised for issue by the Board of Trustees on 10 9 2012

*Susan G Tanner*

Trustee

*S G TANNER*

# ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

## NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2012

### 1 ACCOUNTING POLICIES

#### a) Accounting conventions

In preparing the accounts the charity has followed best practice as laid down in the Charities Act 2011 and the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (Revised 2005). The accounts are prepared under the historical cost convention, and in accordance with all applicable accounting standards.

#### b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Where a donor has specified a particular purpose for a donation, the income is shown as restricted income in the Statement of Financial Activities. Any such income unexpended at the year end is shown as a restricted fund in the balance sheet. Any expenditure in anticipation of restricted income is carried forward as a negative balance on the restricted fund.

#### c) Incoming resources

Donations, grants, legacies and similar incoming resources are included in the year in which they are receivable, which is when the charity becomes entitled to the resource.

#### d) Resources expended

Resources expended are accounted for on an accruals basis and gross of any related income. Costs that specifically relate to costs of generating funds and governance costs are charged to those expense categories. All other costs form part of the costs of the charitable activity. Governance costs include those costs, such as statutory audit and legal and professional fees, associated with constitutional and statutory requirements.

#### e) Fixed assets

Tangible fixed assets are stated at historical cost less depreciation. Depreciation is provided using the following rates which reflect the anticipated useful lives of the assets:

Computer equipment	4 years on a straight line basis
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#### f) Leasing commitments

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are charged to the revenue account on a straight line basis.

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2012 (continued)

<b>2</b>	<b>COST OF CHARITABLE ACTIVITY</b>	<b>2012</b>	<b>2011</b>
	(Provision of advisory service)	£	£
	Salaries	82,443	81,906
	Social security costs	7,475	7,553
	Office equipment costs including maintenance	1,092	551
	Equipment hire	1,714	1,689
	Stationery	786	597
	Telephone	1,271	1,397
	Postage	622	325
	Travel	646	142
	Training	1,066	47
	Bank charges	35	34
	Insurance	1,002	653
	Memberships	305	732
	Rent	3,000	3,000
	Depreciation	590	415
	Miscellaneous	280	110
	Cleaning	<u>1,059</u>	<u>1,094</u>
		<u>103,386</u>	<u>100,245</u>
4 staff members were employed during the year. No employee was paid in excess of £60,000 and no pension contributions were made.			
<b>3</b>	<b>GOVERNANCE COSTS</b>	<b>2012</b>	<b>2011</b>
		£	£
	Independent examiner's remuneration	720	743
	Legal and professional	<u>914</u>	<u>300</u>
		<u>1,634</u>	<u>1,043</u>
<b>4</b>	<b>FIXED ASSETS</b>	<b>Fixtures, fittings &amp; equipment £</b>	
	<b>Cost</b>		
	At 1 April 2011		1,859
	Additions		<u>700</u>
	At 31 March 2012		<u>2,559</u>
	<b>Depreciation</b>		
	At 1 April 2011		710
	Charge for the year		<u>590</u>
	At 31 March 2012		<u>1,300</u>
	<b>Net Book Value</b>		
	At 31 March 2012		<u>1,259</u>
	At 1 April 2011		<u>1,149</u>

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2012 (continued)

5	DEBTORS	2012 £	2011 £			
	Prepayments and other debtors	<u>2,649</u>	<u>2,920</u>			
6	CREDITORS AMOUNTS FALLING DUE WITHIN ONE YEAR	2012 £	2011 £			
	Accruals	480	720			
	Deferred income	21,870	24,869			
	Other creditors	<u>494</u>	<u>612</u>			
		<u>22,844</u>	<u>26,201</u>			
7	DEFERRED INCOME		£			
	At 31 March 2011		24,869			
	Released in year		(24,869)			
	Deferred income in year		<u>21,870</u>			
	At 31 March 2012		<u>21,870</u>			
8	FUNDS					
		Restricted Funds				
	Unrestricted Fund	Oxfam	OCC Training	OCC Computers	Staff Welfare	TOTAL
	£	£	£	£	£	£
	Funds at 1 April 2011	19,524	-	-	-	19,524
	Incoming resources	110,571	3,000	800	400	114,771
	Resources expended	(101,220)	(3,000)	(800)	-	(105,020)
	Transfers	<u>(9,600)</u>	<u>-</u>	<u>-</u>	<u>(400)</u>	<u>10,000</u>
	Funds at 31 March 2012	<u>19,275</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>29,275</u>
	Represented by					
	Current assets	40,860	-	-	-	50,860
	Current liabilities	(22,844)	-	-	-	(22,844)
	Fixed assets	<u>1,259</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,259</u>
		<u>19,275</u>	<u>-</u>	<u>-</u>	<u>10,000</u>	<u>19,275</u>

The Oxfam Fund comprises monies provided for specific youth projects by Oxfam

The Oxford City Council Training provided by the Council for training on Universal Benefits

Staff Welfare Fund is the initial contribution from the Critchley Charitable Trust for the cost of redundancies in the event of the winding up of the Advice Centre

## ROSE HILL AND DONNINGTON ADVICE CENTRE LIMITED

NOTES TO THE ACCOUNTS  
FOR THE YEAR ENDED 31 MARCH 2012 (continued)

## 9 OPERATING LEASE COMMITMENTS

As at 31 March 2012 the charity had annual commitments under non-cancellable operating leases regarding office equipment as follows

	2012 £	2011 £
Within 1 year	-	-
Within 2-5 years	4,608	5,004
Over 5 years	-	-
	<u>4,608</u>	<u>5,004</u>

## 10 TRUSTEES

No trustees received any remuneration or reimbursement of expenses in the year

## 11 STATUS OF THE COMPANY

Rose Hill and Donnington Advice Centre Limited is a charitable company limited by guarantee. The liability of the members in the event of the charitable company being liquidated is limited to £1 per member.